WITZENBERG
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Kennis word hiermee gegee ingevolge Artikel 29(2) van die Plaaslike Regering: Munisipale Strukture Wet, 1998 (Wet 117 van 1998) soos gewysig, dat 'n Gewone Raadsvergadering van die Munisipaliteit Witzenberg gehou sal word op Dinsdag, 30 Mei 2023 om 10:00 in die Stadsaal, Voortrekkerstraat, Ceres.	Notice is hereby given in terms of Section 29(2) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) as amended, that an Ordinary Council meeting of the Witzenberg Municipality will be held in the Town Hall, Voortrekker Street, Ceres on Tuesday, 30 May 2023 at 10:00.

Raadslede en amptenare / Councillors and officials		
Alderman K Adams	Councillor JJ Cloete	Councillor P Daniels
Councillor S de Bruin	Councillor GJ Franse	Councillor JP Fredericks
Councillor AL Gili	Councillor LA Hardnek	Councillor P Heradien
Alderman BC Klaasen	Councillor FE Klazen (Deputy Executive Mayor)	Councillor GG Laban
Councillor JS Mouton	Councillor MJ Ndaba	Councillor N Nogcinisa
Councillor N Phatsoane	Alderman HJ Smit (Executive Mayor)	Councillor D Swart
Councillor IL Swartz	Alderman JJ Visagie	Councillor K Yisa
Councillor J Zalie		
Municipal Manager	Director: Finance	Director: Technical Services
Director: Corporate Services	Deputy Director: Finance	Head: Internal Audit
Manager: Projects and Performance	IDP Manager	Manager: Communication and Marketing
Manager: Legal Services	Manager: Administration	Chief Administrative Officer
Committee Clerk	Interpreter	

TER INLIGTING / FOR INFORMATION

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

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

COUNCILLOR EM SIDEGO
SPEAKER

19 May 2023

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

2.1 Consideration of application for leave of absence, if any
Aansoeke om verlof tot afwesigheid, indien enige
(3/1/2/1)

2.2 Confidentiality and Conflict of Interest Declaration
Vertroulikheid en Botsing van Belange Verklaring
(3/2/1)

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

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED
MEDEDELINGS, AANKONDIGINGS OF SAKE GEOPPER

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

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

- Councillor N Nogcinisa 6 April
- Councillor P Daniels 8 April

NOTED.

3.2 Matters raised by the Speaker / Sake deur die Speaker geopper
(09/1/1)

3.3 Matters raised by the Executive Mayor
Sake deur die Uitvoerende Burgemeester geopper
(09/1/1)

3.4 Matters raised by the Municipal Manager
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4. MINUTES / NOTULES

4.1 Corrections to the minutes / Wysigings aan die notules
(3/1/2/3)

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

The minutes of the Council meeting, held on 28 March 2023 are attached as annexure 4.2.

RECOMMENDED

that the minutes of the Council meeting, held on 28 March 2023, be approved and signed by the Speaker.

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

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	15/4/P	Item 8.2.1 of 23-02-2022 Spatial Development Framework: Ceres Priority Focus Area 1	Technical Services	That the matter be held in abeyance for clarification reasons.		
2	7/1/4/1	Item 8.3.1 of 29-11-2022 Proposed erf 2622 for Schoonvlei SMME Business HUB: C/o Bank and Forel Streets, Bella Vista, Ceres	Community Services	That matter be held in abeyance and further information be obtained.	Work in progress.	End of May 2023
3	3/R	Item 8.4.3 of 29-11-2022 Disappearance of Mayoral chain	Corporate Services	That notice be taken of the matter and that a full report be tabled to Council.		30 May 2023

RECOMMENDED

that notice be taken of the outstanding matters.

AANBEVEEL

dat kennis geneem word van die uitstaande sake.

5. MOTIONS AND NOTICE OF SUGGESTIONS
MOSIES EN KENNISGEWING VAN VOORSTELLE

6. INTERVIEWS WITH DELEGATIONS
ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

(a) Corporate and Financial Services, held on 6 April 2022: Annexure 7.1(a).

(b) Executive Mayoral Committee, held on 8 August 2022: Annexure 7.1(b).

(c) Special Performance, Risk and Audit Committee, held on 26 August 2022: Annexure 7.1(c).

(d) Performance, Risk and Audit Committee, held on 9 September 2022: Annexure 7.1(d).

(e) Committee for Housing Matters, held on 5 October 2022: Annexure 7.1(e).

(f) Committee for Community Development, held on 20 October 2022: Annexure 7.1(f).

(g) Committee for Corporate and Financial Services, held on 20 October 2022: Annexure 7.1(g).

(h) Committee for Corporate and Financial Services, held on 17 November 2022: Annexure 7.1(h).

(i) Committee for Housing Matters, held on 24 November 2022: Annexure 7.1(i).

(j) Executive Mayoral Committee, held on 28 November 2022: Annexure 7.1(j).

(k) Special Performance, Risk and Audit Committee, held on 16 January 2023: Annexure 7.1(k).

(l) Executive Mayoral Committee, held on 24 January 2023: Annexure 7.1(l).

(m) Committee for Housing Matters, held on 26 January 2023: Annexure 7.1(m).

(n) Committee for Housing Matters, held on 23 February 2023, Annexure 7.1(n).

(o) Executive Mayoral Committee, held on 27 February 2023: Annexure 7.1(o).

(p) Committee for Community Development, held on 16 March 2023: Annexure 7.1(p).

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.

7.2 Approval of minutes: Meeting of Committee for Local Economic Development and Tourism: 18 August 2021 (3/1/2/3)

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 18 August 2021, are attached as annexure 7.2.

The Committee for Local Economic Development and Tourism resolved on 18 April 2023 to recommend to Council that notice be taken of the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 18 August 2021, and same be submitted to Council for approval.

RECOMMENDED

that the minutes of the Committee for Local Economic Development and Tourism meeting, held on 18 August 2021, be approved.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

8.1.1 Finance: Draft Budget 2023/2024 and Draft Amended IDP 2023/2024
(5/1/1/22 & 2/2/1)

The following memorandum, dated 15 May 2023, was received from the Director: Finance:

"1. Purpose

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

2. Legal framework

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

'Annual budgets

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

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

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

'Contents of annual budgets and supporting documents

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

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

(ii) actual revenue and expenditure by vote for the financial year preceding the current year; and

(e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.

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

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

(a) draft resolutions –
  (i) approving the budget of the municipality;
  (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
  (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
  (iv) approving any other matter that may be prescribed;

(b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;

(c) a projection of cash flow for the budget year by revenue source, broken down per month;

(d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;

(e) any proposed amendments to the budget-related policies of the municipality;

(f) particulars of the municipality's investments;

(g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;

(h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;

(i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;

(j) particulars of any proposed allocations or grants by the municipality to –
  (i) other municipalities;

(ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
(iii) any other organs of state;
(iv) any organisations or bodies referred to in Section 67(1);

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

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

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

'Funding of expenditures

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

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

The following documents are attached:

(a) Tariff Setting Tool: Annexure 8.1.1(a).

(b) Draft Amended IDP 2023/2024: Annexure 8.1.1(b).

(c) Draft Budget: 2023/2024 – 2025/2026: Annexure 8.1.1(c).

(d) Draft Budget Related Policies: 2023/2024: Annexure 8.1.1(d).

(e) Draft Budget Schedules: 2023/2024 – 2025/2026: Annexure 8.1.1(e).

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That the annual budget of Witzenberg Municipality for the financial year 2023/2024; and indicative for the two projected years 2024/2025 and 2025/2026, as set out in the schedules contained in Section 4, be approved:

(i) Table A2: Budgeted Financial Performance (expenditure by standard classification).

(ii) Table A3: Budgeted Financial Performance (expenditure by municipal vote).

(iii) Table A4: Budgeted Financial Performance (revenue by source).

(iv) Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.

(b) Property rates reflected in annexure 8.1.1(c) and any other municipal tax reflected in annexure 8.1.1(c) are imposed for the budget year 2023/2024.

(c) Tariffs and charges reflected in annexure 8.1.1(c) are approved for the budget year 2023/2024.

(d) The measurable performance objectives for revenue from each source reflected in Table A4 - Budgeted Financial Performance (revenue and expenditure) are approved for the budget year 2023/2024.

(e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2023/2024.

(f) That the new amended budget related policies be approved with implementation as from 1 July 2023:

(i) Tariff Policy
(ii) Property Rates Policy
(iii) Credit Control and Debt Collection Policy.
(iv) Cash Management and Investment Policy
(v) Consumer Payment Incentive Policy.
(vi) Municipal Supply Chain Management Policy
(vii) Petty Cash Policy
(viii) Indigent Policy
(ix) Budget Policy
(x) Budget Virement Policy
(xi) Asset Management Policy
(xii) Funding and Reserves Policy
(xiii) Cellular Telephone and Data Card Policy
(xiv) Borrowing Policy
(xv) Long Term Financial Plan Policy
(xvi) Transport, Travel and Subsistence Allowance
(xvii) Post-Employment Medical Aid Contributions
(xviii) Infrastructure Investment Policy
(xix) Cost Containment Policy

(g) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury. (Only for information).

(h) That Council takes cognisance of the SIME/LG MTEC Integrated Planning and Budgeting Assessment and the responses by the municipality.

(i) that the Amended Integrated Development Plan (IDP) for 2023/2024 be adopted.

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

A memorandum from the Director: Finance, dated 16 January 2023, is attached as annexure 8.1.2.

Council unanimously resolved on 25 January 2023:

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

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

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

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

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

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

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

(b) Indigent households

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

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

(c) Legal collection process

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

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

(iii) Clerk of the Court issues the summons.

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

If there is moveable property that can be attached:

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

(2) Council resolution on process to be followed.

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

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

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

If there is no moveable property that can be attached:

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

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

(3) Council resolution on process to be followed.

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

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

(d) Pre-payment water meters

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

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

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

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

(b) Indigent households

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

(3) Council resolution on process to be followed.

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

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

(d) Pre-payment water meters

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

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

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

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

8.1.3 Quarterly Budget Statement [Section 52(d)] Report: 3rd Quarter 2022/2023 (1 January 2023 to 31 March 2023) (9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the 3rd Quarter of 2022/2023 is attached as annexure 8.1.3.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the 3rd Quarter of 2022/2023.

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

8.1.4 Section 71 Monthly Budget Statement Reports of the Directorate Finance: June, September, October, November, December 2022 and January and February 2023 (9/1/2/2)

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

(a)	June 2022	Annexure 8.1.4(a)
(b)	September 2022	Annexure 8.1.4(b)
(c)	October 2022	Annexure 8.1.4(c)

(d)	November 2022	Annexure 8.1.4(d)
(e)	December 2022	Annexure 8.1.4(e)
(f)	January 2023	Annexure 8.1.4(f)
(g)	February 2023	Annexure 8.1.4(g)

The Committee for Corporate and Financial Services resolved on 17 November 2022 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 Reports of the Directorate Finance for June and September 2022 and same be approved and accepted.

The Committee for Corporate and Financial Services resolved on 20 April 2023 to recommend to the Executive Mayoral Committee and Council that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for October, November, December 2022, January and February 2023 and same be approved and accepted.

Extract from minutes of Performance, Risk and Audit Committee, held on 24 April 2023:

"The Chief Financial Officer submitted the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August 2022 until February 2023.

The Performance, Risk and Audit Committee discussed the February 2023 report in depth and highlighted the following matters:

- The matter of procurement in respect of a Close Corporate business.
- That debt collection needs urgent attention.
- The attitude of indigent households for not applying nonetheless several imbizo's held.
- Actions for better communication with communities especially with regard to water usage.
- The Performance, Risk and Audit Committee to attend to and advise Council on the new water meters for implementation.
- The matter on the landfill rehabilitation sites.
- That the maintenance on capital infrastructure becomes bigger concerns.
- That the small number of tax payers in the municipality becomes a concern.
- That the municipality is compliant with regard to financial matters."

The Performance, Risk and Audit Committee resolved on 24 April 2023 to recommend to Council that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for August, September, October, November, December 2022, January 2023 and February 2023 and, after consideration, same be accepted.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken that the Section 71 Monthly Budget Statement reports for July and August 2022 have already been tabled to and accepted by Council on 6 December 2022.

(b) that notice be taken of the Section 71 Monthly Budget Statement reports of the Directorate Finance for June, September, October, November, December 2022 and January and February 2023.

8.1.5 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2023: Implementation of Supply Chain Management Policy (9/1/2/2)

The Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2023: Implementation of Supply Chain Management Policy is attached as annexure 8.1.5.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Supply Chain Management: Paragraph 7(4) Quarterly Report ending 31 March 2023.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal Systems Act (Act no. 32 of 2000) after it has been tabled to Council.

8.1.6 Performance, Risk and Audit Committee: 2nd Bi-Annual Report on Performance Management: 2021/2022 (5/14/4)

The Second Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2021/2022, dated September 2022, is attached as annexure 8.1.6.

RECOMMENDED

that notice be taken of the Second Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2021/2022.

8.1.7 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2022/2023 (5/14/4)

The First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2022/2023, dated March 2023, is attached as annexure 8.1.7.

RECOMMENDED

that notice be taken of the First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2022/2023.

8.1.8 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2022/2023 (1 July 2022 to 30 September 2022) (9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the first quarter of 2022/2023 is attached as annexure 8.1.8.

Council unanimously resolved on 6 December 2022 that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

The Performance, Risk and Audit Committee resolved on 24 April 2023:

(a) That notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2022/2023 and, after consideration, same be accepted.

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

that Council, after consideration, refers the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2022/2023 to the Municipal Public Accounts Committee for consideration and a recommendation to Council.

RECOMMENDED

that Council, after consideration, refers the Quarterly Budget Statement Report in terms of Section 52(d) for the first quarter of 2022/2023 to the Municipal Public Accounts Committee for consideration and a recommendation to Council.

8.1.9 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2022/2023 (1 October 2022 to 31 December 2022) (9/1/2/2)

Report from Director: Finance, dated 16 January 2023:

"1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement Report to Council for information.

2. Background

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2022/2023 is attached as annexure 8.1.9."

Council unanimously resolved on 25 January 2023 that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

The Performance, Risk and Audit Committee resolved on 24 April 2023:

(a) That notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the second quarter of 2022/2023 and, after consideration, same be accepted.

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

that Council, after consideration, refers the Quarterly Budget Statement Report in terms of Section 52(d) for the second quarter of 2022/2023 to the Municipal Public Accounts Committee for consideration and a recommendation to Council.

RECOMMENDED

that Council, after consideration, refers the Quarterly Budget Statement Report in terms of Section 52(d) for the second quarter of 2022/2023 to the Municipal Public Accounts Committee for consideration and a recommendation to Council.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

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

A memorandum from the Director: Technical Services, dated 14 June 2022, is attached as annexure 8.2.1.

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

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

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

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

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

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

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

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

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

Council unanimously resolved on 28 March 2023 that the matter regarding the proposed positions of waste transfer stations be held in abeyance until being workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

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

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

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

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

The following documents are attached:

(a) Memorandum from Senior Superintendent: Solid Waste and Cleansing, dated 12 July 2022: Annexure 8.2.2(a).

(b) Draft Integrated Waste Management Plan: Annexure 8.2.2(b).

The Committee for Technical Services resolved on 14 March 2023:

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Draft Integrated Waste Management Plan (IWMP) for Witzenberg Municipality, after being workshopped, be approved.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

"Purpose

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

Discussion

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

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

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

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

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

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

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

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

The following documents are attached:

(a) Feasibility Bridging Study for Breede–Berg (Michell's Pass) water transfer scheme (Basic Information Document): Annexure 8.2.3(a).

(b) Feasibility Bridging Study for the proposed Breede–Berg (Michell's Pass) water transfer scheme (Letter from Department Water and Sanitation): Annexure 8.2.3(b)."

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

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

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

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

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

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

(iii) that the matter in respect of the Feasibility bridging study for the Breede-Berg (Michell's Pass) water transfer scheme, after more information has been obtained, be workshopped by Council.

Council unanimously resolved on 28 March 2023:

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

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

(c) that the matter in respect of the Feasibility bridging study for Breede-Berg (Michell's Pass) water transfer scheme, after more information has been obtained, be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

The following documents are attached:

(a) Memorandum from Senior Manager: Electro-Technical Services: Annexure 8.2.4(a).

(b) Corrective Action Plan (CAP): Annexure 8.2.4(b).

(c) Letter from NERSA dated 31 May 2022: Annexure 8.2.4(c).

(d) Final Compliance Audit Report: Annexure 8.2.4(d).

(e) Email to Chief Financial Officer, dated 21 July 2022: Annexure 8.2.4(e).

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

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

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

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

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

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

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

(c) that the matter in respect of the NERSA Electrical Department Compliance Audit 2021/2022 be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

The following documents are attached:

(a) Memorandum from Senior Manager: Streets and Storm Water, dated 21 February 2023: Annexure 8.2.5(a).

(b) Integrated Transport Plan 2022 – 2027: Annexure 8.2.5(b).

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Local Integrated Transport Plan for 2022 until 2027, after being workshopped, be adopted by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

8.2.6 Construction of Waverenskroon Dam, inlet pipeline and intake works (15/4/2/078)

A memorandum from the Manager: Water and Sewerage, dated 8 May 2023, is attached as annexure 8.2.6.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the report regarding the Waverenskroon Dam.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

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

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

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

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

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Witzenberg Municipality: Disaster Management Framework, after being workshopped, be approved by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council

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

8.3.3 **Presentation: Dunlop's Business in a Box initiative**
(17/19/1)

A presentation from Dunlop in respect if Dunlop's Business in a Box initiative is attached as annexure 8.3.3.

The Municipal Manager informed the meeting that the Dunlop Initiative will not be in the CBD, but in the informal areas in addition to the informal settlement areas as presented.

The Committee for Local Economic Development and Tourism resolved on 18 April 2023 to recommend to the Executive Mayoral Committee and Council that the Committee supports the initiative and that the land for the initiative be made available in the various areas.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

that the initiative be supported and that the land for the initiative be made available in the various areas.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

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

"1. Purpose

To present the revised Communication Strategy to Council for approval and adoption. The Communication Strategy for 2023 until 2026 is attached as annexure 8.4.1.

2. Discussion

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

The following are highlighted:

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

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

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

(b) that the matter in respect of the revised Communication Strategy for the period 2023 until 2026 be workshopped by Council.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

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

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

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

(a) Emergency Services and Disaster Management Working Group: Annexure 8.4.2(a).

(b) Health Working Group: Annexure 8.4.2(b).

RECOMMENDED

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

AANBEVEEL

dat kennis geneem word van die notules en Opsomming van Uitkoms van die SALGA Werksgroepe-vergaderings.

8.4.3 Request to exchange erf 85, Op-die-Berg for portion of erf 417/0, Op-die-Berg (7/1/4/2)

A memorandum from the Manager: Legal Services, dated 13 September 2022, is attached as annexure 8.4.3.

The Committee for Corporate and Financial Services resolved on 20 April 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that a portion of erf 85, Op-die-Berg be swapped for a portion of erf 417/0, Op-die-Berg.

(b) that the subdivision and rezoning of erf 85, Op-die Berg, be for the account of the Dutch Reformed Church.

(c) that the transfer of erf 85, Op-die-Berg be for the account of the Dutch Reformed Church, in favour of developing business properties in the absence of alternative property.

(d) that the transfer of portion of erf 417/0, Op-die-Berg be for the account of the municipality as well as the subdivision and rezoning of erf 417/0 be for the account of the municipality.

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that a portion of erf 85, Op-die-Berg be exchanged for a portion of erf 417/0, Op-die-Berg.

(b) that the subdivision and rezoning of erf 85, Op-die-Berg will be for the account of the Dutch Reformed Church.

(c) that the transfer of erf 85, Op-die-Berg will be for the account of the Dutch Reformed Church in favour of developing business properties in the absence of alternative property.

(d) that the transfer of a portion of erf 417/0, Op-die-Berg as well as the subdivision and rezoning of erf 417/0 will be for the account of the municipality.

8.4.4 Request to purchase erf 2459, Ceres (7/1/4/1)

A memorandum from the Manager: Legal Services, dated 13 April 2023, is attached as annexure 8.4.4.

The Committee for Corporate and Financial Services resolved on 20 April 2023 to recommend to the Executive Mayoral Committee and Council:

(a) that consideration be given to the alienation of municipal property, erf 2549, Ceres in favour of Johan Mostert Trust.

(b) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003) erf 2549, Ceres is not required for minimum basic services. [MFMA Section 14.2(a)].

(c) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003) erf 2549, Ceres be sold at a market related price. [MFMA Section 14.2(a)].

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) that consideration be given to the alienation of municipal property, erf 2549, Ceres in favour of Johan Mostert Trust.

(b) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003) erf 2549, Ceres is not required for minimum basic services. [MFMA Section 14.2(a)].

(c) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003) erf 2549, Ceres be sold at a market related price. [MFMA Section 14.2(a)].

8.4.5 Alienation of municipal erf 3280, Tulbagh for church purposes (7/1/4/2)

Memorandum from Municipal Manager, dated 19 May 2023:

"Purpose

To consider the alienation of municipal erf 3280 Tulbagh in terms of Council's Supply Chain process for the purpose of constructing a church and conducting church services.

Deliberation

The land audit identified erf 3280, Tulbagh, registered in the Deeds Office under Title Deed 2670/2017 and held by the Witzenberg Municipality, as an erf for church purposes. See the map attached as annexure 8.4.5. The property is zoned in terms of the Council's zoning policy as institutional 2 which provides for religious activities to be conducted on the premises. The municipality has been flooded by the religious sector to make land available where they can construct a building to conduct services. Council is requested to consider the alienation of the erf in terms of Council's Supply Chain Policy.

Legal implications

The Municipal Finance Management Act in terms of Section 14 requires Council to consider whether the erf is needed to provide a minimum level of basic services. The erf is vacant and is not required by the municipality for minimum basic services.

Financial implications

There are no financial implications for the municipality. The erf is currently vacant and no income is derived from the erf. If the erf is sold then the municipality can collect rates and other income for services rendered."

RECOMMENDED

That the Executive Mayoral Committee recommends to Council:

(a) That erf 3280, Tulbagh is not required for basic services.

(b) That erf 3280, Tulbagh be alienated in terms of Council's Supply Chain Policy.

(c) That erf 3280, Tulbagh not be sold under the market related value of the property.

(d) That the Municipal Manager be mandated to sign all the necessary documentation to effect transfer of the said property.

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

10. FORMAL AND STATUTORY MATTERS
FORMELE EN STATUTêRE SAKE

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

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS
VRAE en/of SAKE DEUR RAADSLEDE GEOPPER

12. COUNCIL-IN-COMMITTEE / RAAD-IN-KOMITEE

MINUTES OF THE COUNCIL MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 28 MARCH 2023 AT 10:00

PRESENT

Councillors

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

Officials

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

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME

The Speaker welcomed everyone present and requested Councillor D Swart to open the meeting with prayer.

NOTED

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

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

Applications for leave of absence from the meeting were received from Councillors N Phatsoane and MJ Ndaba.

UNANIMOUSLY RESOLVED

that the applications for leave of absence from the meeting, received from Councillors N Phatsoane (ANC) and MJ Ndaba (ANC), be accepted and approved.

EENPARIG BESLUIT

dat die aansoeke om verlof tot afwesigheid, ontvang vanaf raadslede N Phatsoane (ANC) en MJ Ndaba (ANC), aanvaar en goedgekeur word.

ISIGQIBO SABUCALA

Ukuba isicelo sokungazimasi intlanganiso, esathi safakwa nguceba uN Patsoane kunye noceba uMJ Ndaba bobabini ingabe-ANC,samnkelwe kwaye siphunyezwe.

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

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

NOTED

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED

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

Councillor L Hardnek conveyed Council's congratulations to the following Councillors and spouses:

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

NOTED

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

The Speaker informed the meeting of the following:

- The Local Government Libraries may be collected at the Speaker's office.
- Congratulations and appreciation to the Executive Mayor, Municipal Manager, Director: Finance and Councillors in obtaining the 10th consecutive clean audit.
- Condolences to the bereaved family of the late Ms Miller, a resident and teacher of Ceres.
- Well wishes for a speedy recovery to all those involved in an accident on the Bella Vista road on Saturday.

NOTED

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

The Executive Mayor conveyed well wishes to the Muslim community during the month of Ramadan.

NOTED

3.4 Matters raised by the Municipal Manager

None

NOTED

4. MINUTES

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

None

NOTED

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

The following minutes are attached:

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

RESOLVED

(a) that the following minutes be held in abeyance to be workshopped:

(i) Council meeting, held on 23 February 2022.
(ii) Council meeting, held on 26 October 2022.
(iii) Council meeting, held on 9 November 2022.
(iv) Council meeting, held on 29 November 2022.

(b) that the ANC coalition provides extracts of the relevant matters of concern to be workshopped, by Monday, 3 April 2023.

(c) that the following minutes be approved and signed by the Speaker:

(i) Council meeting, held on 6 December 2022.
(ii) Council meeting, held on 25 January 2023.
(iii) Council meeting, held on 28 February 2023.
(iv) Special Council meeting, held on 10 March 2023.

4.3 Outstanding matters
(3/3/2)

Number	File reference	Heading, item no. and date	Directorate	Action	Progress	Target date
1	15/4/P	Item 8.2.1 of 23-02-2022 Spatial Development Framework: Ceres Priority Focus Area 1	Technical Services	That the matter be held in abeyance for clarification reasons.		
2	7/1/4/1	Item 8.3.1 of 29-11-2022 Proposed erf 2622 for Schoonvlei SMME Business HUB: C/o Bank and Forel Streets, Bella Vista, Ceres	Community Services	That matter be held in abeyance and further information be obtained.	Work in progress.	End of April 2023
3	3/R	Item 8.4.3 of 29-11-2022 Disappearance of Mayoral chain	Corporate Services	That notice be taken of the matter and that a full report be tabled to Council.		30 May 2023

RESOLVED

(a) that the matter regarding the Spatial Development Framework be held in abeyance as the Environmental Impact Assessment (EIA) has not been upgraded as yet.

(b) that the matter regarding erf 2622 for the Schoonvlei SMME Business HUB be held in abeyance for further information.

(c) that the matter regarding the Mayoral chain be held in abeyance pending the report from the South African Police Services.

5. MOTIONS AND NOTICE OF SUGGESTIONS

None

NOTED

6. INTERVIEWS WITH DELEGATIONS

None

NOTED

7. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

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

The minutes of the following meetings are attached:

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

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

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

ISIGQIBO SABUCALA

Ukuba kugqalwe imizuzu yentlanganiso yeKomiti kwaye yamnkelwe.

8. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

8.1 Direktoraat Finansies / Directorate Finance

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

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

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

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

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

The Executive Mayor conveyed congratulations to the Municipal Manager, Chief Financial Officer, Finance team and Council on obtaining a 10th Clean Audit Report. Councillor J Mouton responded that the ANC coalition is not in agreement, because a clean audit report does not mean that everything is in good order.

RESOLVED

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

BESLUIT

dat kennis geneem word van die Ouditeur-generaal SA se Ouditverslag vir 2021/2022 en genoemde verslag aanvaar word.

ISIGQIBO

Ukuba kugqalwe ingxelo yoPicotho lwe(AGSA) ka 2021/2022 kwaye yamnkelwe.

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

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

"1. Purpose

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

2. Legal framework

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

'Annual budgets

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

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

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

'Contents of annual budgets and supporting documents

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

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

(e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.

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

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

(a) draft resolutions –
  (i) approving the budget of the municipality;
  (ii) imposing any municipal tax and setting any municipal tariffs as may be required for the budget year;
  (iii) approving the budgets for the relevant financial year of each municipal entity under the sole or shared control of the municipality; and
  (iv) approving any other matter that may be prescribed;
(b) measurable performance objectives for each vote in the budget, taking into account the municipality's integrated development plan;
(c) a projection of cash flow for the budget year by revenue source, broken down per month;
(d) any proposed amendments to the municipality's integrated development plan following the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act;
(e) any proposed amendments to the budget-related policies of the municipality;
(f) particulars of the municipality's investments;
(g) any prescribed budget information on municipal entities under the sole or shared control of the municipality;
(h) particulars of all proposed new municipal entities which the municipality intends to establish or in which the municipality intends to participate;
(i) particulars of any proposed service delivery agreements, including material amendments to existing service delivery agreements;
(j) particulars of any proposed allocations or grants by the municipality to –
  (i) other municipalities;
  (ii) any municipal entities and other external mechanisms assisting the municipality in the exercise of its functions or powers;
  (iii) any other organs of state;
  (iv) any organisations or bodies referred to in Section 67(1);
(k) the proposed cost to the municipality for the budget year of the salary, allowances and benefits of –
  (i) each political office-bearer of the municipality;
  (ii) councillors of the municipality; and

(iii) the municipal manager, the chief financial officer, each senior manager of the municipality and any other official of the municipality at a remuneration package at least equal to that of a senior manager;

(l) the proposed cost for the budget year to a municipal entity under the sole or shared control of the municipality of the salary, allowances and benefits of –

(i) each member of the entity's board of directors; and

(ii) the chief executive officer and each senior manager of the entity; and

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

'Funding of expenditures

18. (1) An annual budget may only be funded from –

(a) realistically anticipated revenues to be collected;

(b) cash-backed accumulated funds from previous years' surpluses not committed for other purposes; and

(c) borrowed funds, but only for the capital budget referred to in section 17 (2).

(2) Revenue projections in the budget must be realistic, taking into account –

(a) projected revenue for the current year based on collection levels to date; and

(b) actual revenue collected in previous financial years.' "

The following documents are attached:

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

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

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

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

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

(f) Tariff Setting Tool: Annexure 8.1.2(f).

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die Prestasie-, Risiko- en Ouditkomitee se Risiko-evalueringsverslag vir 2022 en genoemde verslag, na oorweging, aanvaar word.

Councillor G Laban temporarily left the meeting at 12:48 with permission.

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

Memorandum from Director: Finance, dated 2 February 2023:

"1. Purpose

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

2. Legal framework

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

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

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

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

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

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

3. Discussion

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

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

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

The following amendments to the Indigent Policy are recommended:

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

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

(ii) Add paragraph 6.1.5.1

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

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

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

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

UNANIMOUSLY RESOLVED

(a) The following amendments to the Indigent Policy were approved:

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

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

(ii) Add paragraph 6.1.5.1

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

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

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

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

(b) That Administration review the Indigent Policy and add support for rental houses and then report back to Council.

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die langtermyn lening goedgekeur word ingevolge Artikel 46 van die Wet op Munisipale Finansiële Bestuur om die konstruksie van beide die heining en aflaai-oorlaaistasies te finansier.

ISIGQIBO SABUCALA

Ukuba imboleko yexesha elide iphunyezwe ngokweCandelo lama 46 lomthetho wokuLawulwa kwezeMali kuMasipala ukuze kuhlawulwe iphulo lokwakhiwa kocingo lokubiya kunye nesikhululo sokulayisha/ukothula.

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die wysigings soos voorgestel deur die Bestuurder: Projekte en Prestasie, gedateer 15 Februarie 2023, goedgekeur word.

ISIGQIBO SABUCALA

Uhlengahlengiso njengesiphakamiso soMphathi: iProjekithi kunye nokuSebenza,yangomhla we-15 kweyoMdumba 2023,ukuze iphunyezwe.

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

The following documents are attached:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

(a) that Council established an Ad hoc Committee to determine whether the Municipal Public Accounts Committee has investigated the possible unauthorised, irregular or fruitless and wasteful expenditure with regard to the rehabilitation of the landfill site.

(b) that the Ad hoc Committee supra consists of:

(i) Councillor D Swart (DA)
(ii) Councillor P Daniels (DA)
(iii) Councillor J Mouton (ANC)
(iv) Councillor AL Gili (ANC)
(v) Councillor P Heradien (ICOSA)

Councillor G Laban joined the meeting again at 14:00.

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

Memorandum from Director: Finance, date 21 February 2023:

"Purpose

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

Discussion

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

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

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

Alderman JJ Visagie proposed and Alderman K Adams seconded that the recommendations as stipulated in the agenda be accepted.

Councillor A Gili proposed and Councillor K Yisa seconded that the matter be held in abeyance until the next meeting.

The Speaker called for a vote and the outcomes were:

Proposal		Outcomes of votes
(i)	As recommended	13
(ii)	Held in abeyance	7
(iii)	Votes abstained	1
(iv)	Absent	2
Total votes		23

RESOLVED

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

BESLUIT

dat die Elektrisiteit: Koste van Voorsiening- en Tariefstudie goedgekeur word en aan NERSA voorgelê word vir oorweging.

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

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

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

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

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

Council unanimously resolved on 25 January 2023:

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

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

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

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

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

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

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

(b) Indigent households

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

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

(c) Legal collection process

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

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

(iii) Clerk of the Court issues the summons.

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

If there is moveable property that can be attached:

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

(2) Council resolution on process to be followed.

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

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

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

If there is no moveable property that can be attached:

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

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

(3) Council resolution on process to be followed.

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

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

(d) Pre-payment water meters

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

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

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

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

UNANIMOUSLY RESOLVED

that the matter regarding the implementation of a Debt Collection and Credit Control Policy be held in abeyance until after being workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die inwerkingstelling van 'n Skuldinvorderings- en Kredietbeheerbeleid oorstaan totdat dit deur die Raad tydens 'n werkswinkel bespreek is.

ISIGQIBO SABUCALA

Ukuba umba ophathelene nokuqokelelwa kwamatyala kunye nomgaqo-nkqubo woLawulo urhoxiswe ukuze iBhunga licweywe kuqala.

8.2 Direktoraat Tegniese Dienste / Directorate Technical Services

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

that the matter regarding the proposed positions of waste transfer stations be held in abeyance until being workshopped by Council.

EENPARIG BESLUIT

dat die aangeleentheid aangaande die voorgestelde posisies van afval-oorlaaistasies oorstaan totdat dit deur die Raad op 'n werkwinkel bespreek is.

ISIGQIBO SABUCALA

Ukuba umba othe waphakanyiswa ngokuphathelene nesikhululo sokulahlwa kwenkunkuma urhoxiswe ukuze kuqale kucweywe iBhunga.

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die verslag aangaande die watersituasie in Witzenberg.

ISIGQIBO SABUCALA

Ukuba kugqalwe intsindabadala ephathelene nokunqongophala kwamanzi apha eWitzenberg.

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

The following documents are attached:

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

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

The Committee for Technical Services resolved on 14 March 2023:

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Draft Integrated Waste Management Plan (IWMP) for Witzenberg Municipality, after being workshopped, be approved.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Voorlopige Geïntegreerde Afvalbestuursplan vir Munisipaliteit Witzenberg, nadat dit deur die Raad op 'n werkswinkel bespreek is, goedgekeur word.

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

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

"Purpose

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

Discussion

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

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

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

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

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

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

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

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

The following documents are attached:

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

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

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

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

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

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

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

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

(iii) that the matter in respect of the Feasibility bridging study for the Breede-Berg (Michell's Pass) water transfer scheme, after more information has been obtained, be workshopped by Council.

UNANIMOUSLY RESOLVED

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

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

(c) that the matter in respect of the Feasibility bridging study for Breede-Berg (Michell's Pass) water transfer scheme, after more information has been obtained, be workshopped by Council.

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

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

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

(a) that Council takes notice of the report.

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

Short term

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

Medium term

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

Long-term

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

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

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

(a) that Council takes notice of the report.

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

Short term

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

Medium term

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

Long-term

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

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

UNANIMOUSLY RESOLVED

(a) that Council takes notice of the report.

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

<u>Short term</u>

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

<u>Medium term</u>

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

<u>Long-term</u>

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

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

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

The following documents are attached:

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

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

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

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

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

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

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

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

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

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

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

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

(c) that the matter in respect of the NERSA Electrical Department Compliance Audit 2021/2022 be workshopped by Council.

UNANIMOUSLY RESOLVED

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

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

(c) that the matter in respect of the NERSA Electrical Department Compliance Audit 2021/2022 be workshopped by Council.

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

The following documents are attached:

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Local Integrated Transport Plan for 2022 until 2027, after being workshopped, be adopted by Council.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Plaaslike Geïntegreerde Vervoerplan vir 2022 tot 2027 deur die Raad aanvaar word nadat dit tydens 'n werkwinkel bespreek is.

ISIGQIBO SABUCALA

Ukuba isicwangciso seenkonzo zezithuthi zoluntu sika 2022-2027, emveni kocweyo sipasiswe liBhunga.

8.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

that the matter regarding a regional graveyard in Ceres be held in abeyance until the next meeting.

EENPARIG BESLUIT

dat die aangeleentheid aangaande 'n streeksbegraafplaas in Ceres oorstaan tot die volgende vergadering.

ISIGQIBO SABUCALA

Ukuba umba ophethelene namangcwaba eNqila eCeres urhoxiselwe intlanganiso ezayo.

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that the Witzenberg Municipality: Disaster Management Framework, after being workshopped, be approved by Council.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Rampbestuursraamwerk vir Munisipaliteit Witzenberg deur die Raad aanvaar word nadat dit tydens 'n werkwinkel bespreek is.

ISIGQIBO SABUCALA

Ukuba uMasipala waseWitzenberg: wesiKhokhelo soLawulo lweeNtlekele, emveni kocweyo, uphunyezwe liBhunga.

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

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

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

The Executive Mayoral Committee resolved on 27 March 2023 to recommend to Council that Council's intention to lease the municipal building on erf 5965, Nduli, Ceres, (old Sizamele Crèche) be advertised in the local newspaper to obtain applications from interested Non-Governmental Organisations.

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Raad se voorneme om die munisipale gebou op erf 5965, Nduli, Ceres (voormalige Sizamele Crèche) te verhuur, in die plaaslike koerant geadverteer word om aansoeke van geïnteresseerde Nie-Regeringsorganisasies te bekom.

ISIGQIBO SABUCALA

Ukuba injongo kaMasipala yokuqashisa kweSiza unombolo 5965 eNduli, Ceres (kwiNdawo eyayisakubizwa ngeSizamele Creche), ukuba ipapashwe kwiphephandaba lalapha amaQumrhu oluntu angenzi nzuzo anomdla akwazi ukwenza izicelo.

8.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

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

"Council unanimously resolved on 29 November 2022:

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

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

(c) that the following three members be appointed:

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

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat die Raad goedkeur dat mnr Nichols nie aangestel word nie en dat volmag aan die Munisipale Bestuurder verleen word om te adverteer vir die aanstelling van 'n lid in die Prestasie-, Risiko- en Ouditkomitee.

ISIGQIBO SABUCALA

Ukuba iBhunga lithi liphumeze into yokuba uMnu Nicholls akangoMqashwa koko uMlawuli-Masipala agunyaziswe ukuba apapashe esisithuba, sendlela Yokusebenza, uMngcipheko neKomiti yoPicotho.

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

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

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

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

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

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

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

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

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

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

UNANIMOUSLY RESOLVED

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

EENPARIG BESLUIT

dat kennis geneem word van die notules en Opsomming van Uitkoms van die SALGA Werksgroepe-vergaderings.

ISIGQIBO SABUCALA

Ukuba kugqalwe isishwankathelo semizuzu yeziphumo zeeNtlanganiso zikaSALGA.

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

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

"1. Purpose

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

2. Discussion

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

The following are highlighted:

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

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

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

(b) that the matter in respect of the revised Communication Strategy for the period 2023 until 2026 be workshopped by Council.

UNANIMOUSLY RESOLVED

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

(b) that the matter in respect of the revised Communication Strategy for the period 2023 until 2026 be workshopped by Council.

EENPARIG BESLUIT

(a) dat die hersiene Kommunikasiestrategie vir die tydperk 2023 tot 2026 goedgekeur en aanvaar word deur die Raad as die kommunikasie bloudruk vir alle korporatiewe kommunikasiebehoeftes.

(b) dat die aangeleentheid aangaande die hersiene Kommunikasiestrategie vir die tydperk 2023 tot 2026 tydens 'n werkswinkel deur die Raad bespreek word.

ISIGQIBO SABUCALA

(a) Ukuba ubuciko bonxibelelwano oluhloliweyo kwixesha lonyaka ka2023 ukuya ku2026 buphunyezwe kwaye bupasiswe liBhunga kulungiselelwa imfuno zonxibelelwano olumanyanisiweyo.

(b) Ukuba lomba ophathelene nobuciko bonxibelelwano obuhloliweyo kunyaka ka2023 ukuya ku2026 kwenziwe uCweyo liBhunga.

9. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

10. FORMAL AND STATUTORY MATTERS

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

None

NOTED

11. QUESTIONS and/or MATTERS RAISED by COUNCILLORS

- Councillor P Heradien enquired about the turnaround time to repair a streetlight as the streetlight in Angelier Street, Wolseley has not been working for four days despite being reported.

- Councillor J Mouton mentioned that the schools will be closing soon and that most people will be travelling during this Holy month; therefore wishing all save travel mercies and a well-deserved restful period for teachers. Best wishes are also conveyed to the Executive Mayor, Deputy Executive Mayor, Municipal Manager, Law Enforcement and medical personnel during the Easter period.

- Councillor J Cloete conveyed Council's congratulations to the Bella Vista Rugby Club who was nominated to participate in the Easter Tournament.

- Councillor K Yisa mentioned that a successful Top 8 soccer tournament was held on 25 February 2023 at the Lyell Street sports field in Ceres. He requested that the municipality supports all sport codes in Witzenberg and not only rugby.

- Councillor K Yisa requested that the municipality attends to the large number of potholes in all municipal areas.

NOTED

12. COUNCIL-IN-COMMITTEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 6 APRIL 2022 AT 13:30 IN THE TOWN HALL, 50 VOORTREKKER STREET, CERES

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENSDAG, 6 APRIL 2022 OM 13:30 IN DIE STADSAAL, VOORTREKKERSTRAAT 50, CERES

Councillors / Raadslede

JP Fredericks (Chairperson) (FFP)
J Zalie (ANC)
JJ Cloete (PA)
P Heradien (ICOSA)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Mr / Mnr A Raubenheimer (Deputy Director: Finance / Adjunk Direckteur Finansies)
Ms /Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Mr / Mnr W Mars (Manager: Financial Administration / Bestuurder: Finansiële Administrasie)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking en Kommunikasie)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me M Arendse / Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Mr / Mnr CT Titus (Committee Clerk / Komitee Klerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and thereafter requested Councillor JJ Cloete to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna Raadslid JJ Cloete 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)

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULES

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

None / Geen

NOTED / AANGETEKEN

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 15 September 2021, are attached as annexure 3.2.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 15 September 2021, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 15 September 2021, be approved and signed by the Chairperson and that if any matters arising from the minutes in future the Committee will address same.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 15 September 2021, goedgekeur en deur die Voorsitter onderteken word en indien enige sake voortspruit uit die notule in die toekoms die aangeleentheid deur die Komitee gehanteer sal word.

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

Number / Nommer	File reference number Lêerverwysingsnommer	Item number and date of meeting / Itemnommer en datum van vergadering	Title of item / Onderwerp van item	Resolution Besluit	Responsibility Verantwoordelikheid	Target date Teikendatum
6.1	15/2/2/R	Item 7.2 of the Corporate and Financial Services held on 15 September 2021	Application: Buying Erf 3002 Gemsbok Street, Tulbagh / Aansoek: Koop van Erf 3002 Gemsbok Straat, Tulbagh	(a) that the Committee for Corporate and Financial Services in principle is not against the application in respect of the purchasing of erf 3002, Gemsbok Street, Tulbagh. (b) that more suitable properties be considered to make the business more viable. (c) that a more comprehensive report be compiled by the Manager: Traffic Services in respect of the impact of traffic on the surrounding Erven or neighbourhood. (d) that a more comprehensive report be compiled by the Manager: Streets and Stormwater on the stormwater requirements that might be applicable. (e) that Administration report back on the matter at the next Committee meeting.	Acting Manager: Socio Economic Development.	15 June 2022

RESOLVED

that the matter in respect of erf 3002, Gemsbok Street, Tulbagh, be held in abeyance until the next meeting in order to provide a full background of the item.

BESLUIT

dat die aangeleenthede rekende erf 302, Gemsbokstraat, Tulbagh, oorstaan tot die volgende vergadering om 'n volledige agtergrond van die aangeleentheid te bekom.

6.2 Monthly reports: Directorate: Corporate Services: July, August, September, October, November, December 2021, January and February 2022 / Maandverslae: Direktoraat: Korporatiewe Dienste: Julie, Augustus, September, Oktober, November, Desember 2021, Januarie en Februarie 2022 (09/1/2/1)

The following monthly reports of the Directorate: Corporate Services are attached:

Die volgende maandverslae van die Direktoraat: Korporatiewe Dienste word ingebind:

(a)	July / Julie 2021	Annexure / Bylae 6.2(a)
(b)	August / Augustus 2021	Annexure / Bylae 6.2(b)
(c)	September 2021	Annexure / Bylae 6.2(c)
(d)	October / October 2021	Annexure / Bylae 6.2(d)
(e)	November 2021	Annexure / Bylae 6.2(e)
(f)	December / Desember 2021	Annexure / Bylae 6.2(f)
(g)	January / Januarie 2022	Annexure / Bylae 6.2(g)
(h)	February / Februarie 2022	Annexure / Bylae 6.2(h)

RESOLVED

that the monthly reports of the Directorate Corporate Services for July; August; September; October; November and December 2021; January and February 2022 be approved and accepted and that if any matters arising from the minutes in future the Committee will address same.

BESLUIT

dat die maandverslae van die Direktoraat: Korporatiewe Dienste vir Julie; Augustus; September; Oktober; November en Desember 2021; Januarie en Februarie 2022 goedkeur en aanvaar word en indien enige sake voortspruit ui die verslae in die toekoms die aangeleentheid deur die Komitee gehanteer sal word.

6.3 Risk Management Report Committee for Corporate and Financial Services (9/1/2/2)

This is a standing quarterly item. / Hierdie is ‘n staande kwartaallikse item.

None / Geen

NOTED / AANGETEKEN

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Directorate Finance / Direktoraat Finansies

Section 71 Monthly Budget Statement Reports of Directorate Finance: July, August, September, October, November, December 2021, January and February 2022 / Artikel 71 Maandelikse Begrotingsverslaevan die Direktoraat Finansies: Julie, Augustus, September, Oktober, November, Desember 2021, Januarie en Februarie 2022
(9/1/2/2)

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:
Die volgende Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies word ingebind:

a)	July / Julie 2021	Annexure / Bylae 7.1(a)
(b)	August / Augustus 2021	Annexure / Bylae 7.1(b)
(c)	September 2021	Annexure / Bylae 7.1(c)
(d)	October / Oktober 2021	Annexure / Bylae 7.1(d)
(e)	November 2021	Annexure / Bylae 7.1(e)
(f)	December / Desember 2021	Annexure / Bylae 7.1(f)
(g)	January / Januarie 2022	Annexure / Bylae 7.1(g)
(h)	February / Februarie 2022	Annexure / Bylae 7.1(h)

The following matters were highlighted:

- that Council workshop the Credit Control aspects in order to address large outstanding debts.
- that the Post Office did not deliver Municipal accounts due to transport problems.
- that clients receiving indigent subsidy do not realise that their application has lapsed resulting in electricity which has been blocked.

RESOLVED

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 Reports of the Directorate Finance for July, August, September, October, November, December 2021, January and February 2022 and same be approved and accepted.

BESLUIT

Om aan die Uitvoerende Burgermeesterskomitee en Raad aan te beveel:

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem, na oorweging, van die inhoud van die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Julie, Augustus, September, Oktober, November, Desember 2021, Januarie en Februarie 2022, en dat die verslae goedgekeur en aanvaar word.

7.2 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2021/2022 (1 July 2021 to 30 September 2021)
(9/1/2/2)

Item 8.1.4 of the Council meeting, held on 26 January 2022, refers.

The Quarterly Budget Statement [Section 52(d)] Report for the first quarter of 2021/2022 is attached as annexure 7.2.

Council unanimously resolved at the Council meeting, held on 26 January 2022:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2021/2022.

(b) that the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2021/2022 be referred to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Die Raad het eenparig besluit by die Raadsvergadering, gehou op 26 Januarie 2022:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 1ste kwartaal van 2021/2022.

(b) dat die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 1ste kwartaal van 2021/2022 na die Komitee vir Korporatiewe en Finansiële Dienste en die Munisipale Publieke Rekeninge Komitee verwys word vir oorweging en daarna na die Raad vir goedkeuring.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report of the Department : Finance for the 1st Quarter 2021/2022 (1 July 2021 to 30 September 2021).

BESLUIT

Om aan die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat kennis geneem word van die Kwartaallikse Begrotingsverslag van die Departement: Finansies ingevolge Artikel 52(d) vir die 1ste kwartaal van 2021/2022.

7.3 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2021/2022 (1 October 2021 to 31 December 2021)
(9/1/2/2)

Item 8.1.5 of the Council meeting, held on 26 January 2022, refers:

The following memorandum, dated 19 January 2022, was received from the Director: Finance:

"The purpose of this memorandum is to submit the Section 52(d) Budget Statement Report for the 2nd quarter of 2021/2022 to Council for information.

The required report in terms of Section 52(d) is attached as annexure 7.3."

Council unanimously resolved at the Council meeting, held on 26 January 2022:

(a) that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2021/2022.

(b) that the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2021/2022 be referred to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Die Raad het eenparig besluit by die Raadsvergadering, gehou op 26 Januarie 2022:

(a) dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 2de kwartaal van 2021/2022.

(b) dat die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 2de kwartaal van 2021/2022 na die Komitee vir Korporatiewe en Finansiële Dienste en die Munisipale Publieke Rekeninge Komitee verwys vir oorweging en daarna na die Raad vir goedkeuring.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

that notice be taken of the Quarterly Budget Statement [Section 52(d)] report of the Department : Finance for the 2nd Quarter 2021/2022 (1 October 2021 to 31 December 2021)

BESLUIT

Om aan die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat kennis geneem word van die Kwartaallikse Begrotingsverslag van die Departement: Finansies ingevolge Artikel 52(d) vir die 2de kwartaal van 2021/2022.

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIëLE DIENSTE IN-KOMITEE

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 8 AUGUST 2022 AT 09:00

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor)
Councillor FE Klazen (Deputy Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks

Councillors (ex officio)

Councillor EM Sidego (Speaker)
Councillor LA Hardnek (Chairperson: MPAC)

Officials

Mr D Nasson (Acting Municipal Manager)
Mr WP Mars (Acting Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr CG Wessels (Manager: Administration)
Mr C Titus (Committee Clerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested Councillor E Sidego to open the meeting with prayer.

NOTED

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

Apologies for absence from the meeting were received from the Director: Finance and the Director: Corporate Services.

RESOLVED

that notice be taken of the apologies for absence from the meeting, received from the Director: Finance and the Director: Corporate Services, and same be accepted.

BESLUIT

dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Finansies en die Direkteur: Korporatiewe Dienste, en genoemde aanvaar word.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

None / Geen

NOTED / AANGETEKEN

4. RESERVED POWERS

4.1 Direktoraat Finansies / Directorate Finance

4.1.1 Draft IDP and Budget Process Plan for 2023/2024 (02/02/1)

Pursuant to the above statutory requirements, a Draft IDP and Budget Process Plan for the 2023/2024 cycle is attached as annexure 4.1.1.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Draft IDP and Budget Process Plan for 2023/2024.

(b) that the Draft IDP and Budget Process Plan for 2023/2024 be published for public comments and inputs.

4.2 Direktoraat Tegniese Dienste / Directorate Technical Services

4.2.1 Small Scale Embedded Generation (SSEG) Policy: Methodology, allowable limit and motivation of renewable tariff (16/3/P)

The following documents are attached:

(a) Memorandum from Senior Manager: Electro-Technical Services, dated 30 November 2021: Annexure 4.2.1(a).

(b) Review and Strategic Input report: Annexure 4.2.1(b).

After a workshop held on 25 July 2022, the following recommendation is tabled to the Executive Mayoral Committee:

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) That Council rescinds Council resolution 8.2.8 "Approval of Energy Plan (Small Scale Embedded Generation – SSEG)" of 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.

(d) 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

(e) that any amendments to the relevant NRS standards automatically be included in the Council's Energy Policy.

(f) that any amendment to the Electrical Bylaws as well as the implementation of a RENEWABLE energy tariff will automatically form part of Council's Energy Policy as and when approved by Council.

(g) That the Municipality includes the principle of the RENEWABLE tariff as explained in the report for approval from NERSA in the 2022/2023 NERSA tariff application. This tariff will be additional and mandatory for new SSEG installations and new approvals and that Council considers the phasing in of the tariff on existing approved installations over a five year period.

Category	Basic/ month	Refit / kWh
Residential	R70.00	R0.50
Commercial, LPU	Solar Basic - Municipal mark-up on sales for the specific tariff x (Energy Generated per Year x 90% / 12) determined annually	One for One as per current existing tariff (Zeroed end of each financial year)
	As per undermentioned table, updated annually.	

Municipal mark-up calculator

2.3	COMMERCIAL CUSTOMERS	
2.3.1	Prepaid customers	100.00
2.3.2	Single phase	100.00
2.3.3	Three phase	87.00
2.4	AGRICULTURAL CUSTOMERS	100.00
2.5	BULK CONSUMERS	
2.5.1	Agricultural customers	
2.5.1.1	Time of use customers	
2.5.1.1.1	< 1 MVA High tension	15.00
2.5.1.1.2	Low tension	15.00
2.5.1.2	Normal	15.00
2.5.1.2.1	< 1 MVA High tension	15.00
2.5.1.2.2	< 1 MVA Low tension	15.00
2.5.2	Urban customers	
2.5.2.1	Time of use customers	
2.5.2.1.1	> 1 MVA High tension	24.00
2.5.2.1.2	< 1 MVA High tension	33.00
2.5.2.1.3	< 1 MVA Low tension	31.00
2.5.2.2	Normal	
2.5.2.2.1	> 1 MVA High tension	42.00
2.5.2.2.2	< 1 MVA High tension	40.00
2.5.2.2.3	< 1 MVA Low tension	49.00

(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 technical effect on the Quality of Supply of the Electrical Network of the municipality.

(i) that any Power Users (greater than 100kVA) 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 at the consumers cost.

(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 SSEG 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 domestic conventional or pre-payment meters are not allowed to run backwards.

(n) for continued participation in the SSEG program customers must always be NET consumers.

(o) 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.

4.2.2 Proposal to allow increased electrical connections without impacting on notified maximum demand
(16/3/9)

A memorandum from the Senior Manager: Electro-Technical Services, dated 18 January 2022, is attached as annexure 4.2.2.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council notes the report of the Senior Manager Electro-Technical Services regarding the proposed measures to unlock development and increase electricity income despite the current limitation due to ESKOM not being able to supply additional capacity.

(b) that consumers and developers requiring additional electrical capacity be allowed to apply for an 'out of Munic peak Maximum Demand' if they comply with the undermentioned criteria:

(i) A report from an Electrical Consultant to the Director: Technical Services explaining the concept and methodology of the proposed load reduction during the council's peak periods based on the consumers current allocated MD (Maximum Demand) versus anticipated 'out of season peak MD'

(ii) Confirmation by the Consultant proving that the proposed concept will prevent the exceeding of the consumers current allocated MD during the Councils Peak Demand.

(iii) That the consumer provides monthly data / graphs to the Director: Technical Services proving that they have not exceeded their allocated Maximum Demand during the municipality's 'in season peak demand period'.

(iv) Council's current peak times are currently 1 February to 30 April of every year, from 17:00 to 20:30 on weekdays, with Council reserving the right to adjust the dates and/or times as Council's NMD pattern may change, which change will have to be accommodated by the consumer or developer.

(v) Any proposed Demand Reduction solution must be approved by the Director: Technical Services.

(vi) The costs of the applicant's upgrade from their current allocated capacity (MD) to their requested 'out of season peak capacity (MD)' will be for the applicant's account.

(vii) The costs of the required Consultant's report regarding the applicant's proposal will be for the cost of the applicant.

(viii) These measures will remain in place until ESKOM has sufficiently upgraded their backbone network to such an extent that the Municipality can declare that it has sufficient NMD to supply all new and increased capacity requests.

(ix) Once this is achieved, the consumer's 'out of peak MD' will become that consumer's new MD.

4.2.3 Partnership agreement of city-to-city partnership between Witzenberg (SA) and Essen (Belgium) relating to the VVSG Municipal International Cooperation 2022 to 2026 Multi-Annual Strategic Plan
(10/2/3)

An annexure to the Partnership Agreement is attached as annexure 4.2.3.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Partnership Agreement of the city-to-city partnership between Witzenberg (South Africa) and Essen (Belgium) relating to the VVSG Municipal International Cooperation 2022 to 2026 Multi-Annual Strategic Plan, subsidised by the Directorate-general for Development Cooperation (DGD), Belgium, be approved.

4.3 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

4.3.1 International relations: Twinning agreement with Essen, Belgium: Approval for Witzenberg delegation to visit Essen (10/2/3)

A copy of the minutes of the meeting between the Mayoral Committees of Essen Gemeente and Witzenberg Municipality is attached as annexure 4.3.1

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the Executive Mayor (Alderman HJ Smit), Speaker (Councillor EM Sidego), Deputy Executive Mayor (Councillor FE Klazen), Councillor LA Hardnek and the Director: Technical Services (Mr J Barnard) be nominated as the delegation to visit Essen Gemeente, Belgium for the period 30 September 2022 until 7 October 2022.

(b) that the purpose of the invite is to coincide with the celebrations of the 20th anniversary of the Twinning Agreement between Essen and Witzenberg Municipality.

(c) that all the above-mentioned municipal representatives be paid the travel and subsistence allowances in terms of Council's policy.

(d) that the Municipal Manager ensures that in terms of the daily allowances the rand/euro exchange rate the prescriptions of the South African Revenue Services (SARS) be followed.

4.3.2 Request for long term lease agreement for Nduli Pig Farming (Pty) Ltd (7/1/4/1)

Memorandum from Acting Municipal Manager, dated 19 July 2022:

"1. Purpose

To consider a request from Nduli Pig Farming (Pty) Ltd for a long term lease agreement for a portion of land commonly known as farm 368/36 for purposes of pig farming.

2. Deliberation

Council resolved per Council resolution 9.7 of 21 August 2013 to lease a portion of land known as farm 368/36, as per annexure 4.3.2(a), to the Nduli emerging farmers for the purpose of farming with animals. The emerging farmers have over a number of years used this property predominantly for pig farming.

The emerging farmers have, through the PALS Office, established themselves as a private company and are currently operating as the Nduli Pig Farming (Pty) Ltd. The company has applied to the Department of Agriculture Rural Development and Land Reform for funding to assist with cost for the infrastructure development to allow them to conduct the business of piggery on the said premises. A copy of the Department's internal memorandum is attached as annexure 4.3.2(b). The indication is that Rural Development will assist the company subject to inter alia that a long term lease agreement be negotiated with the municipality for a period of between 20 to 30 years.

The Department has also approved the upgrade of a sewer line of the municipality that runs adjacent to the property which create problems for the other farmers in the area. The Department of Environmental Management has given notice to the municipality of the contravention in terms of the Environmental Management Act as a result of the sewerage spills emanating from the area next to the Onder-Swaarmoed sub-divisional road. The infrastructure upgrade for the company will inter alia be for pigsties and fencing. The benefit of the aforesaid upgrade will be that the premises will be safer for road users of the R44 as well as presenting visually neater and acceptable.

3. Financial implication

There will be no financial implications for the municipality.

4. Legal implications

The property has been previously advertised for public comment. The value of the property is not substantial and does not fall within ambit of the asset transfer regulations of 2008.

In terms of Regulation 40 of the Municipal Finance Management Regulations Council may deviate from market related rates when the public interest or the plight of the poor demands otherwise. The shareholders of the company are all from the emerging farmers of Nduli who do not have access to other land."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) That a long term lease agreement of fifteen years be approved in favour of the Nduli Pig Farming (Pty) Ltd for a portion as indicated on the annexure of Farm 368/36.

(b) That an option to renew the lease for a further five years be granted to Nduli Pig Farming (Pty) Ltd.

(c) That the land made available to Nduli Pig Farming (Pty) Ltd is not required for basic service delivery in terms of Section 11 of the Municipal Finance Management Act.

(d) That an annual rental fee of R1 500,00, escalating with 7 % a year, be paid by Nduli Pig Farming (Pty) Ltd to the municipality.

(e) That the Municipal Manager be mandated to sign a long term lease agreement as determined by Council with Nduli Pig Farming (Pty) Ltd.

(f) That Council's intention to enter into a long term lease agreement be advertised to the local community for any input or objection.

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

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

"Purpose

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

Background

Council resolved per item 8.1.3 on 28 August 2008:

(i) That Klip River Park and surrounding land be retained as a holiday resort and a recreational area.

(ii) That possible developments to be requested from interested parties for consideration by Council in future.

(iii) That the report of the developers and interested parties be tabled to Council.

A Section 78 investigation as per the Municipal Systems Act of 2000 was then followed to look at the Council resolution with the view of entering into a private public partnership agreement. A report was compiled, which is attached as annexure 4.3.3(a). The report recommended that Council should either alienate the said land or follow a PPP process. During discussions with various stakeholders and National Treasury the option of a PPP was eliminated because of the possible turnover of the project (was being regarded as too small). The item was referred back to Council and it was resolved to follow a Supply Chain process in terms whereof Klip River Park would be leased on a long term period of 30 years.

The Supply Chain process was advertised on two occasions in both the National and Provincial newspapers without any success. An extract from the tender document which was then advertised, is attached as annexure 4.3.3(b). Site meetings during the advertisement process were compulsory and at all the meetings there were community members claiming that Council's process was flawed and that they would create problems for any successful bidder. At the last site meeting there were two company representatives who flew from Johannesburg and whom had shown genuine interest in as a potential lessee. They have, however, not submitted any bids after the said site meetings. Some of the inputs received during the clarification meetings and also from potential interested parties were that the lease period was not long enough and that the capital investment required at the park would not make the park a viable option for the 15 year period.

The area for rental in terms of the said Council resolution is approximately 14.5 ha. A copy of a Google aerial photo is attached as annexure 4.3.3(c).

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

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

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

Legal implication

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

Financial implication

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

Councillor JP Fredericks requested clarity in respect of the following:

(a) Council resolution 8.1.3 of 28 August 2008 which reads:

"that Klip River Park Resort and surrounding land be retained as a holiday resort and a recreational area."

(b) the outcomes of the IDP meeting that the municipality should advertise for a Public Private Partnership (PPP) development proposals.

The Acting Municipal Manager responded that the PPP will be followed if Council decides to do more at the Klip River Park Resort as was the case previously. Therefore that the wording "surrounding land" be removed and the focus be on the Klip River Park Resort as it is currently.

Also that the lease period of Klip River Park Resort be extended from 15 years to 20 years with an option to extend with another 10 years.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council resolution 8.1.3 of 28 August 2008, which reads

"that Klip River Park Resort and surrounding land be retained as a holiday resort and a recreational area"

be rescinded and changed to read:

"that Klip River Park Resort be retained as a holiday resort and a recreational area.

(b) that the lease period of Klip River Park Resort be extended from 15 years to 20 years with an option to extend with a further 10 years on condition the project is a success.

5. EXECUTIVE MAYORAL COMMITTEE-in-COMMITTEE

MINUTES OF THE SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY, 26 AUGUST 2022 AT 09:30

PRESENT

Performance, Risk and Audit Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr M Mpeluza (Director: Corporate Services)
Mr HJ Kritzinger (Director: Finance)
Mr JH Swanepoel (Manager: Projects and Performance)
Mr W Mars (Manager: Financial Administration)
Ms A Sauls (Accountant: Budget and Assets)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present. The Performance, Risk and Audit Committee complimented the Management Team for work well done and especially the preparation of the Annual Performance Report and the Annual Financial Statements.

NOTED

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

An apology for absence from the meeting was received from the Head: Internal Audit.

RESOLVED

that notice be taken of the apology for absence from the meeting, received from the Head: Internal Audit, and same be accepted.

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at this meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

The Conflict of interest declaration was verbally declared in the first person.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by confirming attendance by voice the attendee declares that, he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC, and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Confidentiality declaration was verbally declared in the first person and attendance was confirmed by signing in virtually.

NOTED

5. PERFORMANCE MANAGEMENT

5.1 Draft Annual Performance Report: 2021/2022 (9/1/1)

The Draft Annual Performance Report for 2021/2022, as included in the 2021/2022 Annual Report as Chapter 3 and 4, is attached as annexure 5.1.

The Manager: Projects and Performance made a presentation. A detailed report in terms of spelling errors, language, sentence construction, punctuation etc. was submitted by Ms Fagan on behalf of the Performance, Risk and Audit Committee for purposes of correction and fine tuning. The Manager: Projects and Performance highlighted the following:

Strategic Performance (Top layer) SDBIP

- Improvement in expenditure.
- Electricity losses basically the same as previously.
- Revenue collection about 93 % to 95 % .
- Due to COVID 19 the municipality took a huge downward spiral. Rapid increase thereafter, but not yet fully satisfactory.
- Witzenberg Municipality selected as a pilot for the Vredebes Housing Project.

- Last fire drill during early 2022. The Performance, Risk and Audit Committee recommended that a fire drill be held again.
- The Performance, Risk and Audit Committee requested that the Director: Corporate Services reports at the next meeting on the total of work related injuries and what kind of First Aiders.
- The Municipal Manager to report to the Performance, Risk and Audit Committee at the next meeting in respect of the cost of IT downtime.
- The Performance, Risk and Audit Committee was satisfied after clarification regarding the Employment Equity levels.

RESOLVED

(a) that the Performance, Risk and Audit Committee duly noted the inputs on the Draft Annual Performance Report for 2021/2022 and accepted same.

(b) that the Manager: Projects and Performance attends to the various spelling errors, language, sentence construction etc. as indicated by the Performance, Risk and Audit Committee and corrects same.

(c) that a fire drill exercise be held at the municipality.

(d) that the Director: Corporate Services reports at the next meeting on the total of work related injuries and the status of First Aiders.

(d) that the Municipal Manager reports at the next meeting on IT downtime and the cost thereof.

6. AUDIT AND FINANCIAL MANAGEMENT

6.1 Review of annual financial statements for the year ended 30 June 2022 (5/3/1)

Memo from Director: Finance, dated 19 August 2022:

"1. Purpose

The purpose of this report is to submit the annual financial statements to PRAC for review.

2. Legal framework

In terms of Section 126(1)(a) of the Municipal Financial Management Act (Act 56 of 2003) the Annual Financial Statements must be submitted to AGSA before 31 August every year.

In terms of Section 166(2)(b) of the Municipal Financial Management Act (Act 56 of 2003) the Audit Committee must review the annual financial statements to provide Council with an authoritative and credible view of the financial position of the municipality.

3. Discussion

The financial statements for the year ended 30 June 2022 are attached as annexure 6.1."

The Director: Finance submitted and discussed the financial statements for the year ended 30 June 2022. The following matters were highlighted:

- The Performance, Risk and Audit Committee enquired about the absence of an Executive Mayor and Speaker for the period 9 November 2021 until 21 November 2021 and was satisfied with the clarification.
- The Performance, Risk and Audit Committee enquired with regard to the acting of a Municipal Manager for the period 31 May 2021 until 10 August 2021 and was satisfied with the clarification.
- The Performance, Risk and Audit Committee requested that the matter about an acting Municipal Manager be updated in the financial statement.
- The Performance, Risk and Audit Committee enquired in respect of the budget on interest and accepted the answer.
- The Performance Risk and Audit Committee declared satisfaction with the clarification in respect of the amounts for carrying values of disposals.
- The Performance, Risk and Audit Committee requested more disclosure in respect of "rental of investment property".
- The Performance, Risk and Audit Committee enquired and accepted the answer in respect of who had evaluated the performance bonuses of the Municipal Manager and Directors.
- The Municipal Manager confirmed that the insurance company will cover claims against the municipality.
- The Performance, Risk and Audit Committee requested the Chief Financial Officer to re-look the municipal contingency liability.

RESOLVED

that the Performance, Risk and Audit Committee considered the Annual Financial Statements for the year ended 30 June 2022 and that Management will take all inputs into consideration before submitting the documentation to the AGSA.

7. NEXT MEETING

The next meeting of the Performance, Risk and Audit Committee will be held virtually (MS Teams) on Friday, 9 September 2022 at 09:30.

NOTED

8. ADJOURNMENT

The meeting adjourned at 12:10.

Approved on _____ with / without amendments.

_____
J GEORGE
CHAIRPERSON

MJ Prins

MINUTES OF THE PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON FRIDAY, 9 SEPTEMBER 2022 AT 09:00

PRESENT

Performance, Risk and Audit Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr G Louw (Head: Internal Audit)
Mr J Swanepoel (Manager: Projects and Performance)
Mr CG Wessels (Manager: Administration)
Mr W Mars (Manager: Financial Administration)
Ms M Arendse-Smith (Senior Administrative Officer)
Mr R Rhode (ICT Administrator)

Other representatives

Mr JJ van Rensburg (AGSA)
Mr Paul Rockman (Public Service Commission: Western Cape)
Mr Leonardo Goosen (Public Service Commission: Western Cape)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present.

NOTED

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

Apologies for absence from the meeting were received from the Director: Corporate Services, the Director: Finance and Ms Nadeema Abrahams (AGSA).

RESOLVED

that the apologies for absence from the meeting, received from the Director: Corporate Services, the Director: Finance and Ms Nadeema Abrahams (AGSA), be approved.

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at this meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by confirming attendance by voice the attendee declares that he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Confidentiality declaration was verbally declared in the first person and attendance was confirmed by signing in virtually.

NOTED

5. MINUTES

5.1 Corrections and matters from the minutes

None

NOTED

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

The minutes of the Performance, Risk and Audit Committee meeting, held on 24 June 2022, are attached as annexure 5.2.

RESOLVED

that the minutes of the Performance, Risk and Audit Committee meeting, held on 24 June 2022, be approved and signed by the Chairperson.

5.3 PRAC resolutions register (5/14/4)

- Status of the implementation of PRAC resolutions
- Feedback to PRAC regarding resolutions referred to Council.

The PRAC resolutions register, as at 22 July 2022, is attached as annexure 5.3.

RESOLVED

that notice be taken of the resolutions register and, after consideration, same be accepted.

6. PRESENTATIONS

6.1 National Fraud Hotline (2/12/P)

Messrs Paul Rockman and Leonardo Goosen from the Office of the Public Services Commission (PSC): Western Cape made a presentation in respect of the National Fraud Hotline. The Power Point presentation is attached as annexure 6.1.

RESOLVED

(a) that the Performance, Risk and Audit Committee takes notice of the presentation by the Public Services Commission Western Cape in respect of the National Fraud Hotline.

(b) that the Head: Internal Audit have a look at the National Fraud Hotline used by the Cape Winelands District Municipality and make a presentation to the Performance, Risk and Audit Committee.

(c) that the Head: Internal Audit awaits the outcomes of the Cape Winelands District Municipality's tender and report to the Performance, Risk and Audit Committee on the resolution register.

(e) that the municipality maintains the status quo in the interim and utilises the National Fraud Hotline.

7. PERFORMANCE MANAGEMENT

7.1 Internal Audit Report: Performance Management System: 3rd Quarter of 2021/2022 (5/14/3)

The Internal Audit Report on the Performance Management System for the third quarter of 2021/2022, dated June 2022, is attached as annexure 7.1.

RESOLVED

(a) that notice be taken of the Internal Audit Report on the Performance Management System for the third quarter of 2021/2022

(b) that the Internal Audit Report on the Performance Management System for the third quarter of 2021/2022 and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

7.2 Performance, Risk and Audit Committee: 1st Bi-Annual Report on Performance Management: 2021/2022 (5/14/4)

After consideration by members of the Performance, Risk and Audit Committee, the First Bi-Annual Report of the Performance, Risk and Audit Committee on Performance Management for 2021/2022, dated June 2022, is attached as annexure 7.2.

RESOLVED

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

that notice be taken of the Performance, Risk and Audit Committee's First Bi-Annual Report on Performance Management for 2021/2022 and, after consideration, same be accepted.

8. RISK MANAGEMENT

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

The Annual Risk Assessment report for 2022, dated June 2022, is attached as annexure 8.1.

RESOLVED

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

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

9. AUDIT AND FINANCIAL MANAGEMENT

9.1 Section 71 Monthly Budget Statement Reports of the Directorate Finance: June and July 2022 (9/1/2/2)

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

(a) June 2022: Annexure 9.1(a).
(b) July 2022: Annexure 9.1(b).

RESOLVED

that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for June and July 2022.

9.2 Internal Audit Report: ICT Governance (5/14/3)

The Internal Audit Report on ICT Governance, dated June 2022, is attached as annexure 9.2.

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

(a) For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

(b) that the Internal Audit Report on ICT Governance and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

RESOLVED

(a) that the ICT Governance Report be held in abeyance until the next meeting and that the Director: Corporate Services be in attendance.

(b) that Senior Management submits at the next meeting an ICT Implementation Plan to ensure that ICT meetings will take place and presents same to the Performance, Risk and Audit Committee.

9.3 Status report on implementation of Internal Audit Risk Based Audit Plan (RBAP): 4th Quarter 2021/2022
(5/14/2)

The Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the Fourth quarter of 2021/2022, dated June 2022, is attached as annexure 9.3.

RESOLVED

that notice be taken of the Status report on the implementation of the Internal Audit Risk Based Audit Plan (RBAP) for the Fourth Quarter of 2021/2022.

9.4 Internal Audit Interim Report: Indigent and prescribed debt write-off : 2021/2022
(5/14/2)

An Internal Audit Interim Report on indigent and prescribed debt write-off for 2021/2022, dated July 2022, is attached as annexure 9.4.

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

For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

RESOLVED

(a) that notice be taken of the Internal Audit Interim Report on indigent and prescribed debt write-off for 2021/2022.

(b) that the Head: Internal Audit redo the report supra (a) and same be presented to Senior Management for discussion.

9.5 Internal Audit Charter with effect from 1 July 2022 (5/14/2)

The Internal Audit Charter with effect from 1 July 2022 is attached as annexure 9.5.

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

(a) For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

RESOLVED

(a) That the Performance, Risk and Audit Committee will duly revisit the Internal Audit Charter with effect from 1 July 2022.

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

that notice be taken of the Internal Audit Charter with effect from 1 July 2022 and, after consideration, same be approved.

9.6 PRAC Charter with effect from 1 July 2022 (5/14/4)

The Performance, Risk and Audit Committee Charter with effect from 1 July 2022 is attached as annexure 9.6.

RESOLVED

(a) That the Performance, Risk and Audit Committee will duly revisit the PRAC Charter with effect from 1 July 2022.

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

that notice be taken of the PRAC Charter with effect from 1 July 2022 and, after consideration, same be approved.

9.7 Quarterly Budget Statement [Section 52(d)] Report: 4th Quarter 2021/2022 (1 April 2022 to 30 June 2022)
(9/1/1 & 9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022 is attached as annexure 9.7.

Council unanimously resolved on 24 August 2022

(a) that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022.

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

RESOLVED

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

that notice be taken of the Quarterly Budget Statement [Section 52(d)] Report for the Fourth Quarter of 2021/2022 and, after consideration, same be accepted.

9.8 Witzenberg Risk-based Audit Plan (RBAP): July 2022 until June 2025 (5/14/2)

The Witzenberg Risk-based Audit Plan for July 2022 until June 2025 is attached as annexure 9.8.

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

(a) For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

(b) that the Witzenberg Risk-based Audit Plan (RBAP) for July 2022 until June 2025 be approved.

RESOLVED

that the matter in respect of the Witzenberg Risk-based Audit Plan (RBAP) for July 2022 until June 2025 be held in abeyance until the next meeting for further discussions.

9.9 Internal Audit Report: Compliance with Division of Revenue Act (DORA): 2021/2022
(5/14/2)

The Internal Audit Report on Compliance with the Division of Revenue Act (DORA) for 2021/2022, dated July 2022, is attached as annexure 9.9.

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

(a) For consideration to take notice or to advise Council and/or Management in terms of Section 166 of the Municipal Finance Management Act.

(b) that the Internal Audit Report on the Compliance with Division of Revenue Act (DORA) for 2021/2022 and the recommendation of the Performance, Risk and Audit Committee be tabled to the Municipal Public Accounts Committee for notice.

RESOLVED

that the Internal Audit Report on the Compliance with Division of Revenue Act (DORA) for 2021/2022 be held in abeyance until the next meeting.

10. OTHER MATTERS

None

NOTED

11. NEXT MEETING
(03/1/2/3)

The item was not discussed.

NOTED

12. PRAC-in-COMMITTEE

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 5 OCTOBER 2022 AT 09:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 5 OKTOBER 2022 OM 09:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Alderman / Raadsheer K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid S de Bruin (DA)
Councillor / Raadslid N Phatsoane (ANC)
Councillor / Raadslid IL Swartz (EFF)

Non-Committee Member / Nie-Komiteelid

Councillor / Raadslid P Heradien (ICOSA)

Officials

Ms / Me C Mackenzie (Manager: Housing / Bestuurder: Behuising)
Mr / Mnr T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte)
Ms / Me D Thomas (Housing Officer / Behuisingsbeampte)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Chairperson welcomed everyone present and requested Manager: Housing to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Bestuurder: Behuising om die vergadering met gebed te open.

NOTED/ AANGETEKEN

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

The Chairperson informed the Committee that Councillor S de Bruin will be joining the meeting at a later stage.

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

'n Verskoning vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie.

RESOLVED

that notice be taken of the apology for leave of absence from the meeting received from the Municipal Manager and Manager: Administration and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder en Bestuurder: Administrasie en dat dit aanvaar word

3. NOTULES

3.1 Matters / Corrections form the minutes

None / Geen

NOTED / AANGETEKEN

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

The minutes of the meeting of the Committee for Housing Matters, held on 23 June 2022, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 23 Junie 2022, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 23 June 2022, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 23 Junie 2022, goedgekeur en deur die Voorsitter onderteken word.

3.3 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

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports of the Section Housing: May, June and July 2022 / Maandverslae van die Afdeling Behuising: Mei, Junie en Julie 2022
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

(a)	May / Mei 2022	Annexure / Bylae 6.1(a)
(b)	June / Junie 2022	Annexure / Bylae 6.1(b)
(c)	July / Julie 2022	Annexure / Bylae 6.1(c)

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for May, June and July 2022 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir Mei, Junie en Julie 2022 en dat die verslae aanvaar word.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag: Departement Behuising
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag.

None / Geen

NOTED / AANGETEKEN

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

None / Geen

NOTED / AANGETEKEN

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

None / Geen

NOTED / AANGETEKEN

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE

MINUTES OF THE MEETING FOR THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 20 OCTOBER 2022 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG GEHOU OP DONDERDAG, 20 OKTOBER 2022 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

IMIZUZU YENTLANGANISO YEKOMITI YOPHUHLISO LOLUNTU LUKAMASIPALA WASEWITZENBERG EYAYIBANJELWE KWITSHEMBA YEBHUNGA EKWI-OFISI ZIKAMASIPALA 50 VOORTREKKERS,CERES.

PRESENT / TEENWOORDIG/ABAKHOYO

Committee Members / Komiteelede/Amalungu eKomiti

Councillor / Raadslid / uCeba FE Klazen (Chairperson / Voorsitter) (GOOD)
Councillor / Raadslid / uCeba P Daniels (DA)
Councillor / Raadslid / uCeba K Yisa (ANC)
Councillor / Raadslid / uCeba L Hardnek (WP)

Officials / Amptenare/Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale: Bestuurder Mlawuli kaMasipala)
Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke Mlawuli iThala leeNcwadi)
Ms / Me A Lamprecht-Vertue (Manager: Disaster Management and Fire Services / Bestuurder: Rampbestuur en Brandweerdienste)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste Umlawuli:Iinkonzo zeZithuthi)
Ms / Me H Truter (Manager: Environment and Amenities / Bestuurder: Omgewing en Geriewe)
Mr / Mnr R Africa (Acting Manager: Resorts and Swimming Pools / Waarnemende Bestuurder: Oorde en Swembaddens) / uMlawulioliBambela: Ukuqashwa kweendawo namaqula okudada
Mr / Mnr R Fick (Acting Manager Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof: Administratiewe Beampte) / uMlawuli oyiNtloko kwezoLawulo.
Mr / Mnr C Titus (Committee Clerk / Komitee Klerk) / uNobhala weKomiti:
Mr / Mnr M Njokweni (Interpreter / Tolk/Itoliki)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING/UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested Councillor P Daniels to open the meeting with prayer.

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

Usihlalo wamnkele bonke abathe bazimasa lentlanganiso waze wacela uCeba P Daniels ukuba avule ngomthandazo.

NOTED / AANGETEKEN/IGQALIWE

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE; IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID; INDIEN ENIGE/UKUTHATHELWA INGQALELO KWESICELO SOKUTSHUNGA EMSEBENZINI
(3/1/2/1)

None / Geen

NOTED / AANGETEKEN/IGQALIWE

3. MINUTES / NOTULE/IMIZUZU

3.1 MATTERS / CORRECTIONS FROM THE MINUTES
AANGELEENTHEDE / REGSTELLINGS VAN DIE NOTULES

IMIBA / IZILUNGISO ZEMIZUZU
(3/1/2/3)

None / Geen/Ayikho

NOTED / AANGETEKEN/IGQALIWE

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

The minutes of the meeting of the Committee for Community Development, held on 6 April 2022, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 6 April 2022, word ingebind as bylae 3.2.
Imizuzu yentlanganiso yeKomiti yoPhuhliso loLuntu eyayibanjwe ngomhla wesi 6 kwekaTshazimpunzi 2022 ziqhotyoshelwe apha ku(Annexture 3.2)

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 6 April 2022 be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 6 April 2022, goedgekeur en deur die Voorsitter onderteken word.

ISIGQIBO

Ukuba imizuzu yeNtlanganiso yoPhuhliso loLuntu eyayibanjwe ngomhla *wesi 6 kwekaTshazimpunzi 2022 iphunyezwe kwaye ityikitywe nguSihlalo.*

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER/IINGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAVEZWA NGUSIHLALO.

The Chairperson, on behalf of the Committee, expressed condolences to the parents and family of the 15 year old scholar Lorenzo Fransman of Mooi-Uitsig Primary School, Bella Vista, Ceres who committed suicide.

NOTED / AANGETEKEN/IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES/UDLIWANONDLEBE NEGQIZA

5.1 Community Services: Monthly Reports: The Haven Night Shelter: Monthly reports: May, June, July, August and September 2022 / Gemeenskapsdienste: Maandverslae: Die Haven Nagskuiling: Mei, Junie, Julie, Augustus en September 2022/Iinkozno zoLuntu:lingxelo zarhoqo ngenyanga:ye yrHaven Night shelter kwekaCanzibe,Silimela,eyeKhala,eyeThupha kunye neyoMsintsi 2022. (17/16/3/1)

The following reports of the Haven Night Shelter are attached:

Die volgende verslae van die Haven Nagskuiling word ingebind:

Ezingxelo zilandelayo zeHaven night shelter ziqhotyoshelwe apha:

(a)	Monthly report: May / Mei / Canzibe 2022	Annexure / Bylae 5.1(a)
(b)	Monthly report: June / Junie / Silimela2022	Annexure / Bylae 5.1(b)
(c)	Monthly report: July / Julie / yeKhala 2022	Annexure / Bylae 5.1(c)
(d)	Monthly report: August / Augustus / yeThupha2022	Annexure / Bylae 5.1 (d)
(e)	Monthly report: September / yoMsintsi2022	Annexure / Bylae 5.1 (e)

The Manager: Administration enquired whether the delegates such as the South African Police Services and Haven Night Shelter should be invited to attend the Committee for Community Development in future.

The Municipal Manager informed the meeting that he will discuss the matter with the Chairperson, after which the Section: Administration will be informed accordingly.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Haven Night Shelter for May, June, July, August and September 2022 and that same be accepted.

(b) that the Municipal Manager informed Section: Administration whether the delegates namely the South African Police Services and Haven Night Shelter be invited to attend the meeting of the Committee for Community Development.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Haven Nagskuiling vir Mei, Junie, Julie, Augustus en September 2022 en dat die verslae aanvaar word.

(b) dat die Munisipale Bestuurder die Afdeling: Administrasie inlig of die afgevaardigdes naamlik die Suid Afrikaanse Polisie Diens en Haven Nagskuiling die vergadering van die Komitee vir Gemeenskapsontwikkeling kan bywoon.

ISIGQIBO

(a) *Ukuba iKomiti yoPhuhliso loLuntu igqale,emveni kokuthathela ingqalelo ingxelo yarhoqo ngenyanga yaseHaven Night shelater kwekaCanzibe, Silimela, eyeKhala,eyeThupha kunye neyoMsintsi 2022 kwaye yamnkelwe.*
(b) *Ukuba uMlawuli-Masipala azise iCandelo loLawulo ukuba iGqiza leeNkonzo zesiPolisa neHaven Night Shelter bamenywe ukuze bazimase lentlanganiso yeKomiti yoPhuhliso loLuntu.*

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE/AMANDLA EGQIZA

6.1 Outstanding Matters / Uitstaande Sake/Imiba engqukunjelwanga
(3/3/2)

None / Geen / Igqaliwe

NOTED / AANGETEKEN/IGQALIWE

6.2 Monthly reports of the Section Socio-Economic Development for March, April, May, June and July 2022 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Maart, April, Mei, Junie en Julie 2022 lingxelo zarhoqo ngenyanga zeCandelo loPhuhliso loLuntu nezoQoqosho kweyoKwindla,Tshazimpunzi,Canzibe,Silimela neyeKhala 2022.
(17/16/1/)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

Ezingxelo zilandelayo zarhoqo ngenyanga zeCandelo lezoPhuhliso loLuntu nezoQoqosho ziqhotyoshelwe apha:

(a)	March / Maart / eyoKwindla 2022	Annexure / Bylae 6.2(a)
(b)	April / Tshazimpunzi 2022	Annexure / Bylae 6.2(b)
(c)	May / Mei / Canzibe 2022	Annexure / Bylae 6.2(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.2(d)
(e)	July / Julie eyeKhala2022	Annexure / Bylae 6.2(e)

Councillor P Daniels informed the meeting that the June 2022 monthly report is not included in agenda. The Municipal Manager mentioned that the June 2022 report will be tabled at the next meeting.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Socio-Economic Development for March, April, May, June and July 2022 and same be accepted.

(b) that the Acting Manager: Socio-Economic Development ensures that the June 2022 monthly report of the Section Socio-Economic Development be included in the next meeting

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Maart, April, Mei en Julie 2022 en dat die verslae aanvaar word.

(b) dat die waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling verseker dat die maandverslag van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Junie 2022 by die eerskomende vergadering ingebind word.

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loLuntu igqale, emveni kokuthathela ingqalelo kwengxelo yarhoqo ngenyanga yeCandelo loPhuhliso loLuntu nezoQoqosho kweyoKwindla,Tshazimpunzi,Canzibe , Silimela kunye neyeKhala 2022 kwaye yamnkelwe.

(b) Ukuba iCandelo loLawulo liqinisekise ukuba ingxelo yenyanga yeCandelo loPhuhliso loLuntu nezoQoqosho liyithi thaca etafileni kwintlanganiso elandelayo.

6.3 Monthly reports of the Section Libraries for March, April, May, June and July 2022 / Maandverslae van die Afdeling Biblioteke vir Maart, April, Mei, Junie en Julie 2022/Iingxelo yarhoqo ngenyanga yeCandelo lamaThala kweoKwindla,Tshazimpunzi,Canzibe,Silimela kunye neyeKhala 2022. (17/6/5)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

Ezingxelo zilandelayo zarhoqo ngenyanga zeCandelo lamaThala eeNcwadi ziqhotyoshelwe apha:

(a)	March / Maart / eyoKwindla 2022	Annexure / Bylae 6.3(a)
(b)	April / Tshazimpunzi 2022	Annexure / Bylae 6.3(b)
(c)	May / Mei / Canzibe 2022	Annexure / Bylae 6.3(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.3(d)
(e)	July / Julie / eyeKhala 2022	Annexure / Bylae 6.3(e)

The Municipal Manager highlighted the following:

- that the Nduli Library will be repaired and upgraded to a Multipurpose Centre.
- that the John Steyn Library will be reopened on Monday, 24 October 2022 and Councillors are invited to attend same.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Libraries for March, April, May, June and July 2022 and same be accepted.

(b) that notice be taken that the John Steyn Library will be reopened on Monday, 24 October 2022 and Councillors are invited to attend same.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Biblioteke vir Maart, April, Mei, Junie en Julie 2022 en dat die verslae aanvaar word.

(b) dat kennis geneem word dat John Steyn biblioteek sal heropen op Maandag, 24 October 2022 en dat Raadslede uitgenooi word om dit by te woon.

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loLuntu igqale,emveni kokuthathela ingqalelo kwengxelo yarhoqo ngenyangayeCandelo lamaThala eeNcwadi kweyoKwindla,Tshazimpunzi,Canzibe,Silimela,neyeKhala 2022 kwaye yamnkelwe.

(b) Ukuba kugqalwe ukuba iThala leeNcwadi iJohn Steyn lizakuphinda livulwe ngoMvulo ngomhla wama 24 kweDwarha 2022 kwaye ooCeba bamenyiwe kuloMsitho.

6.4 Monthly report of the Section Amenities and Environment for March, April, May, June and July 2022 / Maandverslag van die Afdeling Geriewe en Omgewing vir Maart, April, Mei, Junie en Julie 2022 (17/5/2/)/Ingxelo yarhoqo ngenyanga yeCandelo loLonwabo kunye nokusiNgqongileyo, kweyoKwindla,Canzibe,Silimela neyeKhala 2022.

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeCandelo loLonwabo nokusiNgqongileyo ziqyoshelwe apha:

(a)	March / Maart / eyoKwindla,2022	Annexure / Bylae 6.4(a)
(b)	April Tshazimpunzi2022	Annexure / Bylae 6.4(b)
(c)	May / Mei / Canzibe 2022	Annexure / Bylae 6.4(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.4(d)
(e)	July / Julie / eyeKhala2022	Annexure / Bylae 6.4(e)

Councillor P Daniels raised the following concerns:

- animals roaming the streets of Wolseley.
- refuse collections in Pine Valley, Wolseley which are not collected at public open spaces.
- refuse and rubble not removed from Transnet facilities.

The Municipal Manager responded with the following:

- roaming animals are a matter of concern throughout the Witzenberg and therefore an item will be tabled to Council.
- that the municipality does not have impound facilities nor any agreement with other organs of state or institutions to impound roaming animals.
- that complaints in respect of waste and garden refuse removal at Transnet facilities must be reported to Transnet National Offices.
- that municipal complaints in respect of waste and garbage collection and removal in Pine Valley be forwarded to the Directorate: Technical Services.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Amenities and Environment for March, April, May, June and July 2022 and same be accepted.

(b) that all Councillor complaints in respect of waste and garden refuse removal at Transnet facilities must be reported to Transnet National Offices.

(c) that all municipal complaints received from Councillors in respect of waste and garbage collection and removal in Pine Valley be forwarded to the Directorate: Technical Services.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Maart, April, Mei, Junie en Julie 2022 en dat die verslae aanvaar word.

(b) dat alle klagtes rakende afval en tuinvullis byTransnet fasiliteite gerapporteer word na die Transnet Nationale kantore.

(c) dat alle munisipale klagtes ontvang vanaf raadslede in verband met afval en tuinvullis verwydering in Pine Valley gerapporteer word aan die Direktoraat: Tegniese dienste.

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loLuntu igqale,emveni kokuthathela ingqalelo,yeengxelo zarhoqo ngenyanga zeCandelo loLonwabo nokusiNgqongileyo kweyoKwindla,Tshazimpunzi,Canzibe,Silimela neyeKhala 2022 Kwaye yamnkelwe.

(b) Zonke izikhalazo eziphathelene nokuqokelelwa nokubuthwa kweNkunkuma ePine Valley ukuba zidinjazwe kwiCandelo leeNkonzo zoBuchwepheshe.

(c) Ukuba zonke izikhalazo zooCeba eziphathelene nokuqokelelwa nokuthuthwa kweNkunkuma kwiindawo zikaTransnet mazikilwe kwi-Ofisi kazwelonke kaTransnet.

6.5 Monthly reports of the Section Resorts and Swimming Pools for March, April, May, June and July 2022 / Maandverslae van die Afdeling Oorde en Swembaddens vir Maart, April, Mei, Junie en Julie 2022.

Iingxelo zarhoqo ngenyanga zeCandelo lokuqashwa kweendawo zokuhlala kunye namaQula Okudada kweyoKwindla,Thsazimpunzi,Canzibe,Silimela kynye neyeKhala 2022.
(17/10/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo seCandelo lokuqashwa kweendawo zokuhla namaQula okudada Qotyoshelwe apha:

(a)	March / Maart / kweyoKwindla2022	Annexure / Bylae 6.5(a)
(b)	April / Tshazimpunzi2022	Annexure / Bylae 6.5(b)
(c)	May / Mei / Canzibe 2022	Annexure / Bylae 6.5(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.5(d)
(e)	July / Julie / eyeKhala2022	Annexure / Bylae 6.5(e)

The Municipal Manager reported that all swimming pools within Witzenberg, excluding the vandalised swimming pool of Nduli, will be opening on 1 November 2022.

The Acting Manager: Resorts and Swimming Pools highlighted the following:

- that the procurement and delivery of chlorine is a national concern.
- that the entrance fee for children at swimming pools are R 2-00 and R 10 00 for adults.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Resorts and Swimming Pools for March, April, May, June and July 2022 and same be accepted.

(b) that notice be taken that all swimming pools within Witzenberg, excluding the vandalised swimming pool of Nduli, will be opening on 1 November 2022.

(c) That the entrance fee for children at the swimming pools is R 2-00 and R 10-00

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Maart, April, Mei, Junie en Julie 2022 en dat die verslae aanvaar word.

(b) dat kennis geneem word dat alle swembaddens in Witzenberg uitsluitlik die gevandaliseerde Nduli swembad sal open 1 November 2022.

(c) Dat die toegangs gelde vir kinders by swembaddens is R 2-00 en volwassenes R 10-00

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loLuntu igqale kwaye ithathele ingqalelo iingxelo zarhoqo ngenyanga zeCandelo lokuqashwa kweeNdawo zokuhlala kunye namaQula okudada kweyoKwindla,Tshazimpunzi,Canzibe,Silimela,neyeKhala 2022.

(b) Ukuba kugqalwe onke amaqula okudada apha eWitzenberg,ngaphandle kweQula lokuDada laseNduli,ayakuvulwa ngomhla wo 1 kweyeNkanga 2022.

(c) Ukuba imali yokungena kwabantwana equleni lokuDada yiR2.00 ukuya kwiR10.00

6.6 Monthly reports: Section Disaster and Emergency Management and Fire Services for March, April, May, June and July 2022 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Maart, April, Mei, Junie en Julie 2022
Iingxelo zarhoqo ngenyanga kwiCandelo leNtlekele noLawulo lwezingxamisekileyo kunye neeNkonzo zoMlilo.
(17/7/2/)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo zeCandelo leNtlekele noLawulo lwezingxamisekileyo:

(a)	March / Maart / kweyoKwindla2022	Annexure / Bylae 6.6(a)
(b)	April / Tshazimpunzi2022	Annexure / Bylae 6.6(b)
(c)	May / Mei / Canzibe2022	Annexure / Bylae 6.6(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.6(d)
(e)	July / Julie / eyeKhala2022	Annexure / Bylae 6.6(e)

The Municipal Manager highlighted the following:

- that the community of Tulbagh has enough water left for four (4) months due to dam levels being low.

- that Expanded Public Works Programme (EPWP) employees will be deployed in the informal areas to monitor the water taps.

The Municipal Manager informed the committee that the Manager: Disaster Management and Fire Services was selected to serve on the Provincial Disaster Management team.

The Committee congratulate the Manager: Disaster Management and Fire Services for the achievement.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for March, April, May, June and July 2022 and same be accepted.

(b) that the Senior Manager: Water and Sewerage deploy Expanded Public Works Programme (EPWP) employees in the informal areas in Tulbagh to monitor the water taps usages.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Maart, April, Mei, Junie en Julie 2022 dat die verslae aanvaar word.

(b) dat die Senior Bestuurder: Water en Riolering die Uitgebreide Publieke Werke Program werkers (EPWP) ontplooi na die Informele Nedersetting in Tulbagh om die water krane gebruik te monitor.

ISIGQIBO

(a) Ukuba iKomiti yoPhuhliso loLuntu igqale ,emveni kokuthathela ingqalelo kweengxelo zarhoqo ngenyanga zeCandelo leNtlekele noLawulo lwazingxamisekileyo kunye neeNkonzo zoMlilo kweyokwiNdla,Tshazimpunzi,Canzibe,Silimela neyeKhala 2022 kwaye yamnkelwe.

(b) Ukuba uMlawuli olibambela kwiCandelo loPhuhliso loLuntu nezoQoqosho ukuba asungule iphulo(EPWP) kuzo zonke iindawo ezinemikhukhu eTulbagh ukuqinisekisa ukuba akukho mibhobho yamanzi ivuzayo.

6.7 Monthly reports: Section Traffic Services for March, April, May, June and July 2022 / Maandverslae: Afdeling Verkeersdienste vir Maart, April, Mei, Junie en Julie 2022/Iingxelo zarhoqo ngenyanga zeCandelo leeNkonzo zezithuthi kweyoKwindla,Tshazimpunzi,Canzibe,Silimela,neyeKhala 2022. (9/1/2/1)

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

Ezingxelo zarhoqo ngenyanga zilandelayo kwiCandelo leeNkonzo zeziThuthi iqhotyoshelwe apha:

(a)	March / Maart / Kwindla2022	Annexure / Bylae 6.7(a)
(b)	April / Tshazimpunzi2022	Annexure / Bylae 6.7(b)
(c)	May / Mei / Canzibe 2022	Annexure / Bylae 6.7(c)
(d)	June / Junie / Silimela2022	Annexure / Bylae 6.7(d)
(e)	July / Julie / eyeKhala2022	Annexure / Bylae 6.7(e)

The following matters were highlighted by the Committee:

- five (5) new vehicles were received from Cape Wineland District Municipality.
- minimum funds available on the budget to procurement vehicles.
- shortage of manpower at Section: Traffic Services.
- ill-discipline of Law and Traffic Officers.
- that uniform officials must be disciplined and accept unreasonable orders.

RESOLVED

that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Traffic Services for March, April, May, June and July 2022 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir Maart, April, Mei, Junie en Julie 2022 dat die verslae aanvaar word.

ISIGQIBO

Ukuba iKomiti yoPhuhliso loLuntu igqale,emveni kokuthathela ingqalelo kwengxelo yarhoqo ngenyanga yeCandelo leeNkonzo zeziThuthi kweyoKwindla,Tshazimpunzi,Canzibe,Silimela kunye neyeKhala 2022 kwaye yamnkelwe.

6.8 Risk Management: Risk Management Report: Committee for Community Development (9/1/2/2)/Ulawulo lomngcipheko/ubungozi:Ingxelo yomngcipheko:iKomiti yoPhuhliso loLuntu

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag/Le yingxelo yarhoqo ngekota.

None / Geen/Ayikho

NOTED / AANGETEKENIGQALIWE

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/AMAGUNYA

7.1 Lease agreement: Zanokhanyo Crèche: Tulbagh (7/1/4/1)

Memorandum from Acting Manager: Socio-Economic Development, dated 13 July 2022:

"Purpose

To request Council's approval for renewal of the lease agreement with the Governance Body for Zanokhanyo Crèche in Chris Hani Tulbagh, situated on a portion of erf 389, Tulbagh.

Background and deliberation

The crèche is a result of a twinning agreement with the town of Essen, Belgium and Witzenberg Municipality. The crèche was officially opened on 3 October 2009. The Department Social Development requested Grass Roots, an NGO (Non-governmental organisation), to assist the Crèche Committee with training in handling the 76 children in the program on a daily basis.

The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 80 children between the ages of six months and five years. Currently they have 80 children attending the facility and a waiting list of more than 100 children. The crèche follows a day program approved by the Department and comprises of four classrooms, a bathroom, office and kitchen. The crèche is functioning well and is managed by a governing body represented by parents from the community, which seems to be managed well. The personnel consist of a principal, four educators, and a cook.

Witzenberg Municipality entered into a lease agreement with the governance body of Zanokhanyo Crèche which expired on 30 August 2022.

Community value

The children from Chris Hani have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

The Department Social Development will ensure the sustainability of the daily operations.

Legislation

Renewal of the lease agreement for a period of three years.

Financial implication

Fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset. Council must determine the minimum yearly rental amount, also taking into consideration that the maintenance and repairs of this building are for the account of the Lessee."

RESOLVED

To recommend to the Executive Mayoral Committee and Council to consider the following:

(i) that Council enter into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(ii) that Council consider granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(iii) that Council determine the minimum yearly rental amount.

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

(v) that the Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building;

(vi) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(vii) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(viii) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

ISIGQIBO

(i) Ukuba iBhunga lenze isivumelwano neBhodi yoLawulo lweZanokhanyo crech lweminyaka emithathu ukuze bakwazi ukusebenza.

(ii) Ukuba ibhunga ligqale ukunika iZanokhanyo crech ithuba lokuqhasha iminyaka emithathu emveni kokuba isivumelwano sokuqala sithe saphelelwa.

(iii) Ukuba iBhunga lithathe isigqibo malunga neNtlawulo yarhoqo ngonyaka

(iv) Ukuba lendawo iqashisayo ingahambisani noMthetho we(MFMA) weCandelo 14.2(a)

(v) Ukuba iZanokhanyo inoxanduva lokubanonogada,i(alarm) amadindala kunye neentsimbi zokhuselo njalonjalo.

(vi) Ukuba iZanokhanyo iyakubanoxanduva lokukhusela nokunonophela isakhiwo.

(vii) Ukuba esisakhiwo siyakuhlala isesikaMasipala dekuphele isivumelwano okanye sirhoxiswe.

(viii) Ukuba Umlawuli-Masipala agunyaziswe ukuba atyikitye isivumelwano emele iBhunga.

7.2 Renewal of lease agreement: Vrolike Vinkies Enrichment and Development Centre, Ceres (7/1/4/1)

Memorandum from Acting Manager: Socio-Economic Development, dated 28 July 2022:

"Purpose

To request Council's approval for renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre situated on erf 2019, Ceres also known as The Island Holiday Resort.

Background and deliberation

The crèche started in 2001. The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 98 children between the ages of six months and six years for the ECD Centre and for 41 children with special needs from ages three to sixteen. Children from Bella Vista, Nduli, Hamlet, Ceres and surrounding farms are enrolled at the crèche. They follow a day program approved by the Department. The crèche is functioning well and is managed by a governing body, represented by parents from the community. The governing body meets bi-monthly. The crèche seems to be managed well. The personnel consist of a CEO, manager for ECD, assistant manager for ECD, supervisor for disabilities, program implementer, six ECD practitioners, four disability carers, one cook, five general workers and a driver.

In August 2015 the Council granted the usage of the extra building previously used as a café to be utilised as a unit for children with special needs. Council also granted permission for the erection of two Nutech buildings to accommodate more children with special needs. Vrolike Vinkies received funding from the Lotto and Breadline for this project. This unit started with nine children, but currently accommodates 41 children from all towns in die Witzenberg area. The disability of the children includes cerebral, Down syndrome, epilepsy, blindness, intellectual and other disabilities. The children are supported by regular input from the physiotherapist and occupational therapist from Department Health. This is the only facility in the Witzenberg municipal area that includes children with special needs in the mainstream.

The practitioners receive training to stimulate the children with suitable exercise. Subsidy is received from the Department of Health. The Department Education is also involved with screening and placing of children. Currently they have a waiting list.

Witzenberg Municipality currently has a valid lease agreement with Vrolike Vinkies, but it expires on 31 August 2022. . Rental and services are paid up to date and the current rental amount is R876.04 per year.

Community value

Vrolike Vinkies is currently the only facility accommodating children with special needs in the Witzenberg area. Children from all areas have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

Department Social Development, Department of Education and Department Health will ensure the sustainability of the daily operations.

Legislation

A lease agreement must be entered into."

RESOLVED

To recommend to the Executive Mayoral Committee and Council to consider the following:

(a) that Council consider the lease of Erf 2019 to Vrolike Vinkies Enrichment and Development Centre for a period of two (2) years.

(b) that Ms Andeline Coetzee (CEO) Chief Executive Officer of Vrolike Vinkies Enrichment and Development Centre be invited to the Committee for Community Development to make a presentation in respect of the financial sustainability of the Crèche at the next committee meeting.

(c) that the yearly rental amount be determined.

(d) that notice be taken that the property that will be leased, is not required for the provision of a minimum level of basic services in terms of Section 14.2(a) of the Municipal Finance Management Act.

(e) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(f) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(h) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

ISIGQIBO

Ukwenza isiphakamiso esiya kwiKomiti kaSodolophu neBhunga ukuba lithathele ingqalelo oku kulandelayo:

(a) Ukuba iBhunga ligqale isivumelwano iZiko leVrolike Vinkies enrichment) seminyaka emibini.UNkosk Andeline Coetzee oliGosa eliyiNtloko lesiGqeba soLawulo leZiko leVrolike Vinkies enrichment ukuba limenywe entlanganiswe elandelayayo ukuze lenze ulwandlalontetho ngokuphathelene nezeMali zaleCrech.

(b) Ukuba intlawulo yonyaka idakancwe liBhunga.

(c) Ukuba kugqalwe indlela yokuthengiswa engahambelaniyo nomthetho we(MFAM) ngokweCandelo 14.2(a)

(d) Ukuba iVrolik Vinkies enrichment inoxanduva lokuhlawula iinkonzo zikaMasipala nokunonotshelwa kwesakhiwo.

(e) Ukuba iZanokhanyo iyakubanoxanduva lokhuseleko kunye nokukhuselwa kwesakhiwo.
(f) Ukuba esisakhiwo siyakuhlala isesikaMasipala emveni kokuphelelwa kwesivumelwano okanye sarhoxiswa.

(g) Ukuba Umlawuli-Masipala agunyaziswe ukuba atyikitye isivumelwano emele iBhunga.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA/IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXWE NGE-AGENDA.

None / Geen / Ayikho

NOTED / AANGETEKEN/IGQALIWE

9. ADJOURNMENT / VERDAGING/UKUPHUMA/UKUCHITHWA

The meeting adjourned at 12:15 / Die vergadering verdaag om 12:15/Intlanganiso iphume ngo 12:15.

Approved on _____

_____
COUNCILLOR / RAADSLID / UCEBA FE KLAZEN
CHAIRPERSON / VOORSITTER/USIHLALO

/cjt

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 20 OCTOBER 2022 AT 14:00 IN THE COUNCIL CHAMBERS, 50 VOORTREKKER STREET, CERES.

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 20 OKTOBER 2022 OM 14:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WAMA20 KWEYEDWARHA NGOLWESINE NGENTSIMBI YESI: 14:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS STREET, CERES.

Councillors / Raadslede / ooCeba

JP Fredericks (Chairperson) (FFP)
J Zalie (ANC)
JJ Cloete (PA)
P Heradien (ICOSA)
D Swart (DA)

Officials / Amptenare/Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Ms /Me I Barnard (Senior Manager: Human Resources / Senior Bestuurder: Menslike Hulpbronne)
Mr / Mnr M Frieslaar (Manager: Supply Chain / Bestuurder: Voorsieningskanaal)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking en Kommunikasie)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Mr / Mnr M Green (Manager: Traffic Services / Bestuurder: Verkeersdienste)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Mr / Mnr CT Titus (Committee Clerk / Komitee Klerk)
Mr / Mnr M Njokweni (Translator / Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and thereafter requested Councillor JJ Cloete to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek daarna Raadslid JJ Cloete om die vergadering met gebed te open.

Usihlalo uyewamnkela wonke umntu obekhona emveni koko wacela uCeba uJJ Cloete ukuba avule intlanganiso ngomthandazo.

NOTED / AANGETEKEN / IGQALIWE

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

The meeting was informed of an apology for absence from the meeting received from the Manager: Financial Administration and Manager: IDP

The Municipal Manager noted that apologies for absence from the meeting from managers must be submitted directly to the Municipal Manager and not the Section: Administration.

RESOLVED

that notice be taken of the apology for absence received from the meeting received from the Manager: IDP and the same be approved.

BESLUIT

dat kennis geneem word van die aansoek om verlof tot afwesigheid ontvang vanaf die Bestuurder: IDP en goedgekeur word.

ISIGQIBO

Ukuba kugqalwe izingxengxezo kwabo bangekhoyo entlanganisweni isingxengxezo soMlawuli weIDP kwaye Oku kuphunyezwe.

3. MINUTES / NOTULES / IMIZUZU

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 6 April 2022, are attached as annexure 3.2.

Die notule van ‘n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 6 April 2022, word ingebind as bylae 3.2. / Imizuzu yentlanganiso yeKomiti yeNkonzo ezimanyeneyo nezeMali eyayibanjwe ngomhla we 6 kwekaTshazimpunzi 2022 iqhotyoshelwe kwi(Annexture 3.2)

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 6 April 2022, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 6 April 2022, goedgekeur en deur die Voorsitter onderteken word.

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo Ezimanyeneyo kunye nezeMali eyayibanjwe ngomhla we 6 kwekaTshazimpunzi 2022 ukuba iphunyezwe ze ityikitywe nguSihlalo.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO; ISIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWONANDLEBE NEGQIZA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMANDLA AGUNYAZISIWEYO

6.1. Outstanding Matters / Uitstaande Sake / Imiba engaqukunjelwanga (3/3/2)

Number / Nommer/Inani	File reference number Lêerverwysingsnommer / inani lesikhombisi	Item number and date of meeting / Item nommer en datum van vergadering / inombolo yomba kunye nomhla wentlanganiso	Title of item / Onderwerp van item / isihloko somba	Resolution Besluit / isisombululo	Responsibility Verantwoordelikheid / uxanduva	Target date Teikendatum / amaxcesha ekujoliswe kuwo
6.1	15/2/2/R	Item 7.2 of the Corporate and Financial Services held on 15 September 2021	Application: Buying Erf 3002 Gemsbok Street, Tulbagh / Aansoek: Koop van Erf 3002 Gemsbok Straat, Tulbagh	(a) that the Committee for Corporate and Financial Services in principle is not against the application in respect of the purchasing of erf 3002, Gemsbok Street, Tulbagh. (b) that more suitable properties be considered to make the business more viable. (c) that a more comprehensive report be compiled by the	Acting Manager: Socio Economic Development.	To be removed from the agenda

				Manager: Traffic Services in respect of the impact of traffic on the surrounding Erven or neighbourhood. (d) that a more comprehensive report be compiled by the Manager: Streets and Storm Water on the storm water requirements that might be applicable. (e) that Administration report back on the matter at the next Committee meeting.		

Report from Acting Manager: Socio-Economic Development on item Application: Buying of erf 3002: Gemsbok Street, Tulbagh:

"Communication was sent to the applicant whether the newly proposed erven will fit them before proceeding to table the item again to the Corporate Committee. No feedback was received as of yet after several attempts to obtain consent. When consent is received from the applicant, the item will again be tabled to the Committee."

RESOLVED

that the Committee for Corporate and Financial Services takes notice of the outstanding matter related to Erf 3002 Gemsbok Street, Tulbagh and that the item will be tabled to the Committee after receiving feedback from the applicant.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste kennis neem van die uitstaande aangeleentheid rakende Erf 3005, Gemsbokstraat, Tulbagh en dat die item aan die Komitee voorgelê word na terugvoering ontvang is vanaf die applikant.

ISIGQIBO

Ukuba iKomiti yeeNkonzo Ezimanyeneyo nezeMali igqale imiba engashukuxwanga ngokuphathelene neSiza 3002 eGemsbok street, Tulbagh ukuba lomba yakuphinda uthiwe thaca etafileni xa sele sifumene ingxelo kulowo wenze isicelo.

6.2 Monthly reports: Directorate: Corporate Services: March, April, May, June, July and August 2022 / Maandverslae: Direktoraat: Korporatiewe Dienste: Maart, April, May, Junie, Julie en Augustus 2022 Ingxelo yarhoqo ngenyanga: Ulawulo lweeNkonzo ezimanyeneyo, kweyoKwindla, kwekaTshazipmunzi Canzibe, eyeSilimela, eyeKhala kunye neyeThupha 2022
(09/1/2/1)

The following monthly reports of the Directorate: Corporate Services are attached:

Die volgende maandverslae van die Direktoraat: Korporatiewe Dienste word ingebind:

Lengxelo ilandelayo yoLawulo :LweNkonzo ezimanyeneyo iqhotyoshelwe apha.

(a)	March / Maart 2022	Annexure / Bylae 6.2(a)
(b)	April 2022	Annexure / Bylae 6.2(b)
(c)	May / Mei 2022	Annexure / Bylae 6.2(c)
(d	June / Junie 2022	Annexure / Bylae 6.2(d)
(e)	July / Julie 2022	Annexure / Bylae 6.2(e)
(f)	August / Augustus 2022	Annexure / Bylae 6.2(f)

RESOLVED

that the Committee for Corporate and Financial Services, after consideration, takes notice of the content of the monthly reports for March, April, May, June, July and August 2022 and same be approved and accepted.

BESLUIT

dat die Komitee vir Korporatiewe en Finansiële Dienste, na oorweging, kennis neem van die inhoud van die maandverslae vir Maart, April, Mei, Junie, Julie en Augustus 2022 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyeneyo nezeMali,emveni kwesigqibo, ithe yagqala ingxelo yarhoqo ngenyanga kweyoKwindla, kwekaTshazimpunzi, Canzibe, kweyeSilimela, kweyeKhala kunye neyeThupha.

6.3 Risk Management Report Committee for Corporate and Financial Services / Risiko Bestuursverslag: Komitee vir Korporatiewe en Finansiele Dienste / Ulawulo lobuNgozi:iKomiti yengxelo yeeNkonzo ezimanyeneyo kunye nezeMali:
(9/1/2/2)

This is a standing quarterly item. / Hierdie is ‘n staande kwartaallikse item/Lo mba urhoxisiweyo ngowarhoqo ngekota.

NOTED / AANGETEKEN / IGQALIWE

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS/AMAGUNYA

7.1 Directorate Finance / Direktoraat Finansies / Ulawulo lwezeMali

Section 71 Monthly Budget Statement Reports of Directorate Finance: March, April, May, June, July and August 2022 / Artikel 71 Maandelikse Begrotingsverslaevan die Direktoraat Finansies: Maart, April, Mei, Junie, Julie en Augustus 2022 / Icandelo 71 lweNgxelo yohlahlolwabiwomali lwarhoqo ngenyanga kuLawulo lwezeMali:yoKwindla, Tshazimpunzi ,Canzibe ,iSilimela, eyeKhala kunye neyeThupha 2022
(9/1/2/2)

The following Section 71 Monthly Budget Statement Reports of the Directorate Finance are attached:
Die volgende Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies word ingebind:

(a)	March / Maart/eyoKwindla 2022	Annexure / Bylae 7.1(a)
(b)	April /Tshazimpunzi2022	Annexure / Bylae 7.1(b)
(c)	May / Mei /Canzibe2022	Annexure / Bylae 7.1(c)
(d)	June / Junie Silimela2022	Annexure / Bylae 7.1(d)
(e)	July / Julie yeKhala2022	Annexure / Bylae 7.1(e)
(f)	August / Augustus Thupha2022	Annexure / Bylae 7.1(f)

RESOLVED

(a) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2022 be held in abeyance as the report was listed incorrectly in the item.

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and same be approved and accepted.

BESLUIT

(a) dat die Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies vir Junie 2022 oorstaan aangesien die verslag in die item verkeerd is.

(b) 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 Begrotingsverslae van die Direktoraat Finansies vir Maart, April, Mei, Julie en Augustus 2022 en dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

(a) Ukuba icandelo 71 lengxelo yohlahlolwabiwomali larhoqo ngenyanga loLawulo lwezeMali kweyeSilimela ukuba irhoxiswe kuba ibikhona kuluhlu nangona ibingekho kwi-Agenda.

(b) Ukuba iKomiti yeeNkonzo ezimanyeneyo nezeMali lenze isiphaksmiso esiyo kwiKomiti kasodolophu kunye neBhunga

Ukuba iKomiti yeeNkonzo ezimanyeneyo kunye nezeMali igqale, emveni kokuthathela ingqalelo,kwengxelo yarhoqo ngenyanga yeeNkonzo ezimanyeneyo ekwiCandelo 71 nezeMali kweyoKwindla, kaTshazimpunzi, Canzibe, eyeKhala kunye neyeThupha.

7.2 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2021/2022: 1 July 2021 until 31 December 2021 / Middel Jaar Begrotingsverslag en Prestasie Evaluering (Artikel 72) Verslag 2021/2022: 1 Julie 2021 tot 31 Desember 2021 / Iingxelo yaphakathi enyakaeni yoHlahlolwabiwoma nokuhlolwa kwendlela yokusebenza (Candelo 72) Ingxelo 2021/2022 ngomhla we 01 kweyeKhala 2021 ukuya ngomhla wama 31 kweyoMnga 2021.
(9/1/1 & 5/1/5/14)

Item 8.1.6 of the Council meeting held on 26 January 2022 refers.

The following memorandum, dated 19 January 2022, was received from the Director: Finance:

"Purpose

The purpose of this report is to submit the 2021/2022 Section 72 Mid-year Budget and Performance Assessment Report for the period 1 July 2021 to 31 December 2021 to Council, for information.

Legislature framework

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

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

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

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

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

Discussion

The Mid-year report for the 2021/2022 financial year is attached as annexure 7.2."

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

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Council unanimously resolved on 26 January 2022:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

A committee member raised concerns regarding the finances of the municipality and prooposed th plans and strategies be put inplace to strenghten the municipalities income.

The Chairperson further proposed that alll 23 Councillors consider joining in on the concept o going from door to door to encourage citizens apply for the indigent allowance. Possible solutions must also be considered and enacted with regard to illegal immgrants based on the negative impact it has on the income of the municipality.

RESOLVED

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

(a) that a Credit Control Strategy be workshopped by Council.

(b) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

BESLUIT

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

(a) dat ´n Krediet Beheer Strategie deur die Raad gewerkswinkel word.

(b) dat aandag gegee word aan die instroom van onwettige immigrante vir moontlike oplossings om die toestrooming van onwettige immigrante in die Witzenberg gebied te voorkom.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyeneyo nezeMali yenze isiphakamiso esiya kwiKomiti kaSodolophu kunye neBhunga:

(a) Ukuba ulawulo lwaMatyala logqalwe ngokwenziwa koCweyo liBhunga.

(b) Ukuba kuqatshelwe abo bangena ngokungekho semthethweni kuziwe nezisombululo ukunqanda ukungena kwabantu abengekho mthethweni apha eWitzenberg.

7.3 Request tor temporary moving of fence to make provision for extra parking during the construction of the Van Breda Bridge / Versoek om tydelike verskuiwing van heining ten einde voorsiening te maak vir ekstra parkering tydens konstruksie van die Van Breda brug / Isicela esingesosigxina sokuba kususwe ucingo lokubiya kulungiselelwa indawo yokumisa iinqwelo-mafutha xeshikweni kusokhiwa iBhulorho iVan Breda
(7/1/4/1)

A memorandum received from the Manager: Legal Services, dated 10 May 2022, is attached as annexure 7.3.

'n Memorandum ontvang vanaf die Bestuurder: Regsdienste, gedateer 10 Mei 2022, word ingebind as bylae 7.3.
Imemorandamu efunyenwe kuMphathi:Iinkonzo zezoMthetho,ngomhla we 10 kwekaCanzibe 2022 iqhotyoshelwe kwi(Annexture 7.3)

RESOLVED

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

(a) that permission be granted for the fence line of Erf 1383 to be moved by ±8 meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years 11 months.

BESLUIT

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

(a) dat goedkeuring gegee word vir die verskuiwing van die heining van Erf 1383 by ± 8 meter na die rivier vir ekstra parkering.

(b) dat die huurbedrag vasgestel word en 'n huurooreenkoms gesluit word vi 'n tydperk van 9 jaar en 11 maande.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyeneyo nezeMali yenze isiphakamiso esiya kwiKomiti kaSodolophu:

(a) Ukuba kukhutshwe imvume yokubiywa kweSiza u1383 ukuba ibhekeliswe isondele emlanjeni kuluingiselelwa indawo yokumisa iiNqwelo.

(b) Ukuba kugqalwe imali yeRenti kunye nesivumelwano sokuqashwa kwalendawo kwisithuba seminyaka eli9 neenyanga ezili 11.

7.4 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2022: Implementation of Supply Chain Management Policy / Voorsienings Bestuurkanaal: Paragraaf 7(4) Kwartaalikse Verslag eindigende 30 Junie 2022: Implementering van Voorsieningskanaal Bestuur Beleid / uLawulo lwezeNtengiso:Umhlathi 7(4) wengxelo yarhoqo ngenyanga ephelelwa ngomhla wama 30 kweyeSilimela 2022.Ukusebenza koMgaqo-nkqubo wezolawulo lweNtengiso
(9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 6 July 2022, is attached as annexure 7.4.

n Memorandum ontvang vanaf die Bestuurder: Voorsieningskanaal, gedateer 6 July 2022, word ingebind as bylae 7.4
Imemorandamu esuka kuMphathi:EzeNtengiso,ngomhla we 6 kweyeKhala 2022 iqhotyoshelwe kwi(Annexture 7.4)

A committee member enquired about the status of the security tender.

The Municipal Manager informed the meeting that after much consideration and adherence to legislative compliance the tender had been finalised and should be in effect from 1 November 2022.

RESOLVED

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

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal systems Act (Act no. 32 of 2000) after it has been tabled to Council.

BESLUIT

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

(a) dat kennis geneem word van die Voorsieningskanaal Paragraaf 7(4) Kwartaalverslag geëindig op 30 Junie 2022.

(b) dat die verslag supra (a) aan die publiek beskikbaar gestel word ingevolge Artikel 21A van die Munisipale Stelselswet (Wet no. 32 van 2000) nadat dit aan die Raad ter tafel gelê is.

ISIGQIBO

Ukuba iKomiti yeeNkonzo ezimanyeneyo nezemali yenze isiphakamiso kwiKomiti kaSodolophu kunye neBhunga:

(a) Ukuba kugqalwe uMhlathi (4) woLawulo lweNtengiso.Ingxelo yarhoqo ngeKota iphele kweyeSilimela ngomhla wama 30 2022.

(b) Ukuba ingxelo ye(Supra) ukuba uluntu lukwazi ukuyifumana ngokweCandelo 21A lamthetho kaMasipala we(systems act) umthetho wama 30 ka2000 emveni kokuba ithiwe thaca phambi kweBhunga.

7.5 Request to purchase portion of erf 414, Wolseley / Aansoek om gedeelte van erf 414, Wolseley te koop / Isicelo sokuthengwa kweSiza 414, eWolseley
(7/1/4/1)

A memorandum received from the Manager: Legal Services, dated 26 July 2022, is attached as annexure 7.5.

'n Memorandum ontvang vanaf die Bestuurder: Regsdienste, gedateer 26 July 2022, word ingebind as bylae 7.5

Imemorandamu efunyenwe kuMphathi:weeNkonzo zezoMthetho,ngomhla wama 26 kweyeKhala 2022 iqhokotyoshelwe apha kwi(Annexture 7.5)

RESOLVED

(a) that a Public Participation Process be followed regarding the request to purchase a portion of erf 414, Wolseley.

(b) that the matter be tabled at the Committee for Corporate and Financial Services after the completion of the Public Participation process.

BESLUIT

(a) dat 'n Publieke Deelname Proses gevolg word rakende die versoek om 'n gedeelte van erf 414, Wolseley te koop.

(b) dat die aangeleentheid na die publieke deelname proses aan die Komitee vir Korporatiewe en Finansiële Dienste voorgelê word.

ISIGQIBO

(a) Ukuba inkqubo yentathonxaxheba kaWonke-wonke iselwe iliso ngokuphathelene nesicelo sokuthengwa kweSiza 414 eWolseley.

(b) Ukuba lomba uthiwe thaca phambi kweKomiti yeeNkonzo ezimanyeneyo nezeMali emveni kokuba inkqubo yentathonxaxheba kaWonke-wonke iqukunjelwe.

7.6 Council's immovable property: Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits / Raad se onroerende eiendom: Versoek vir huur van grond: Gedeelte erf 1002, Ceres (Agter Dennebos): Akwakultuur en hase / Impahla zeBhunga ezinokuthuthwa: Isicelo semvume yokuqasha esiSiza 1002 eCeres(Aquaculture kunye nemiVundla)
(7/1/4/1)

A memorandum received from the Manager: Legal Services, dated 17 August 2022, is attached as annexure 7.6.

'n Memorandum vanaf die Bestuurder: Regsdienste, gedateer 17 Augustus 2022, word aangeheg as bylae 7.6.
Imemorandamu efunyenwe kuMphathi: weeNkonzo zezoMthetho,ngomhla we 17 kweyeThupha 2022
Iqhotyoshelwe ku(Annexture 7.6)

The Manager: Legal Services informed the meeting that the applicant in the matter had passed on but that clarity was needed as to the status of the application.

RESOLVED

that the matter in respect of Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits be held in abeyance to obtain clarity regarding the application.

BESLUIT

dat die aangeleentheid rondom Raad se onroerende eiendom: Versoek vir huur van grond: Gedeelte erf 1002, Ceres (Agter Dennebos): Akwakultuur en hase oorstaan om duidelikheid oor die aansoek te bekom.

ISIGQIBO

Ukuba lomba wesicelo sokuqashwa kweSiza 1002 eCres(emva kweDennebos) Aquaculture kunye neMivundla Irhoxiswe kude kufumaneke ingcaciso ngesisicelo.

7.7 Co**uncil's immovable property: Request to purchase erf 935, Wolseley** / Raad se onroerende eiendom: Versoek om erf 935, Wolseley te koop / Impahla enokuthuthwa yeBhunga: Isicelo sokuthenga isiza 935, eWolseley
(7/1/4/2)

A memorandum from the Manager: Legal Services, dated 17 August 2022, is attached as annexure 7.7.

'n Memorandum vanaf die Bestuurder: Regsdienste, gedateer 17 Augustus 2022, word aangeheg as bylae 7.7.
Imemorandamu esuka kuMphathi:weeNkonzo zezoMthetho,ngomhla we17 kweThupha 2022 iqhotyoshelwe kwi(Annexture 7.7)

RESOLVED

that the matter in respect of Request to purchase erf 935, Wolseley be held in abeyance to obtain the inputs of the Ward Councillor, Councillor P Daniels.

BESLUIT

dat die aangeleentheid rondom Raad se onroerende eiendom: Versoek om erf 935, Wolseley te koop oorstaan om insette te bekom vanaf die Wyksraadslid, Raadslid P Daniels.

ISIGQIBO

Ukuba lomba wokuthengwa kweSiza 935, eWolseley urhoxiswe kude kufunyanwe uluvo lukaCeba wewadi / ngingqi uP Daniels.

7.8 **Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres** / Raad se onroerende eiendom: Versoek om erf 3607, Bella Vista, Ceres te koop / Iimphahla zeBhunga ezinokuthuthwa:Isicelo sokuthengwa kwesiza 3607,eBella Vista,Ceres.
(7/1/4/2)

A memorandum from the Manager: Legal Services, dated 25 August 2022, is attached as annexure 7.8.

'n Memorandum vanaf die Bestuurder: Regsdienste, gedateer 25 Augustus 2022, word aangeheg as bylae 7.8.

Imemorandamu esuka kuMphathi:weeNkonzo zezoMthetho,ngomhla wama 25 kweyeThupha 2022 iqhotyoshelwe kwi(Annexture 7.8)

RESOLVED

(a) that the matter in respect of Request to purchase erf 3607, Bella Vista, Ceres be held in abeyance in *order to obtain* clarity regarding the *electricity supply.*

(b) that the item be placed on outstanding matters until feedback is obtained from Eskom.

BESLUIT

(a) dat die aangeleentheid rondom Raad se onroerende eiendom: Versoek om erf 3607, Bella Vista, Ceres te koop oorstaan om duidelikheid te bekom oor die krag toevoer.

(b) dat die item op uitstaande sake geplaas word totdat terugvoering ontvang is vanaf Eskom.

ISIGQIBO

(a) Ukuba lomba wokuthengwa kweSiza 3607 eBella Vista, Ceres urhoxiswe kude kufunyanwe amacebo kubathengisi bombane.

(b) Ukuba lomba ufakwe kwimiba engekaqukunjelwa kude kufunyanwe ingxelo esuka kwa-Eskom.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA / IMIBA ETSHISA IBUNZI ITHE YAFAKWA EMVENI KWENGXOXO EKWI-AGENDA

None / Geen

NOTED / AANGETEKEN / IGQALIWE

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIëLE DIENSTE IN-KOMITEE / IKOMITI YEENKONZO EZIMANYENEYO NEZEMALI

MINUTES OF THE MEETING OF THE COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES OF THE WITZENBERG MUNICIPALITY, HELD ON THURSDAY, 17 NOVEMBER 2022 AT 14:00 IN THE COUNCIL CHAMBERS, 50 VOORTREKKER STREET, CERES.

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR KORPORATIEWE EN FINANSIËLE DIENSTE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 17 NOVEMBER 2022 OM 14:00 IN DIE RAADSAAL, VOORTREKKERSTRAAT 50, CERES.

IMIZUZU YENTLANGANISO YEKOMITI YEZENKONZO EZIMANYANEYO NEZEMALI KAMASIPALA WASEWITZENBERG, EYAYIBANJWE NGOMHLA WE 17 KWEYENKANGA 2022 NGOLWESINE NGENTSIMBI YESI: 14:00 KWIGUMBI LENTLANGANISO ZEBHUNGA, 50 VOORTREKKERS STREET, CERES.

Councillors / Raadslede / ooCeba

JP Fredericks (Chairperson) (FFP)
J Zalie (ANC)
JJ Cloete (PA)
P Heradien (ICOSA)
D Swart (DA)

Officials / Amptenare / Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr HJ Kritzinger (Director: Finance / Direkteur: Finansies)
Mr / Mnr M Mpeluza (Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Ms / Me C Stevens (Manager: Income / Bestuurder: Inkomste)
Ms / Me R Hendricks (Manager: Marketing and Communication / Bestuurder: Bemarking en Kommunikasie)
Mr / Mnr CG Wessels (Manager: Administration / Bestuurder: Administrasie)
Ms / Me L Nieuwenhuis (Manager: Legal Services / Bestuurder: Regsdienste)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte)
Mr / Mnr CJ Titus (Committee Clerk / Komitee Klerk)
Mr / Mnr M Njokweni (Translator / Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested a minute of silence for personal prayer.

Die Voorsitter verwelkom almal teenwoordig en versoek 'n minuut van stilte vir persoonlike gebed.

NOTED / AANGETEKEN / IGQALIWE

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

Apologies for absence from the meeting were recieved from Senior Manager: Human Resources, Manager: Supply Chain and Manager: IDP.

Verskoning vir afwesigheid van die vergadering is ontvang vanaf die Senior Bestuurder: Menslike Hulpbronne, Bestuurder: Voorsieningskanaal en Bestuurder: IDP.

Izingxengxezo ezithe zamnkelwa ibizezabaLawuli abaziiNtloko: KwezeMithombo yezaBasebenzi,Umlawuli kwiCandelo lezeNtengiso: kunye noMlawuli we-IDP (Iinkonzo zeziCwangciso zoPhuhliso loLuntu)

RESOLVED

that notice be taken of the apologies for leave of absence from the meeting received from the Senior Manager: Human Resources, Manager: Supply Chain and Manager: IDP and the same be accepted.

BESLUIT

dat kennis geneem word van die aansoeke om verlof tot afwesigheid ontvang vanaf die Senior Bestuurder: Menslike Hulpbronne, Bestuurder: Voorsieningskanaal en Bestuurder: IDP en dat dit aanvaar word.

ISIGQIBO

Ukuba kugqalwe izingxengxezo kwabo bangekhoyo entlanganisweni isingxengxezo soMlawuli weIDP kwaye Oku kuphunyezwe.

3. MINUTES / NOTULES/IMIZUZU

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

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

The minutes of the meeting of the Committee for Corporate and Financial Services, held on 20 October 2022, are attached as annexure 3.2.

Die notule van 'n vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 20 Oktober 2022, word ingebind as bylae 3.2.

Imizuzu yentlanganiso yeeNkonzo eZimanyanisiweyo nezeMali ,eyayibanjwe ngomhla wama 20 kweyeDwarha 2022 iqhotyoshelwe kwi(Annexure 3.2).

RESOLVED

that the minutes of the meeting of the Committee for Corporate and Financial Services, held on 20 October 2022, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Korporatiewe en Finansiële Dienste, gehou op 20 Oktober 2022, goedgekeur en deur die Voorsitter onderteken word.

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yeeNkonzo ezimanyanisiweyo nezeMali eyayibanjwe ngomhla wama 20 kweyeDwarha 2022, iphunyezwe kwaye ityikitywe nguSihlalo.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / IINGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS/AMAGUNYA

6.1. Outstanding Matters / Uitstaande Sake/Imiba engaqukunjelwanga (3/3/2)

Number / Nommer/Inani	File reference number Lêerverwysingsnommer/isikhombisi	Item number and date of meeting / Itemnommer en datum van vergadering/Inombolo yomba kunye nomhla	Title of item / Onderwerp van item/Isihloko somba	Resolution Besluit/Isigqibo	Responsibility Verantwoordelikheid/Uxanduva	Target date Teikendatum/Umhla ekujoliswe kuwo.
6.1.1	7/1/4/1	Item 7.5 of the Corporate and Financial Services held 20 October 2022	Request to purchase portion of erf 414, Wolseley	(a) that a Public Participation Process be followed. (b) that the matter be tabled at the Committee for Corporate and Financial Services after the completion of the Public Participation process.	Manager: Legal Services	Removed from the agenda
6.1.2	7/1/4/1	Item 7.6 of the Corporate and Financial Services held 20 October 2022	Council's immovable property: Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits	that the matter in respect of Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits be held in abeyance to obtain clarity regarding the application.	Manager: Legal Services	Removed from the agenda
6.1.3	7/1/4/2	Item 7.7 of the Corporate and Financial Services held 20 October 2022	Council's immovable property: Request to purchase erf 935, Wolseley	that the matter in respect of Request to purchase erf 935, Wolseley be held in abeyance to obtain the inputs of the Ward Councillor, Councillor P Daniels.	Manager: Legal Services	16 February 2023
6.1.4	7/1/4/2	Item 7.8 of the Corporate and Financial Services held 20 October 2022	Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres	(a) that the matter in respect of Request to purchase erf 3607, Bella Vista, Ceres be held in abeyance in order to obtain clarity regarding the electricity supply. (b) that the item be placed on outstanding matters until feedback is obtained from Eskom	Manager: Legal Services	16 February 2023

6.1.1: Request to purchase portion of erf 414, Wolseley

The Municipal Manager indicated that the public must first express an opinion with regards to the closure of the open space and if there are no objections, a Public Participation Process will be followed and thereafter the item will be brought back to the committee.

6.1.2 Council's immovable property: Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits

The Municipal Manager informed the meeting that the applicant in the matter has passed on, and that no other interested parties came forward to continue with the application.

6.1.3 Council's immovable property: Request to purchase erf 935, Wolseley

The Municipal Manager informed the meeting that the Ward Councillor, Councillor P Daniels, has no objection to the purchase of erf 935, Wolseley and that a Public Participation Process will commence.

6.1.4 Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres

An indication was given that engagements were held with the developers, who in turn are engaging with regards to the aspect of electricity supply.

RESOLVED

6.1.1 Request to purchase portion of erf 414, Wolseley

that the matter regarding the Request to purchase portion of erf 414, Wolseley be removed from the outstanding matters.

6.1.2 Council's immovable property: Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits

(a) that the matter relating to Council's immovable property: Request for lease of land: Portion erf 1002, Ceres (Behind Dennebos): Aquaculture and rabbits be removed from the outstanding matters.

(b) that the interested parties engage with the Manager: Legal Services and thereafter the item be tabled at the Committee for Corporate and Financial Services.

6.1.3 Council's immovable property: Request to purchase erf 935, Wolseley

to recommend to the Executive Mayoral Committee and Council:

(a) that the municipal property located at erf 935, Wolseley, be alienated in favour of Wolfpack.

(b) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003), erf 935, Wolseley is not required for the provision of minimum level of basic services.

(c) that in terms of Section 14.2 of the Municipal Finance Management Act (56 of 2003), erf 935, Wolseley be sold at a market related price.

.

(d) that the potential sale be advertised in the local newspaper for public comment and / or any objections.

(e) that the Municipal Manager be mandated to sign all documentation to effect the transfer of the property to Wolfpack.

(f) that a Public Participation Process be followed and the matter then be tabled again before the Council.

6.1.4 Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres

that the matter in respect of Council's immovable property: Request to purchase erf 3607, Bella Vista, Ceres be held in abeyance until the next Committee meeting.

BESLUIT

6.1.1 Aansoek om gedeelte van erf 414, Wolseley te koop

dat die aangeleentheid rakende die aansoek om gedeelte van erf 414, Wolseley te koop van die uitstaande sake verwyder word.

6.1.2 *Raad se onroerende eiendom: Versoek vir huur van grond: Gedeelte erf 1002, Ceres (Agter Dennebos): Akwakultuur en hase*

(a) dat die aangeleentheid rakende Versoek vir huur van grond: Gedeelte erf 1002, Ceres (Agter Dennebos): Akwakultuur en hase van die uitstaande sake verwyder word.

(b) dat die belangstellende partye met die Bestuurder: Regsdienste in verbinding tree en daarna die item na die Komitee vir Korporatiewe en Finansiële Dienste verwys.

6.1.3 *Raad se onroerende eiendom: Versoek om erf 935, Wolseley te koop*

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

(a) dat die munisipale eiendom geleë te erf 935, Wolseley, vervreem word ten gunste van Wolfpack.

(b) dat in terms van Artikel 14.2 van die Munisipale Finansiële Bestuurswet (56 of 2003), erf 935, Wolseley nie benodig word vir minimum vlak van basiese munisipale dienste nie. [MFMA Artikel 2(a)].

(c) dat in terms van Artikel 14.2 van die Munisipale Finansiële Bestuurswet (56 of 2003), erf 935,Wolseley verkoop word teen 'n markverwante prys [MFMA Artikel 14.2(b)].

.

(d) dat die voornemende verkoop geadverteer word in die plaaslike koerant vir publieke insae en / of enige besware.

(e) dat die Munisipale Bestuurder gemagtig word om alle dokumente te onderteken ten einde einde eiendom effektief oor te dra na Wolfpack.

(f) dat 'n Publieke Deelname Proses gevolg word en die aangeleentheid daarna weer vir die Raad te tafel gelê word.

6.1.4 Raad se onroerende eiendom: Versoek om erf 3607, Bella Vista, Ceres te koop

dat die aangeleentheid rakende die Raad se onroerende eiendom: Versoek om erf 3607, Bella Vista, Ceres te koop oorstaan tot die volgende komitee vergadering.

ISIGQIBO

6.1.1 *Isicelo sokuthengwa kweSiza u414 eWolseley*

Ukuba umba wokuthengwa kweSiza 414 eWolseley sikhutshwe kwimiba engashukuxwanga

6.1.2 iimpahla ezinokuthuthwa zeBhunga:Isicelo sesivumelwano seSiza 1002 eCeres emva kwaseDennebos kwezoLimo nemivundla

(a) Ukuba umba ophathelene neMphahla yeBhunga enokuthuthwa:Isicelo sesivumelwano seSiza:Isiza 1002 eCeres emva kwaseDennebos:wezoLimo neMivundla ukuba urhoxiswe kwimiba engashukuxwanga.

(b) Ukuba abo banomdla baqhagamishelane noMlawuli kwiiNkonzo zoMthetho emveni koko lomba uthiwe thaca phambi kweKomiti yeeNkonzo ezimanyeneyo.

6.1.3 Ukuba impahla zeBhunga ezinokuthuthwa:Isicelo sokuthengwa kweSiza u935 eWolseley

Ukuba iKomiti yenze isiphakamiso esiya kwiBhunga neKomiti kaSodolophu.

(a) Ukuba umhlaba kaMasipala uyekwe kulungiselwa i(Wolfpack)

(b) Ukuba iSiza u935 eWolseley singajoliswa kwintengiso ephathelene nonaniselwano loMthetho woLawulo lwezeMali kaMasipala [MFMA) candelo 14.2(a)].

(c) Ukuba ukuthengiswa kwesiSiza u935 kungahambisani nezentengiso ngokwamaxabiso kaRhulumente loMthetho woLawulo lwezeMali kaMasipala [MFMA) candelo 14.2(b)].

(d) Ukuba ukuthengiswa kwesiSiza kupapashwe kwiphephandaba leNgingqi ukuze abahlali bakwazi ukuhlomla okanye benze iziphakamiso.

(e) Ukuba uMlawuli-Masipala agunyaziswe ukuba atyikitye onke amaxwebhu aphathelene nokunikezelwa kwe(Wolfpack).

(f) Ukuba ithe yaphunyezwa liBhunga koko kuyanyanzeleka ukuba kwenziwe inqubo yentathonxaxheba yoluntu.

6.1.4 Imphahla zeBhunga ezinokuthuthwa:Isicelo sokuthengiswa kweSiza u3607 eBella Vista,eCeres.

Ukuba lomba weempahla zeBhunga ezinokuthuthwa:Ukuba isicelo sokuthengwa kwesiSiza 3607 sirhoxiselwe intlanganiso yeKomiti elandelayo.

6.2 Monthly report: Directorate: Corporate Services: September 2022 / Maandverslag: Direktoraat: Korporatiewe Dienste: September 2022 / Ingxelo yarhoqo ngenyanga: uLawulo: Iinkonzo ezimanyanisiweyo: eyoMsintsi 2022
(09/1/2/1)

The monthly report of the Directorate: Corporate Services for September 2022 is attached as annexure 6.2.

Die maandverslag van die Direktoraat: Korporatiewe Dienste vir September 2022 word ingebind as bylae 6.2.

Ingxelo yarhoqo ngenyanga yoLawulo: Iinkonzo ezimanyanisiweyo kweyoMsintsi 2022 iqhotyoshelwe kwi(Annexure 6.2).

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 September 2022 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 September 2022 en dat die verslag aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo eziManyanisiweyo nezeMali, emveni kokuthathela ingqalelo,kugqalwe ingxelo yarhoqo ngenyanga yoLawulo: Iinkozo eziManyanisiweyo kweyoMsintsi 2022 kwaye yamnkelwe.

6.3 Risk Management Report Committee for Corporate and Financial Services
(9/1/2/2)

This is a standing quarterly item / Hierdie is ‘n staande kwartaallikse item / Lomba ngumba ongekashukuxwa

Geen / None / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS/AMAGUNYA

7.1 Directorate Finance / Direktoraat Finansies / Ulawulo lwezeMali

Section 71 Monthly Budget Statement Reports of Directorate Finance: June and September 2022 / Artikel 71 Maandelikse Begrotingsverslaevan die Direktoraat Finansies: Junie en September 2022
Icandelo 71 lengxelo yohlahlolwabiwomali yarhoqo nganyanga yoLawulo lwezeMali: eyeSilimela kunye, neyoMsintsi 2022
(9/1/2/2)

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

Die volgende Artikel 71 Maandelikse Begrotingsverslae van die Direktoraat Finansies word ingebind:

Eli Candelo lilandelayo lengxelo yarhoqo ngenyanga yohlahlolwabiwomali yoLawulo lwezeMali iqhotyoshelwe apha.

(a)	June / Junie / Silimela 2022	Annexure / Bylae 7.1(a)
(b)	September / yoMsintsi 2022	Annexure / Bylae 7.1(b)

RESOLVED

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for June and September 2022 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 Begrotingsverslae van die Direktoraat Finansies vir Junie en September 2022 dat die verslae goedgekeur en aanvaar word.

ISIGQIBO

Ukuba iKomiti yeeNkonzo eziManyanisiweyo nezeMali yenze isiphakamiso esiya kwiKomiti kaSodophu kunye neBhunga:

Ukuba iKomiti yeeNkonzo ezimanyanisiweyo nezeMali igqale, emveni kokuthathela ingqalelo, kwengxelo yohlahlolwabiwomali yarhoqo ngenyanga yoLawulo lwezeMali kweyeSilimela, neyoMsintsi 2022.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KOKUBA KUXOXWE NGE-AGENDA

8.1 Request to exchange erf 85 Op-die-Berg for portion of erf 417 Op-die-Berg / Versoek om erf 85 Op-die-Berg te ruil vir gedeelte van erf 417 Op-die-Berg
(7/1/4/2)

A memorandum from the Manager: Legal Services, dated 13 September 2022, is attached as annexure 8.1.

The Municipal Manager informed the meeting that the church recommends that the land be subdivided and that it is not municipal land.

Councillor D Swart proposed that the matter be referred to Council for the swopping of erf 85, Op-die-Berg for a portion of erf 417, Op-die-Berg.

Councillor P Heradien counter proposed that a site-visit be made in order to make an informed decision.

Councillor D Swart withdrew his proposal.

RESOLVED

(a) that the matter in respect of Request to exchange erf 85, Op-die-Berg for portion of erf 417, Op-die-Berg be held in abeyance until the next committee meeting.

(b) that a site-visit for the Committee members be arranged in order to make an informed decision.

BESLUIT

(a) *dat die aangeleentheid rakend die versoek om erf 85, Op-die-Berg te ruil vir gedeelte van erf 417, Op-die-Berg oorstaan tot die volgende komitee vergadering.*

(b) dat 'n terreinbesoek vir die Komiteelede gereël word om 'n ingeligte besluit te neem.

ISIGQIBO

(a) Ukuba umba wokutshintshwa kweSiza 85 e-Op Die Berg senziwe iSiza 417 e-Op Die Berg uthathelwe ingqalelo kambe lomba urhoxiselwe intlanganiso yeKomiti elandelayo.

(b) Ukuba lendawo ukundwendwelwa kwalandawo ngamaLungu eKomiti kwenziwe ukuze kuthathwe izigqibo ezinesihlahla.

9. COMMITTEE FOR CORPORATE AND FINANCIAL SERVICES-IN-COMMITTEE / KOMITEE VIR KORPORATIEWE EN FINANSIëLE DIENSTE IN-KOMITEE / IKOMITI YEENKONZO EZIMANYANISIWEYO NEZEMALI-IKOMITI

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE COUNCIL CHAMBERS, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON WEDNESDAY, 24 NOVEMBER 2022 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 24 NOVEMBER 2022 OM 10:00 IN DIE RAADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

IMIZUZU YENTLANGANISO YEKOMITI YEMIBA YOLWAKHIWO KUMASIPALA WASEWITZENBERG,EYAYIBANJELWE KWITSHEMBA YEBHUNGA,KWII-OFISI ZIKAMASIPALA,50 VOORTRKKERS STREET, ECERES NGLWESITHATHU, NGOMHLA WAMA 24 KWEYENKANGA 2022 NGENTSIMBI YESHUMI

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer / Igqala lezoPolitiko K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid / uCeba S de Bruin (DA)
Councillor / Raadslid / uCeba N Phatsoane (ANC)

Non-Committee Member / Nie-Komiteelid / Ongelolungu

Councillor / Raadslid / uCeba P Heradien (ICOSA)

Officials/ AmaGosa

Ms / Me / Nksk C Mackenzie (Manager: Housing / Bestuurder: Behuising / uMlawuli:ezoLwaKhiwo)
Mr / Mnr / Mnu T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte / iGosa eliyintloko kwezolwaKhiwo)
Ms / Me / Nkosk D Thomas (Housing Officer / Behuisingsbeampte / iGosa lezoLwakhiwo)
Ms / Me / Nkosk M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte / iGosa eliyiNtloko kwezoLawulo)
Mr / Mnr / Mnu C Titus (Committee Clerk / Komiteeklerk / unoBhala weKomiti)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested the Senior Housing Officer to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek die Senior Behuisingsbeampte om die vergadering met gebed te open.

Usihlalo uye wamnkela bonke abakhoyo waze wacela iGosa elilawulayo kwezoLwakhiwo ukuba livule ngomthandazo.

NOTED / AANGETEKEN / IGQALIWE

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

The meeting was informed that Councillor I Swartz's vehicles broke down and that he called to indicate that he will be late for the meeting.

NOTED / AANGETEKEN / IGQALIWE

3. NOTULES/ IMIZUZU

3.1 Matters / Corrections form the minutes

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu
(3/1/2/3)

The minutes of the meeting of the Committee for Housing Matters, held on 5 October 2022, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 5 Oktober 2022, word ingebind as bylae 3.2.

Imizuzu yentlanganiso engemiba yeKomiti yoLwakhiwo,eyayibanjwe ngomhla we 5 kweDwarha 2022, iqhotyoshelwe kwi(annexure 3.2).

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 5 *October 2022, be approved and signed by the Chairperson.*

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou *op 5 October 2022, goedgekeur en deur die Voorsitter onderteken word.*

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti engemiba yoLwakhiwo ,eyayibanjwe ngomhla wesi-5 kweyeDwarha 2022, iphunyezwe kwaye ityikitywe nguSihlalo.

3.3 Outstanding matters / Uitstaande sake / Imiba engashukuxwanga
(3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / IINGXELO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

The Chairperson expressed his dissatisfaction in respect of Councillors not attending the meetings of the Committee for Housing Matters for various reasons resulting in a lack of quorum and the meeting not able to take place.

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS/AMAGUNYA

6.1 Monthly reports of the Section Housing: August and September 2022 / Maandverslae van die Afdeling Behuising: Augustus en September 2022 / Iingxelo zarhoqo ngenyanga zeSebe lezoLwakhiwo: kweyeThupha neyoMsintsi 2022
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

Ezingxelo zilandelayo zarhoqo ngenyanga kwiCandelo loLwakhiwo ziqhotyoshelwe:

(a)	August / Augustus / eyeThupha 2022	Annexure / Bylae 6.1(a)
(b)	September / eyoMsintsi 2022	Annexure / Bylae 6.1(b)

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for August and September 2022 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir Augustus en September 2022 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba kugqalwe ingxelo yarhoqo ngenyanga engemiba yeCandelo lezoLwakhiwo kweyeThupha neyoMsintsi 2022 kwaye yamnkelwe.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag: Departement Behuising / Ingxelo engoLawulo Iomngcipheko: iSebe lezoLwakhiwo
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag./ Le yingxelo yarhoqo ngekota.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6.3 Minutes of meeting held between Witzenberg Municipality, Department of Human Settlements, ASLA and Witzenberg Military Veterans Committee: 7 November 2022 / Notule van vergadering tussen Munisipaliteit Witzenberg, Departement van Menslike Nedersettings, ASLA en Witzenberg Militêre Veterane Komitee: 7 November 2022 / Imizuzu yentlanganiso ebiphakathi koMasipala waseWitzenberg,iSebe lokuHlaliswa koLuntu, ASLA kunye neKomiti yamaGqala oMkhosi: ngomhla wesi-7 kweNkanga 2022.
(17/4/R)

The minutes of a meeting between Witzenberg Municipality, the Department of Human Settlements, ASLA and the Witzenberg Military Veterans Committee, held on 7 November 2022, are attached as annexure 6.3.

RESOLVED

that notice be taken of the minutes of a meeting between Witzenberg Municipality, the Department of Human Settlements, ASLA and the Witzenberg Military Veterans Committee, held on 7 November 2022.

BESLUIT

dat kennis geneem word van die notule van 'n vergadering tussen Munisipaliteit Witzenberg, die Departement van Menslike Nedersettings, ASLA en die Witzenberg Militêre Veterane Komitee.

ISIGQIBO

Ukuba kugqalwe imizuzu yentlanganiso pahakathi koMasipala waseWitzenberg,iSebe lokuHlaliswa koLuntu, ASLA kunye neKomiti yaMagqala oMkhosi eyayibanjwe ngomhla wesi 7 kweyeNkanga 2022.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/MAGUNYA AKHOYO

None / Geen / Awekho

NOTED / AANGETEKEN / IGQALIWE

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA/IMIBA ETHE YAFAKWA EMVENI KOKUXOXWA KWE-AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE / IKOMITI EJONGENE NEMIBA YOLWAKHIWO IKOMITI

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 28 NOVEMBER 2022 AT 08:30

PRESENT

Executive Mayoral Committee

Alderman HJ Smit (Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks

Councillors (ex officio)

Councillor EM Sidego (Speaker)
Councillor L Hardnek (Chairperson: MPAC)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr M Mpeluza (Director: Corporate Services)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

Other attendees

Mr J Conradie (Ceres Business Initiative)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested Councillor L Hardnek to open the meeting with prayer.

NOTED

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

An application for leave of absence from the meeting was received from the Deputy Executive Mayor, Councillor F Klazen.

RESOLVED

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

BESLUIT

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

3. MINUTES / NOTULES

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

Councillor J Fredericks indicated that item 7.4.2 be amended to include and note that the Freedom Front Plus was not part of the decision to appoint an independent investigator in respect of the matter.

Alderman BC Klaasen noted that point (c) which reads "that during discussion of the matter by Council, Alderman B Klaasen be excused from the deliberations" be removed as it was requested by Alderman K Adams, but overruled by the Chairperson.

Furthermore, that Alderman Klaasen requested that an independent committee be appointed to investigate the matter and that the investigation be extended to include all the other Mayoral chains of the Witzenberg Municipality.

The Executive Mayoral Committee did not resolve on the matter and accepted the status quo of Alderman BC Klaasen staying in the meeting.

NOTED

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

The minutes of the Executive Mayoral Committee meeting, held on 24 October 2022, are attached as annexure 3.2.

RESOLVED

that the minutes of the Executive Mayoral Committee meeting held on 24 October 2022, be approved and signed by the Executive Mayor.

BESLUIT

dat die notule van die Uitvoerende Burgemeesterskomitee vergadering gehou op 24 Oktober 2022, goedgekeur en deur die Uitvoerende Burgemeester onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

None / Geen

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None / Geen

NOTED / AANGETEKEN

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

7.1.1 Quarterly Budget Statement [Section 52(d)] Report: 1st Quarter 2022/2023 (1 July 2022 to 30 September 2022)
Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d): 1ste Kwartaal 2022/2023 (1 Julie 2022 tot 30 September 2022)
(9/1/2/2)

The Quarterly Budget Statement [Section 52(d)] Report for the first quarter of 2022/2023 is attached as annexure 7.1.1.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 1st quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat kennis geneem word van die Kwartaallikse Begrotingsverslag ingevolge Artikel 52(d) vir die 1ste kwartaal van 2022/2023 en die verslag na die Prestasie-, Risiko- en Ouditkomitee sowel as die Munisipale Publieke Rekeningekomitee verwys word vir enige aanbevelings aan die Raad.

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

Purpose

To consider the reconnection of all electricity consumers over the festive period from 22 December 2022 until 4 January 2023.

Deliberation

It has become customary for Council to reconnect the electricity supply of defaulters over the festive period. This is in the spirit of goodwill and also to ensure that all households enjoy the festive season. In the past Council has drawn a distinction between the prepaid and the conventional consumers.

In terms of the conventional consumers they must pay a deposit of R500-00 because the electricity is supplied in advance. If the deposit is not levied Council will incur a loss.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that all residents have access to electricity and that no credit controls be implemented for the period 22 December 2022 until 4 January 2023.

(b) that conventional consumers pay a deposit of R500 as their electricity is supplied in advance.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat alle inwoners toegang tot elektrisiteit het en dat daar nie kredietbeheermaatreëls toegepas word vir die tydperk 22 Desember 2022 tot 4 Januarie 2023 nie.

(b) dat konvensionele verbruikers 'n deposito van R500 betaal, aangesien hulle elektrisiteit vooruit verskaf word.

7.1.3 Section 71 Monthly Budget Statement Reports of the Directorate Finance: November, December 2021, January, February, March, April and May 2022
(9/1/2/2)

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

(a) March 2022: Annexure 7.1.3(a)
(b) April 2022: Annexure 7.1.3(b)
(c) May 2022: Annexure 7.1.3(c)
(d) July 2022: Annexure 7.1.3(d)
(e) August 2022: Annexure 7.1.3(e)

Extract from minutes of Performance, Risk and Audit Committee meeting, held on 24 June 2022:

"The Director: Finance tabled the Section 71 Monthly Budget Statement Reports for November 2021 until May 2022. The Performance, Risk and Audit Committee decided to focus on and discuss the May 2022 report. The following matters were highlighted:

- The Performance, Risk and Audit Committee expressed concerns that the capital expenditure budget will not reach target due to staff problems at the Van Breda Bridge and the vandalism and ESKOM problems at the Vredebes Housing Project.

- At the end of May 2022 R162 million was in the municipal bank account without any investments.
- The cost coverage ratio at the end of May 2022 was 2,9 months.
- The Performance Risk and Audit Committee considered the writing off of long outstanding debt.
- The Performance, Risk and Audit Committee recommended that the Municipal Public Accounts Committee advises Council to hold a workshop to discuss debt collection."

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

(a) that notice be taken of the Section 71 Monthly Budget Statement Reports for November and December 2021 and January, February, March, April and May 2022.

(b) that Council considers holding a workshop meeting to discuss the writing off of long outstanding debt.

(c) that the Municipal Public Accounts Committee considers to advise Council to hold a workshop to discuss debt collection.

The Committee for Corporate and Financial Services resolved on 20 October 2022:

(a) that the Section 71 Monthly Budget Statement Report of the Directorate Finance for June 2022 be held in abeyance as the report was listed incorrectly in the item.

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

that the Committee for Corporate and Financial Services takes notice, after consideration, of the content of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and same be approved and accepted.

Council resolved on 30 May 2022 that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September, October, November and December 2021 as well as January and February 2022 and, after consideration, same be approved and accepted.

Alderman BC Klaasen requested clarity regarding the budget of the Van Breda Bridge and the Vredebes project.

The Municipal Manager indicated that there were technical problems with the Van Breda Bridge which required more testing, resulting in additional costs, but that it is on course now. The Vredebes project had suffered over time due to vandalism.

Alderman Klaasen enquired whether local contractors were appointed, after which the Municipal Manager indicated that it will be confirmed. It was also noted that when the top structures at Vredebes are built, funding will be applied for.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that notice be taken that the Section 71 Monthly Budget Statement Reports of the Directorate Finance for September, October, November and December 2021 as well as January and February 2022 have already been tabled to and accepted by Council on 30 May 2022.

(b) that notice be taken of the Section 71 Monthly Budget Statement Reports of the Directorate Finance for March, April, May, July and August 2022 and, after consideration, same be approved.

(c) that a workshop meeting to discuss the writing off of long outstanding debt be considered.

7.1.4 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2021/2022: 1 July 2021 until 31 December 2021 (9/1/1 & 5/1/5/14)

The following memorandum, dated 19 January 2022, was received from the Director: Finance:

"Purpose

The purpose of this report is to submit the 2021/2022 Section 72 Mid-year Budget and Performance Assessment Report for the period 1 July 2021 to 31 December 2021 to Council, for information.

Legislature framework

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

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

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

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

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

Discussion

The Mid-year report for the 2021/2022 financial year is attached as annexure 7.1.4."

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

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Council unanimously resolved on 26 January 2022:

(a) that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021.

(b) that Council refers the Mid-year Budget Statement and Performance Assessment (Section 72) Report for the period 1 July 2021 until 31 December 2021 to the Committee for Corporate and Financial Services and the Municipal Public Accounts Committee (MPAC) for consideration and thereafter to Council for approval.

Extract from minutes of Committee for Corporate and Financial Services meeting, held on 20 October 2022:

"A committee member raised concerns regarding the finances of the municipality and proposed that plans and strategies be put in place to strengthen the municipality's income.

The Chairperson further proposed that all 23 Councillors consider joining in on the concept of going from door to door to encourage citizens to apply for the indigent allowance. Possible solutions must also be considered and enacted with regard to illegal immigrants based on the negative impact it has on the income of the municipality."

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that a Credit Control Strategy be workshopped by Council.

(b) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2021 until 31 December 2021, after consideration, be approved subject to:

(i) that a Credit Control Strategy be workshopped by Council.

(ii) that attention be given to the streaming in of illegal immigrants for possible solutions to curb the influx of illegal immigrants within the Witzenberg area.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die Halfjaarbegrotingsverklaring en Prestasiebeoordelingsverslag vir die tydperk 1 Julie 2021 tot 31 Desember 2021, na oorweging, goedgekeur word onderhewig aan:

(i) dat 'n Kredietbeheerstrategie deur die Raad op 'n werkswinkel bespreek word.

(ii) dat aandag gegee word aan die instroming van onwettige immigrante vir moontlike oplossings om die instroming van onwettige immigrante binne die Witzenberg-omgewing te bekamp.

7.1.5 Supply Chain Management: Paragraph 7(4) Quarterly Report ending 30 June 2022: Implementation of Supply Chain Management Policy (9/1/2/2)

A memorandum from the Manager: Supply Chain, dated 6 July 2022, is attached as annexure 7.1.5.

Extract from the minutes of the Committee for Corporate and Financial Services meeting, held on 20 October 2022:

"A committee member enquired about the status of the security tender.

The Municipal Manager informed the meeting that after much consideration and adherence to legislative compliance the tender had been finalised and should be in effect from 1 November 2022."

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal systems Act (Act no. 32 of 2000) after it has been tabled to Council.

RESOLVED

that the Executive Mayoral Committee recommends to Council:

(a) that notice be taken of the Supply Chain Management Paragraph 7(4) Quarterly Report ending 30 June 2022.

(b) that the report supra (a) be made available to the public in terms of Section 21A of the Municipal systems Act (Act no. 32 of 2000) after it has been tabled to Council.

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

7.3.1 Lease agreement: Zanokhanyo Crèche: Tulbagh (7/1/4/1)

Memorandum from Acting Manager: Socio-Economic Development, dated 13 July 2022:

"Purpose

To request Council's approval for renewal of the lease agreement with the Governance Body for Zanokhanyo Crèche in Chris Hani Tulbagh, situated on a portion of erf 389, Tulbagh.

Background and deliberation

The crèche is a result of a twinning agreement with the town of Essen, Belgium and Witzenberg Municipality. The crèche was officially opened on 3 October 2009. The Department Social Development requested Grass Roots, an NGO (Non-governmental organisation), to assist the Crèche Committee with training in handling the 76 children in the program on a daily basis.

The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 80 children between the ages of six months and five years. Currently they have 80 children attending the facility and a waiting list of more than 100 children. The crèche follows a day program approved by the Department and comprises of four classrooms, a bathroom, office and kitchen. The crèche is functioning well and is managed by a governing body represented by parents from the community, which seems to be managed well. The personnel consist of a principal, four educators, and a cook.

Witzenberg Municipality entered into a lease agreement with the governance body of Zanokhanyo Crèche which expired on 30 August 2022.

Community value

The children from Chris Hani have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

The Department Social Development will ensure the sustainability of the daily operations.

Legislation

Renewal of the lease agreement for a period of three years.

Financial implication

Fair market value is not applicable due to the economic and community value that are received in exchange for the lease of the asset. Council must determine the minimum yearly rental amount, also taking into consideration that the maintenance and repairs of this building are for the account of the Lessee."

The Committee for Community Development resolved on 20 October 2022 to recommend to Council:

(i) that Council enters into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(ii) that Council considers granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(iii) that Council determines the minimum yearly rental amount.

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

(v) that the Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(vi) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(vii) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(viii) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that Council enters into a further lease agreement with the governance body of Zanokhanyo Crèche for a three-year period for the purposes of operating a crèche.

(b) that Council considers granting Zanokhanyo Crèche the option for renewal for a further three years after the new lease agreement has lapsed, on the discretion of the municipality.

(c) that Council determines the minimum yearly rental amount.

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

(e) that the Zanokhanyo Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(f) that Zanokhanyo Crèche is responsible for own security measures such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(h) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

7.3.2 Renewal of lease agreement: Vrolike Vinkies Enrichment and Development Centre, Ceres
(7/1/4/1)

A letter from Vrolike Vinkies Enrichment and Development Centre, dated 28 July 2022, is attached as annexure 7.3.2.

Memorandum from the Acting Manager: Socio-Economic Development, dated 28 July 2022:

"Purpose

To request Council's approval for renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre situated on erf 2019, Ceres also known as The Island Holiday Resort.

Background and deliberation

The crèche started in 2001. The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 98 children between the ages of six months and six years for the ECD Centre and for 41 children with special needs from ages three to sixteen. Children from Bella Vista, Nduli, Hamlet, Ceres and surrounding farms are enrolled at the crèche. They follow a day program approved by the Department. The crèche is functioning well and is managed by a governing body, represented by parents from the community. The governing body meets bi-monthly. The crèche seems to be managed well.

The personnel consist of a CEO, manager for ECD, assistant manager for ECD, supervisor for disabilities, program implementer, six ECD practitioners, four disability carers, one cook, five general workers and a driver.

In August 2015 the Council granted the usage of the extra building previously used as a café to be utilised as a unit for children with special needs. Council also granted permission for the erection of two Nutech buildings to accommodate more children with special needs. Vrolike Vinkies received funding from the Lotto and Breadline for this project. This unit started with nine children, but currently accommodates 41 children from all towns in die Witzenberg area. The disability of the children includes cerebral, Down syndrome, epilepsy, blindness, intellectual and other disabilities. The children are supported by regular input from the physiotherapist and occupational therapist from Department Health. This is the only facility in the Witzenberg municipal area that includes children with special needs in the mainstream.

The practitioners receive training to stimulate the children with suitable exercise. Subsidy is received from the Department of Health. The Department Education is also involved with screening and placing of children. Currently they have a waiting list.

Witzenberg Municipality currently has a valid lease agreement with Vrolike Vinkies, but it expires on 31 August 2022. . Rental and services are paid up to date and the current rental amount is R876.04 per year.

Community value

Vrolike Vinkies is currently the only facility accommodating children with special needs in the Witzenberg area. Children from all areas have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

Department Social Development, Department of Education and Department Health will ensure the sustainability of the daily operations.

Legislation

A lease agreement must be entered into."

The Committee for Community Development resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that Council considers the lease of erf 2019 to Vrolike Vinkies Enrichment and Development Centre for a period of two (2) years.

(b) that Ms Andeline Coetzee, Chief Executive Officer (CEO) of Vrolike Vinkies Enrichment and Development Centre, be invited to the Committee for Community Development to make a presentation in respect of the financial sustainability of the crèche at the next committee meeting.

(c) that the yearly rental amount be determined.

(d) that notice be taken that the property that will be leased, is not required for the provision of a minimum level of basic services in terms of Section 14.2(a) of the Municipal Finance Management Act.

(e) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(f) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(h) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

RESOLVED

that the matter relating to the renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre, Ceres be referred back to the Committee for Community Development.

BESLUIT

dat die aangeleentheid met betrekking tot die hernuwing van die huurooreenkoms met Vrolike Vinkies Enrichment and Development Centre, Ceres terug verwys word na die Komitee vir Gemeenskapsontwikkeling.

7.3.3 Investigation on regional graveyard, Ceres
Ondersoek na streeksbegraafplaas, Ceres
(17/12/1/1)

A report from the Manager: Amenities and Environment, dated 22 November 2022, is attached as annexure 7.3.3.

Alderman BC Klaasen agreed with the regional graveyard, but not with the proposed location near the sewerage plant.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

(c) that the matter be held in abeyance pending feedback regarding the abovementioned funding.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat kennis geneem word van die ondersoek na 'n streeksbegraafplaas in Ceres.

(b) dat kennis geneem word dat aansoek om befondsing vir die infrastruktuurontwikkeling van die beoogde begraafplaas reeds by MIG geregistreer is.

(c) dat die aangeleentheid oorstaan hangende terugvoer omtrent die bogenoemde befondsing.

7.3.4 Project: CCTV Cameras along Voortrekker Road and Vos Street, Ceres (R46 Ceres to Nduli) and Voortrekker and Olienhout Streets in Prince Alfred's Hamlet
(17/7/5)

Report from Municipal Manager, dated 24 November 2022:

"Purpose

To consider recommending to Council to enter into a new three (3)-year agreement with Witzenberg Security Forum (Pty) Ltd to maintain and monitor the circuit television cameras installed along Voortrekker Road and Vos Street, Ceres (R46 Ceres to Nduli) and Voortrekker and Olienhout Streets in Prince Alfred's Hamlet.

Background

Council resolved on 23 August 2019 to enter into an agreement with Ceres Business Initiative to install CCTV cameras along Voortrekker Road and Vos Street, Ceres (R46 Ceres to Nduli) and Voortrekker and Olienhout Streets in Prince Alfred's Hamlet. At the time the capital investment for the project was R1.056 million and the operational cost R69 575 per month. CBI accepted responsibility for the capital investment as well as a contribution to the operational expenses. The municipality agreed to contribute R50 000-00 per month, escalating at 7 % annually. It was initially agreed that a non-profit company will be registered to enable all the parties to claim back in terms of payment made.

Witzenberg Security Forum (Pty) Ltd was eventually established with the directors being elected from the contributors of the project.

Deliberation

The business sector chose to fund their capital over a 5-year period which will end in two years' time. The sustainability of the project is dependent on the financial contribution of the municipality. The last payment in terms of the old agreement to be made on 30 November 2022. The private company established has requested that the municipality considers to extend its monthly contribution for a further two year period on the same terms and conditions as initially concluded. When the project was initiated LTS Security was selected as the preferred bidder, because of their experience and involvement in a similar project. They have established a control room with a response unit to monitor activities on the cameras. In terms of the agreement the security company reports on a monthly basis on all activities for the month.

Legal implication

Council must approve of the project and provide for it in the budget. Provincial Roads and Transport must give approval for the installation of the cameras on the provincial roads.

Financial implication

If Council so approves of the project the municipality will be responsible for a monthly contribution in the amount of R57 245-00. This commitment will be for a period of two years."

Alderman BC Klaasen noted that with previous engagements, the purpose of the CCTV cameras was to generate money in terms of special rated tariffs. The Municipal Manager indicated that there was never a decision for special rated tariffs.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the project be approved and the budget provided for with a monthly contribution of R57 245-00.

(b) that Department Provincial Roads and Transport approves the installation of the cameras on the provincial roads.

(c) that the commitment be for a period of two (2) years.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat die projek goedgekeur en 'n begroting voorsien word vir 'n maandelikse bedrag van R57 245-00.

(b) dat Departement Provinsiale Paaie en Vervoer die installasie van die kameras op provinsiale paaie goedkeur.

(c) dat die ooreenkoms vir 'n tydperk van twee jaar sal wees.

7.3.5 Lease of portion of erf 1, Pine Valley, Wolseley to Pine Valley Neighbourhood Watch: Old Malikhanye Crèche (7/1/4/1)

Report from Municipal Manager, dated 25 November 2022:

"Purpose

To consider recommending to Council that the Pine Valley Neighbourhood Watch be exempted from paying municipal services, except electricity and that same be included in the lease agreement to be signed between the parties.

Background

Council unanimously resolved on 22 June 2022:

(a) that approval be given for leasing of the Old Malikhanye Crèche, situated on erf 1, Pine Valley, Wolseley (portion of plot 1) to the Pine Valley Neighbourhood Watch for a period of three (3) years with an option of renewal for a further three years on the discretion of the municipality.

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

(c) that the property be leased "voetstoots".

(d) that the fair market value not be applicable due to the economic and community value that is received in exchange for the lease of the asset [MFMA Section 14.2(b)]. Council to consider exemption of rental charges and that only municipal services be paid for the building on condition that the municipality leases the building as it is and that the lessee does all repair and applicable maintenance work to the building.

Deliberation

A lease agreement was duly prepared and presented to the Neighbourhood Watch for signing. The said agreement is attached as annexure 7.3.5. The Neighbourhood Watch advised that they are a non-profit organisation and that their members are all volunteers serving the community during their free time. The Neighbourhood Watch does not receive any income nor do they generate income and is dependent on contributions from business and public. These contributions are more towards equipment and protective clothing. If the lease agreement is signed as presented it will mean that the Neighbourhood Watch will soon be in breach of the conditions of the agreement. Council is requested to consider exempting the Neighbourhood Watch from payment.

Legal implication

The Community Services Department will have to make provision in its budget for payment, because all services need to be paid for in terms of Council's Credit Control Policy as well as the Municipal Systems Act.

Financial implication

The Community Services Department will apply for additional funding during the adjustment budget to make provision for the additional expenses."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that approval be given for the leasing of the Old Malikhanye Crèche, situated on erf 1, Pine Valley, Wolseley (portion of plot 1) to the Pine Valley Neighbourhood Watch for a period of three (3) years with an option of renewal for a further three years on the discretion of the municipality.

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

(c) that the fair market value not be applicable due to the economic and community value that is received in exchange for the lease of the asset [Municipal Finance Management Act Section 14.2(b)].

(d) that Council approves the exemption of rental charges and municipal services on condition that the lessee does all the repair and applicable maintenance work to the building.

(e) that the Community Services Department makes provision in its budget for payment, as all services need to be paid for in terms of Council's Credit Control Policy and the Municipal Systems Act.

(f) that the Community Services Department applies for additional funding during the budget process to make provision for the additional expenses.

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

7.4.1 Council matters: Council recess for festive season 2022/2023 (3/1/2/3)

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that the recess period of Council for the 2022/2023 festive season will be from 16 December 2022 until 15 January 2023.

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

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

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel

(a) dat die Raad vir die 2022/2023 Feesseisoen vanaf 16 Desember 2022 tot 15 Januarie 2023 in reses sal wees.

(b) dat alle Raadslede ten alle tye vir 'n virtuele Raadsvergadering beskikbaar moet wees indien dit nodig sou wees dat die Speaker 'n Raadsvergadering belê.

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

7.4.2 Proposed Council meeting program: January until December 2023 Voorgestelde Raadsvergaderingsprogram: Januarie tot Desember 2023 (3/1/2/3)

The following memorandum, dated 21 November 2022, was received from the Manager: Administration:

"1. Purpose

To obtain the approval of the Executive Mayoral Committee as well as Council for the proposed Council meeting program for January until December 2023.

2. For decision

Council.

3. Executive summary

The Council meeting program and meeting schedule for January until December 2023 is attached as annexure 7.4.2. It is recommended that the attached program for the period January until December 2023 be approved. SALGA and the Western Cape Government have requested that municipalities finalise their own Council calendar dates in order for them to synchronise dates with everybody.

Council is requested to approve the meeting program for January until December 2023. The Council meeting program of the Witzenberg Municipality has been synchronised with the meeting dates of the Cape Winelands District Municipality and is now submitted to Council for approval.

4. Discussion

4.1 Background and discussion

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

The proposed Council meeting program for January until December 2023 provides the list of scheduled meetings of Council, the Executive Mayoral Committee, the various Section 80 Committees, Municipal Public Accounts Committee (MPAC), Performance, Risk and Audit Committee (PRAC), the Local Labour Forum (LLF) and the Senior Management with the applicable time, date, venue or modus of the meetings.

Senior Management meetings are once again proposed to be held every Monday, Section 80 Committee meetings on the third Tuesday and Thursday of every month, but meetings of the Committee for Housing Matters on the last Thursday of the month, Council workshops on the day prior to the Council meeting and Council meetings on the last Tuesday of the month, depending on specific circumstances. Council meetings are also synchronised with the Council meetings of the Cape Winelands District Municipality. Meetings of the Executive Mayoral Committee are scheduled twice a month. All meetings can be held virtually or in contact depending on circumstances at the time.

4.2 Constitutional and policy implications

Compliance with any health regulation in case of contact meetings and compliance with municipal IT Policy in case of virtual meetings.

4.3 Environmental implications

This program has no environmental implications.

4.4 Financial implications

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

4.5 Legal implications

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

Council meetings are planned for every month except for April, June, September and November 2023 and this exceeds the minimum requirement of one meeting per quarter as prescribed.

All legislative and policy requirements are complied with."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the proposed Council meeting program for January until December 2023 be approved.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

dat die voorgestelde program vir die Raad se vergaderings vanaf Januarie tot Desember 2023 goedgekeur word.

7.4.3 Request tor temporary moving of fence to make provision for extra parking during the construction of the Van Breda Bridge (7/1/4/1)

A memorandum from the Manager: Legal Services, dated 10 May 2022, is attached as annexure 7.4.3.

The Committee for Corporate and Financial Services resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that permission be granted for the fence line of erf 1383 to be moved by approximately 8 meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years 11 months.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that permission be granted for the fence of erf 1383 to be moved by approximately eight (8) meters towards the riverside for extra parking space.

(b) that the rental amount be determined and lease agreement be entered into for a period of 9 years and 11 months.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat goedkeuring verleen word dat die heining van erf 1383 met ongeveer agt (8) meter na die rivieroewer verskuif word vir ekstra parkeerruimte.

(b) dat 'n huurbedrag vasgestel word en 'n huurooreenkoms aangegegaan word vir 'n tydperk van 9 jaar en 11 maande.

7.4.4 Request to lease erf 5171, Nduli, Ceres for a period of five years (7/1/4/1)

A report from the Manager: Legal Services, dated 22 November 2022, is attached as annexure 7.4.4.

Alderman BC Klaasen noted that the leasing of the property is for a good cause, but that it is a supply chain matter.

The Municipal Manager responded that Section 14.2 of the Municipal Finance Management Act makes provision for the exemption of market related value if it is in the interest of the broader community.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

(a) that a lease agreement be entered into for a period of five years.

(b) that a fair market related rental amount per month be determined by Council.

(c) that the building be leased as is and that the lessee do all the repair work on the building.

(d) that a Public Participation Process be followed and advertised for public comment and/or objections.

BESLUIT

Dat die Uitvoerende Burgemeesterskomitee by die Raad aanbeveel:

(a) dat 'n huurooreenkoms vir 'n tydperk van vyf jaar aangegaan word.

(b) dat 'n billike markverwante huurbedrag per maand deur die Raad vasgestel word.

(c) dat die gebou voetstoots verhuur word en dat die huurder alle herstelwerk aan die gebou doen.

(d) dat 'n Publieke Deelnameproses gevolg en geadverteer word vir publieke kommentaar en/of besware.

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None / Geen

NOTED / AANGETEKEN

9. FORMAL AND STATUTORY MATTERS

None / Geen

NOTED / AANGETEKEN

10. ADJOURNMENT

The meeting adjourned at 09:37.

Approved on 27 February 2023 without amendments.

_____
ALDERMAN HJ SMIT
EXECUTIVE MAYOR

MJ Prins

MINUTES OF THE SPECIAL PERFORMANCE, RISK AND AUDIT COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD VIRTUALLY ON MONDAY, 16 JANUARY 2023 AT 13:30

PRESENT

Performance, Risk and Audit Committee

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

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (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 M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)

Other attendees

Ms K Abrahams (AGSA)
Mr J Jansen van Rensburg (AGSA)
Mr J Kolkota (AGSA)

1. OPENING AND WELCOME

The Chairperson welcomed everyone present.

NOTED

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

An apology for absence from the meeting was received from the Director: Corporate Services.

RESOLVED

that the apology for absence from the meeting, received from the Director: Corporate Services, be accepted.

3. CONFLICT OF INTEREST DECLARATION

The Chairperson requested PRAC members and participants of the meeting to declare on record any conflict of interest that may arise at this meeting and remove themselves from any proceedings, in relation to that matter, giving rise to that conflict.

No conflict of interest was declared.

NOTED

4. CONFIDENTIALITY DECLARATION AND ATTENDANCE REGISTER

The Chairperson informed PRAC members and participants of the meeting that by confirming attendance by voice the attendee declares that he/she shall maintain strict confidentiality in respect of any information of a confidential nature to which he/she may become privy at this meeting of PRAC and shall only disclose such information as may become necessary or required for the proper performance of his/her duties and functions.

The Confidentiality declaration was verbally declared in the first person and attendance was confirmed by signing in virtually.

NOTED

5. PRESENTATIONS

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

The AGSA Audit Report for 2021/2022 is attached as annexure 5.1.

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

- Unqualified audit report
- Clean audit outcome
- Emphasis on matters
- Material impairments
- Responsibilities of the Accounting Officer
- AGSA congratulated the Witzenberg Municipality on obtaining a 10th consecutive clean audit report.
- The Performance, Risk and Audit Committee congratulated the Municipal Manager and Financial team of the municipality on obtaining a clean audit report.

- The Municipal Manager expressed his gratitude to AGSA, and especially to Mrs Kalthiema Abrahams and Mr Jeremy Kolkota, on obtaining a clean audit report and adding value to Witzenberg Municipality.

RESOLVED

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

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

6. AUDIT AND FINANCIAL MANAGEMENT

6.1 Annual Financial Statements 2021/2022 **– after COMAF's** (5/3/1)

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

"(2) An audit committee is an independent advisory body which must –

(b) review the annual financial statements to provide the council of the municipality with an authoritative and credible view of the financial position of the municipality, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation."

The Annual Financial Statements for 2021/2022 (after COMAF's) are attached as annexure 6.1.

The Chief Financial officer mentioned the few COMAF's in respect of the audit report and referred especially to:

(i) Debtor increases and
(ii) Increasing cost of landfill sites.

RESOLVED

(a) that the Performance, Risk and Audit Committee takes notice of the Annual Financial Statements 2021/2022 (after COMAF's) and accepts same.

(b) that the Performance, Risk and Audit Committee takes notice of the increasing cost of landfill sites and the matter of debt collection.

6.2 Draft report of Performance, Risk and Audit Committee as at 30 June 2022 (annexure to Annual Report 2021/2022) (5/14/4)

The following documents are attached:

(a) Draft report of the Performance, Risk and Audit Committee as at 30 June 2022: Annexure 6.2(a).

(b) PRAC resolutions register for period ending 30 June 2022 (only for reference purposes): Annexure 6.2(b).

RESOLVED

that the Performance, Risk and Audit Committee workshop and finalise the Performance, Risk and Audit Committee report after the meeting and submit the signed report to the Municipal Manager for attachment to the final Annual Report 2021/2022.

7. ADJOURNMENT

The meeting adjourned at 14:20.

Approved on _____ with / without amendments.

_____
G GEORGE
CHAIRPERSON

MJ Prins

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON TUESDAY, 24 JANUARY 2023 AT 14:00

PRESENT

Councillors

Alderman HJ Smit (Executive Mayor)
Councillor FE Klazen (Deputy Executive Mayor)
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks
Councillor EM Sidego (Speaker) (ex officio)
Councillor L Hardnek (Chairperson MPAC) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr A Hofmeester (Manager: IDP)
Mr CG Wessels (Manager: Administration)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr CJ Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested Councillor L Hardnek to open the meeting with prayer, after which the Executive Mayor conveyed warmest wishes for a prosperous new year to all.

NOTED

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

An application for leave of absence from the meeting was received from Alderman K Adams.

An apology for absence from the meeting was received from the Director: Corporate Services.

RESOLVED

(a) that the application for leave of absence from the meeting, received from Alderman K Adams, be approved and accepted.

(b) that the apology for absence from the meeting, received from the Director: Corporate Services, be accepted.

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering, ontvang vanaf Raadsheer K Adams, goedgekeur en aanvaar word.

(b) dat die verskoning vir afwesigheid van die vergadering, ontvang vanaf die Direkteur: Korporatiewe Dienste, aanvaar word.

ISIGQIBO

(a) Ukuba isicelo sokungazimasi intlanganiso seGqala lezoPolitiko u-K Adams siphunyezwe, kwaye samnkelwe.

(b) Ukuba isingxengxezo sokungazimasi intlanganiso soMlawuli: kwiiNkonzo ezimanyanisiweyo,samnkelwe.

3. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

None

NOTED

4. RESERVED POWERS

4.1 Quarterly Budget Statement [Section 52(d)] Report: 2nd Quarter 2022/2023 (1 October 2022 to 31 December 2022)
(9/1/2/2)

Report from Director: Finance, dated 16 January 2023:

"1. Purpose

The purpose of this memorandum is to submit the Quarterly Budget Statement Report to Council for information.

2. Background

The Quarterly Budget Statement [Section 52(d)] Report for the second quarter of 2022/2023 is attached as annexure 4.1."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Quarterly Budget Statement Report in terms of Section 52(d) for the 2nd quarter of 2022/2023 and the report be referred to the Performance, Risk and Audit Committee as well as the Municipal Public Accounts Committee for any recommendations to Council.

ISIGQIBO

Ukuba ikomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Sokuba kugqalwe ingxelo yarhoqo ngeKota yohlahlolwabiwomali ngokweCandelo lama 52(d) seKota yesibini kunyaka ka2022/2023 kwaye lengxelo isiwe kwiKomiti yezokusebenza,uBungozi kunye noPicotho neKomiti yee-Akhawunti zoluntu kuMasipala.

4.2 Mid-year Budget Statement and Performance Assessment (Section 72) Report 2022/2023: 1 July 2022 until 31 December 2022 (9/1/1 & 5/1/5/15)

The following memorandum, dated 16 January 2023, was received from the Director: Finance:

"Purpose

The purpose of this report is to submit the 2022/2023 Section 72 Mid-year Budget and Performance Assessment Report for the period 1 July 2022 to 31 December 2022 to Council, for information.

Legislature framework

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

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

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

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

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

Discussion

The Mid-year report for 1 July 2022 until 31 December 2022 is attached as annexure 4.2."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that notice be taken of the Mid-year Budget Statement and Performance Assessment Report for the period 1 July 2022 until 31 December 2022.

ISIGQIBO

Ukuba ikomiti kaSodolophu yenze isiphakamiso kwiBhunga :

sokuba kugqalwe ingxelo yohlolo lwaphakathi enyakani yoHlahlolwabiwomali kunye nendlela yokusebenza ukusukela ngomhla woku 1 kweyeKhala 2022 ukuya kumhla wama 31 kweyoMnga 2022.

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

A memorandum from the Director: Finance, dated 16 January 2023, is attached as annexure 4.3.

The following recommendation was tabled to the Executive Mayoral Committee:

That the Executive Mayoral Committee recommends to Council:

that the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

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

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

(b) Indigent households

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

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

(c) Legal collection process

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

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

(iii) Clerk of the Court issues the summons.

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

If there is moveable property that can be attached:

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

(2) Council resolution on process to be followed.

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

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

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

If there is no moveable property that can be attached:

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

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

(3) Council resolution on process to be followed.

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

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

(d) Pre-payment water meters

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

ISIGQIBO

Ukuba iKomiti kaSodolophu yenze isiphakamiso esiya kwiBhunga:

Sokuba umba ophathelene noMgaqo-nkqubo wokuqokelelwa kwamatyala nolawulo lokwenza amatyala,lurhoxiswe ngenxa yocweyo lweBhunga oluphathelene nalemiba ilandelayo:

(i) Inxalenye yemali yokuthengwa kombane irhoxiswe ngomnyinge wama (30 %).

(ii) Ukufakwa kwesixhobo sokubala ubungakanani bamanzi asetyenzisiweyo xa kukho ukusilela kwintlawulo kaMasipala.

5. ADJOURNMENT

The meeting adjourned at 14:14.

Approved on 27 February 2023 without amendments.

_____
ALDERMAN HJ SMIT
EXECUTIVE MAYOR

/MJ Prins

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 26 JANUARY 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 26 JANUARIE 2023 2022 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

IMIZUZU YENTLANGANISO YEKOMITI YEMIBA YOLWAKHIWO KUMASIPALA WASEWITZENBERG, EYAYIBANJELWE KWIHOLO YASEDOLOPHINI, KWII-OFISI ZIKAMASIPALA, 50 VOORTRKKERS STREET, ECERES NGLWESINE, NGOMHLA WAMA 26 KWEYOMQUNGU 2023 NGENTSIMBI YE 10:00

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer / Igqala lezoPolitiko K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid / uCeba S de Bruin (DA)
Councillor / Raadslid / uCeba N Phatsoane (ANC)
Councillor / Raadslid / uCeba IL Swart (EFF)

Officials/ AmaGosa

Ms / Me / Nkosk C Mackenzie (Manager: Housing / Bestuurder: Behuising / uMlawuli:ezoLwaKhiwo)
Mr / Mnr / Mnu T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte / iGosa eliyintloko kwezolwaKhiwo)
Ms / Me / Nkosk D Thomas (Housing Officer / Behuisingsbeampte / iGosa lezoLwakhiwo)
Ms / Me / Nkosk M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte / iGosa eliyiNtloko kwezoLawulo)
Mr / Mnr / Mnu C Titus (Committee Clerk / Komiteeklerk / unoBhala weKomiti)
Mr / Mnr / Mnu M Njokweni (Interpreter / Translator / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested Councillor S de Bruin to open the meeting with prayer.

Die Voorsitter heet almal teenwoordig welkom en versoek Raadslid S de Bruin om die vergadering met gebed te open.

Usihlalo uye wamnkela bonke abakhoyo waze wacela uCeba S de Bruin ukuba avula ngomthandazo.

NOTED / AANGETEKEN / IGQALIWE

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

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3. NOTULES/ IMIZUZU

3.1 Matters / Corrections form the minutes

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3. NOTULES

3.1 Matters / Corrections from the minutes / I miba / Izilungiso zemizuzu

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu
(3/1/2/3)

The minutes of the meeting of the Committee for Housing Matters, held on 24 November 2022, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 24 November 2022, word ingebind as bylae 3.2.

Imizuzu yentlanganiso engemiba yeKomiti yoLwakhiwo,eyayibanjwe ngomhla wama 24 kweNkanga 2022 iqhotyoshelwe apha(annexure 3.2)

RESOLVED

that the minutes of the meeting of the Committee for Housing Matters, held on 24 November 2022, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou *op 24 November 2022, goedgekeur en deur die Voorsitter onderteken word.*

ISIGQIBO

Ukuba imizuzu yentlanganiso yeKomiti yemiba yezoLwakhiwo, eyayibanjwe ngomhla wama 24 kweyeNkanga 2022 iphunyezwe kwaye ityikitywe nguSihlalo.

3.3 Outstanding matters / Uitstaande sake / Imiba engakashukuxwa
(3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

The Chairperson conveyed his congratulations to Jaiden Baron who was selected for the Springboks Sevens South African Rugby Team.

NOTED / AANGETEKEN/ IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

None / Geen/ Ayikho

NOTED / AANGETEKEN/ IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA ABAWAXAKATHISIWEYO

6.1 Monthly reports of the Section Housing: October; November; December 2022 / Maandverslae van die Afdeling Behuising: Oktober; November en Desember 2022 / Iingxelo zarhoqo ngenyanga zeCandelo loIwakhiwo: KweyeDwarha/kweyeNkanga; kweyoMnga.
(9/1/2/4)

The following monthly reports of the Section Housing are attached:

Die volgende maandverslae van die Afdeling Behuising word ingebind:

Ezingxelo zarhoqo ngenyanga zecandelo loLwakhiwo ziqhotyoshelwe apha:

(a)	October / Oktober 2022	Annexure / Bylae 6.1(a)
(b)	November 2022	Annexure / Bylae 6.1(b)
(c)	December / Desember 2022	Annexure / Bylae 6.1(c)

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly reports of the Section Housing for October; November and December 2022 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslae van die Afdeling Behuising vir Oktober; November en Desember 2022 en dat die verslae aanvaar word.

ISIGQIBO

Ukuba ikomiti yemiba yezolwakhiwo igqale iingxelo zarhoqo ngenyanga zecandelo lolwaKhiwo kweyeDwarha; yeNkanga neyoMnga 2022 kwaye yamnkelwe.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag: Departement Behuising / Ukulawulwa kobungozi: Isebe lezoLwakhiwo
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag. / Le yingxelo yarhoqo ngenyenga

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/AMAGUNYA

None / Geen/ Awekho

NOTED / AANGETEKEN / IGQALIWE

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAPHAKANYISWA EMVENI KOKUBA KUGQITYIWE UKUSHUKUXWA OBEKUKWI-AGENDA

None / Geen / Ayikho

NOTED / AANGETEKEN/IGQALIWE

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE / IKOMITI YEMIBA YOLWAKHIWO-MFIHLELO

None / Geen / Awekho

NOTED / AANGETEKEN / IGQALIWE

MINUTES OF THE MEETING OF THE COMMITTEE FOR HOUSING MATTERS OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, MUNICIPAL OFFICES, 50 VOORTREKKER STREET, CERES ON THURSDAY, 23 FEBRUARY 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR BEHUISINGSAANGELEENTHEDE VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP DONDERDAG, 23 FEBRUARY 2023 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT 50, CERES

IMIZUZU YENTLANGANISO YEKOMITI YEMIBA YOLWAKHIWO KUMASIPALA WASEWITZENBERG, EYAYIBANJELWE KWIHOLO YASEDOLOPHINI, KWII-OFISI ZIKAMASIPALA, 50 VOORTRKKERS STREET, ECERES NGLWESINE, NGOMHLA WAMA 23 KWEYOMDUMBA 2023 NGENTSIMBI YE 10:00

PRESENT / TEENWOORDIG / ABABEZIMASILE

Committee Members / Komiteelede / Amalungu eKomiti

Alderman / Raadsheer / Igqala lezoPolitiko K Adams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid / uCeba S de Bruin (DA)
Councillor / Raadslid / uCeba N Phatsoane (ANC)
Councillor / Raadslid / uCeba IL Swart (EFF)

Non-Committee Member / Nie-Komiteelid / Ongelolungu

Councillor / Raadslid / uCeba LA Hardnek
Councillor / Raadslid / uCeba K Yisa

Officials/ AmaGosa

Ms / Me / Nkosk C Mackenzie (Manager: Housing / Bestuurder: Behuising / uMlawuli:ezoLwaKhiwo)
Mr / Mnr / Mnu T Plaatjies (Senior Housing Officer / Senior Behuisingsbeampte / iGosa eliyintloko kwezolwaKhiwo)
Ms / Me / Nkosk D Thomas (Housing Officer / Behuisingsbeampte / iGosa lezoLwakhiwo)
Ms / Me / Nkosk M Arendse-Smith (Chief Administrative Officer / Hoof Administratiewe Beampte / iGosa eliyiNtloko kwezoLawulo)
Mr / Mnr / Mnu C Titus (Committee Clerk / Komiteeklerk / unoBhala weKomiti)
Mr / Mnr / Mnu M Njokweni (Interpreter / Translator / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO

The Chairperson welcomed everyone present and requested Councillor L Hardnek to open the meeting with prayer.

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

Usihlalo uye wamnkela bonke abakhoyo waze wacela uCeba L Hardnek ukuba avula ngomthandazo.

NOTED / AANGETEKEN / IGQALIWE

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

The Chairperson informed the meeting that Councillor I Swartz will be attending at a later stage.

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

'n Verskoning vir afwesigheid van die vergadering was ontvang vanaf die Munisipale Bestuurder.

Isicelo sesingxengxezo soMlawuli-Masipala sokungazimasi intanganiso safunyanwa.

RESOLVED

that notice be taken of the apology for leave of absence from the meeting received from the Municipal Manager and same be accepted.

BESLUIT

dat kennis geneem word van die verskoning vir afwesigheid van die vergadering ontvang vanaf die Munisipale Bestuurder en dat dit aanvaar word.

ISIGQIBO

Ukuba kugqalwe isingxengxezo soMlawuli-Masipala sokungazimasi intlanganiso kwaye samnkelwe.

3. MINUTES / NOTULES / IMIZUZU

3.1 Matters / Corrections form the minutes

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

3.2 Approval of minutes / Goedkeuring van notules / Ukuphunyezwa kwemizuzu
(3/1/2/3)

The following minutes/report are attached:

(a) Committee for Housing Matters, held on 26 January 2023: Annexure 3.2(a).

(b) Committee for Housing Matters with Trichardt Street tenants, held on 31 January 2023: Annexure 3.2(b).

Die volgende notule/verslag word aangeheg:

(a) Komitee vir Behuisingsaangeleenthede, gehou op 26 Januarie 2023: Bylae 3.2(a).

(b) Komitee vir Behuisingsaangeleenthede met Trichardtstraat-huurders, gehou op 31 Januarie 2023: Bylae 3.2(b).

RESOLVED

(a) that the minutes of the meeting of the Committee for Housing Matters, held on 26 January 2023, be approved and signed by the Chairperson.

(b) that notice be taken of the report of the meeting of the Committee for Housing Matters with Trichardt Street tenants, held on 31 January 2023.

BESLUIT

(a) dat die notule van die vergadering van die Komitee vir Behuisingsaangeleenthede, gehou op 26 Januarie 2023, goedgekeur en deur die Voorsitter onderteken word.

(b) dat kennis geneem word van die verslag van die Komitee vir Behuisingsaangeleenthede se vergadering met die Trichardtstraat-huurders op 31 Januarie 2023.

ISIGQIBO

(a) Ukuba imizuzu yentlanganiso yeKomiti yemiba yoLwakhiwo,eyayibanjwe ngomhla wama 26 kweyoMqungu 2023,iphunyezwe kwaye ityikitywe nguSihlalo.

(b) Ukuba kugqalwe ingxelo yentlanganiso yeKomiti engemiba yoLwakhiwo malunga nabaqashe eTrichardt Street ,eyayibanjwe ngomhla wama 31 kweyoMqungu 2023.

3.3 Outstanding matters / Uitstaande sake / Imiba engakashukuxwa
(3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, IZIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS / AMAGUNYA ABAWAXAKATHISIWEYO

6.1 Monthly report of the Section Housing: January 2023 / Maandverslag van die Afdeling Behuising: Januarie 2023 / Iingxelo zarhoqo ngenyanga zeCandelo lolwakhiwo: KweyeDwarha/kweyeNkanga: kweyoMnga
(9/1/2/4)

The monthly report of the Section Housing for January 2023 is attached as annexure 6.1.

Die maandverslag van die Afdeling Behuising vir January 2023 word ingebind as bylae 6.1.

RESOLVED

that the Committee for Housing Matters takes notice of the content of the monthly report of the Section Housing for January 2023 and same be accepted.

BESLUIT

dat die Komitee vir Behuisingsaangeleenthede kennis neem van die inhoud van die maandverslag van die Afdeling Behuising vir Januarie 2023 en dat die verslag aanvaar word.

ISIGQIBO

Ukuba iKomiti yemiba yoLwakhiwo igqale ingxelo yarhoqo ngenyanga yeCandelo loLwakhiwo kweyoMqungu 2023 kwaye yamnkelwe.

6.2 Risk Management Report: Department Housing / Risiko Bestuursverslag: Departement Behuising / Ukulawulwa kobungozi: Isebe lezoLwakhiwo
(2/12/1)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag. / Le yingxelo yarhoqo ngenyenga

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE/AMAGUNYA

None / Geen/ Ayikho

NOTED / AANGETEKEN / IGQALIWE

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAPHAKANYISWA EMVENI KOKUBA KUGQITYIWE UKUSHUKUXWA OBEKUKWI-AGENDA

None / Geen/ Ayikho

NOTED / AANGETEKEN / IGQALIWE

9. COMMITTEE FOR HOUSING MATTERS-IN-COMMITTEE / KOMITEE VIR BEHUISINGSAANGELEENTHEDE-IN-KOMITEE / IKOMITI YEMIBA YOLWAKHIWO-MFIHLELO

MINUTES OF THE EXECUTIVE MAYORAL COMMITTEE MEETING OF WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON MONDAY, 27 FEBRUARY 2023 AT 14:00

PRESENT

Councillors

Alderman HJ Smit (Executive Mayor)
Alderman K Adams
Alderman BC Klaasen
Alderman JJ Visagie
Councillor JP Fredericks
Councillor EM Sidego (Speaker) (ex officio)
Councillor L Hardnek (Chairperson: MPAC) (ex officio)

Officials

Mr D Nasson (Municipal Manager)
Mr HJ Kritzinger (Director: Finance)
Mr J Barnard (Director: Technical Services)
Mr J Kolkota (Deputy Director: Finance)
Mr A Hofmeester (Manager: IDP)
Ms M Arendse-Smith (Chief Administrative Officer)
Mr C Titus (Committee Clerk)
Mr M Njokweni (Interpreter)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

The Executive Mayor welcomed everyone present and requested the Director: Finance to open the meeting with prayer.

NOTED

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

An application for leave of absence from the meeting was received from Councillor FE Klazen.

RESOLVED

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

3. MINUTES / NOTULES

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

None

NOTED

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

The following minutes are attached:

(a) Executive Mayoral Committee meeting, held on 8 August 2022: Annexure 3.2(a).

(b) Executive Mayoral Committee meeting, held on 28 November 2022: Annexure 3.2(b).

(c) Executive Mayoral Committee meeting, held on 24 January 2023: Annexure 3.2(c).

RESOLVED

That the following minutes be approved and signed by the Executive Mayor:

(a) Executive Mayoral Committee meeting, held on 8 August 2022.
(b) Executive Mayoral Committee meeting, held on 28 November 2022.
(c) Executive Mayoral Committee meeting, held on 24 January 2023.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY EXECUTIVE MAYOR
MEDEDELINGS, AANKONDIGINGS OF SAKE DEUR UITVOERENDE BURGEMEESTER GEOPPER
(9/1/1)

The Executive Mayor mentioned that Councillor Fredericks's wife is ill and wished her a speedy recovery.

Well wishes were conveyed to Alderman Adams with regard to his shoulder injury.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFVAARDIGINGS

None

NOTED

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

None

NOTED.

7. GERESERVEERDE BEVOEGDHEDE / RESERVED POWERS

7.1 Direktoraat Finansies / Directorate Finance

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

Memorandum from Director: Finance, dated 2 February 2023:

"1. Purpose

The purpose of this memorandum is to submit proposed amendments to the Indigent Policy for consideration by Council. The policy is attached as annexure 7.1.1.

2. Legal framework

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

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

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

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

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

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

3. Discussion

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

The following amendments to the Indigent Policy are recommended:

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

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

(ii) Add paragraph 6.1.5.1

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

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

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

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

7.1.2 New Preferential Procurement Policy and proposed amendments to Supply Chain Management Policy
(8/1/P)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 30 January 2023: Annexure 7.1.2(a).

(b) Draft Preferential Procurement Policy: 7.1.2(b).

(c) Supply Chain Management Policy: 7.1.2(c).

Proposed changes:

(a) That the Preferential Procurement Policy be approved. The policy allows for preference to local suppliers.

(b) That the following provisions be deleted from the Supply Chain Management Policy:

(i) Remove the definition of Designated sector – was applicable to local content.

(ii) Amend paragraph 14(3) to allow for quotations from suppliers listed on the Central Supplier database (Database of National Treasury).

(iii) Remove the reference to local content from paragraph 27(1)(e).

(iv) Remove the requirement that the decisions of the bid adjudication committee must be sent via registered mail from paragraph 37(10).

(v) Remove paragraph 41(2) to (8) as it is applicable to local content.

(vi) Remove paragraph 68 – Preferential Procurement – as it is replaced with the Preferential Procurement Policy.

(vii) Include a paragraph dealing with the cancellation of tenders.

Alderman BC Klaasen recommended the following amendments to the preference point system:

(3) Regarding paragraph 5(2) of this Policy, 25% of the 20 points on the 80/20 preference points system and 25% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	5	2.5
2	Level 2 contributor	4.5	2.25
3	Level 3 contributor	3	1.5
4	Level 4 contributor	2.5	1.25
5	Level 5 contributor	2	1
6	Level 6 contributor	1.5	0.75
7	Level 7 contributor	1	0.5
8	Level 8 contributor	0.5	0.25
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	5	15	7.5	3

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	2.5	7.5	3.75	1.5

RESOLVED

That the Executive Mayoral Committee recommends to Council:

that the Preferential Procurement Policy and the proposed amendments to the Supply Chain Management Policy be approved, with application from 16 January 2023.

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

A memorandum from the Manager: Projects and Performance, dated 15 February 2023, is attached as annexure 7.1.3.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.1.4 Finance: Adjustment budget 2022/2023
(5/1/1/21)

The following documents are attached:

(a) Memorandum from Director: Finance, dated 21 February 2023: Annexure 7.1.4(a).

(b) Adjustment budget 2022/2023 to 2024/2025: Annexure 7.1.4(b).

(c) Budget schedules 2022/2023: Annexure 7.1.4(c).

Alderman BC Klaasen requested that the item regarding the adjustment budget be held in abeyance and it be minuted that a Mayco caucus was scheduled to discuss the adjustment budget in conjunction with item 7.2.1: Bid 08/2/17/51: Upgrading of Van Breda Bridge and associated roadworks: Extension and variation of contract.

Alderman K Adams counter proposed that the item be accepted as recommended.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the adjustment budget of Witzenberg Municipality for the financial year 2022/2023 as set out in the budget documents be approved:

(i) Table B1 - Budget summary

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

(iii) Table B3 – Budgeted Financial performance (Revenue and Expenditure) by Vote

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

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

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

A memorandum from the Director: Finance, dated 16 January 2023, is attached as annexure 7.1.5.

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

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

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

Council unanimously resolved on 25 January 2023:

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

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

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

RESOLVED

That the Executive Mayoral Committee recommends to Council:

That the following additional credit control steps be implemented:

(a) Cutting or blocking of electricity

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

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

(b) Indigent households

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

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

(c) Legal collection process

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

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

(iii) Clerk of the Court issues the summons.

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

If there is moveable property that can be attached:

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

(2) Council resolution on process to be followed.

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

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

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

If there is no moveable property that can be attached:

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

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

(3) Council resolution on process to be followed.

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

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

(d) Pre-payment water meters

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

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

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

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

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

Memorandum from Director: Finance, date 21 February 2023:

"Purpose

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

Discussion

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

The Electricity: Cost of Supply and Tariff Study is attached as annexure 7.1.6.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

A memorandum from the Director: Finance, dated 21 February 2023, is attached as annexure 7.1.7.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.2 Direktoraat Tegniese Dienste / Directorate Technical Services

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

A memorandum from the Manager: Streets and Storm Water, dated 18 January 2023, is attached as annexure 7.2.1.

Alderman BC Klaasen requested that the item regarding the adjustment budget be held in abeyance and it be minuted that a Mayco caucus was scheduled to discuss the adjustment budget in conjunction with item 7.1.4: Finance: Adjustment budget 2022/2023.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

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

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

A memorandum from the Director: Technical Services, dated 14 June 2022, is attached as annexure 7.2.2.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

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

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

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

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

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

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

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

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

A memorandum from the Director: Technical Services, dated 22 February 2023, is attached as annexure 7.2.3.

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

7.3 Direktoraat Gemeenskapsdienste / Directorate Community Services

None

NOTED

7.4 Direktoraat Korporatiewe Dienste / Directorate Corporate Services

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

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

"Council unanimously resolved on 29 November 2022:

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

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

(c) that the following three members be appointed:

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

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

Mr Nicholls's CV is attached as annexure 7.4.1."

RESOLVED

That the Executive Mayoral Committee recommends to Council:

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

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA

None

NOTED

9. FORMAL AND STATUTORY MATTERS

None

NOTED

10. EXECUTIVE MAYORAL COMMITTEE (CONFIDENTIAL)

MINUTES OF THE MEETING FOR THE COMMITTEE FOR COMMUNITY DEVELOPMENT OF THE WITZENBERG MUNICIPALITY, HELD IN THE TOWN HALL, VOORTREKKER STREET, CERES ON THURSDAY, 16 MARCH 2023 AT 10:00

NOTULE VAN DIE VERGADERING VAN DIE KOMITEE VIR GEMEENSKAPSONTWIKKELING VAN DIE MUNISIPALITEIT WITZENBERG GEHOU OP DONDERDAG, 16 MAART 2023 OM 10:00 IN DIE STADSAAL, MUNISIPALE KANTORE, VOORTREKKERSTRAAT, CERES

PRESENT / TEENWOORDIG/ABAKHOYO

Committee Members / Komiteelede / Amalungu eKomiti

Councillor / Raadslid / uCeba FE Klazen (Chairperson / Voorsitter) (GOOD)
Councillor / Raadslid / uCeba P Daniels (DA)
Councillor / Raadslid / uCeba K Yisa (ANC)
Councillor / Raadslid / uCeba L Hardnek (WP)

Officials / Amptenare/Amagosa

Mr / Mnr D Nasson (Municipal Manager / Munisipale: Bestuurder)
Ms / Me J Stuurman (Manager: Libraries / Bestuurder: Biblioteke)
Ms / Me A Lamprecht-Vertue (Manager: Disaster Management and Fire Services / Bestuurder: Rampbestuur en Brandweerdienste)
Mr / Mnr M Green (Chief: Traffic and Law Enforcement Services / Hoof: Verkeer en Wetstoepassingsdienste)
Ms / Me H Truter (Manager: Environment and Amenities / Bestuurder: Omgewing en Geriewe)
Mr / Mnr R Africa (Acting Manager: Resorts and Swimming Pools / Waarnemende Bestuurder: Oorde en Swembaddens)
Mr / Mnr R Fick (Acting Manager Socio Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Ms / Me M Arendse-Smith (Chief Administrative Officer / Hoof: Administratiewe Beampte
Mr / Mnr C Titus (Committee Clerk / Komiteeklerk)
Mr / Mnr M Njokweni (Interpreter / Tolk)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING / UKUVULWA NOLWAMNKELO
.

The Chairperson welcomed everyone present and requested Councillor P Daniels to open the meeting with prayer.

NOTED / AANGETEKEN

2. CONSIDERATION OF APPLICATION FOR LEAVE OF ABSENCE; IF ANY / OORWEGING VAN AANSOEKE OM VERLOF TOT AFWESIGHEID; INDIEN ENIGE / UKUTHATHELWA KWENGQALELO YEKHEFU LOKUTSHUNGA EMSEBENZINI.
(3/1/2/1)

None / Geen

NOTED / AANGETEKEN

3. MINUTES / NOTULE / IMIZUZU

3.1 MATTERS / CORRECTIONS FROM THE MINUTES
AANGELEENTHEDE / REGSTELLINGS VAN DIE NOTULES
IMIBA / IZILUNGISO ZEMIZUZU
(3/1/2/3)

Councillor P Daniels requested that the following corrections be made to the minutes held on 20 October 2022.

Item 6.4 bullet point two (2)

The sentence which reads:

'refused and rubble not removed from Transnet facilities'

be changed to read as follow:

'that the alien vegetation along the railway near the Wolseley Secondary School be removed by Transnet'.

NOTED / AANGETEKEN / IGQALIWE

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

The minutes of the meeting of the Committee for Community Development, held on 20 October 2022, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 20 Oktober 2022, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Community Development, held on 20 October 2022, as amended be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Gemeenskapsontwikkeling, gehou op 20 Oktober 2022, soos gewysig goedgekeur en deur die Voorsitter onderteken word.

4. STATEMENTS, ANNOUNCEMENTS OR MATTERS RAISED BY THE CHAIRPERSON / VERKLARINGS, MEDEDELINGS OF SAKE INGEDIEN DEUR DIE VOORSITTER / INGXELO, ISIBHENGEZO OKANYE IMIBA ETHE YAPHAKANYISWA NGUSIHLALO

The Chairperson mentioned the following:

- that essential services such as Fire Services and Traffic Services be acknowledged for their continued hard work throughout the year whilst keeping in mind the fire fighter of Uniondale who lost his life whilst on duty.
- best wishes to the Sections: Traffic and Law Enforcement as well as Fire and Disaster Management Services for the coming season.

NOTED

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES / UDLIWANONDLEBE NEGQIZA

5.1 Community Services: Monthly Reports: The Haven Night Shelter: November, December 2022, January and February 2023 / Gemeenskapsdienste: Maandverslae: Die Haven Nagskuiling: November, Desember, Januarie en Februarie 2023 Iinkonzo zoLuntu:Ingxelo yarhoqo ngenyanga:Ixobongwana lokuhlala abangenandawo(The haven night shelter eyeDwarha 2022 (17/16/3/1)

The following monthly reports of the Haven Night Shelter are attached:

Die volgende maandverslae van die Haven Nagskuiling word ingebind:

(a)	November 2022	Annexure / Bylae 51(a)
(b)	December / Desember 2022	Annexure / Bylae 5.1(b)
(c)	January / Januarie 2023	Annexure / Bylae 5.1(c)
(d)	February / Februarie 2023	Annexure / Bylae 5.1(d)

The Chairperson enquired why outside bodies were not invited to attend the meetings of the Committee for Community Development. The Municipal Manager informed the meeting that the previous Committee members requested that the South African Police Services and Community Police Forums not be invited due to the Covid-19 pandemic.

A Committee member requested that only the South African Police Services Station Commander be invited to the Committee for Community Development as they are the main body for reporting crime statistics and that the mandate of the Community Police Forums be determined.

The Chairperson informed the meeting that the homeless people of the Witzenberg area are sleeping in graveyards while people from towns beyond the Witzenberg area are staying at the Haven Night shelter. Furthermore, that the above-mentioned is a concern and must be addressed with the shelter.

The Municipal Manager responded that the matter will be addressed and that the Social Workers prepare a report to be tabled to the Committee for Community Services regarding the operations at the Haven Night Shelter.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Haven Night Shelter for November, December 2022, January and February 2023 and that same be accepted.

b) that the Social Workers obtain and table a report to the Committee for Community Development regarding the operations at the Haven Night shelter.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Haven Nagskuiling vir November, Desember, Januarie en Februarie 2023 en dat die verslae aanvaar word.

(b) dat die Maatskaplikewekers bekom en 'n verslag ter tafel lê rakende die werksaamhede van die Haven Nagskuiling.

5.2 Presentation: Vrolike Vinkies Enrichment and Development Centre, Ceres / Aanbieding: Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum
(7/1/4/1)

RESOLVED

(a) that the matter in respect of the presentation: Vrolike Vinkies Enrichment and Development Centre, Ceres be held in abeyance until the next meeting.

(b) that the Acting Manager: Socio-Economic Development invites Ms. Andeline Coetzee, Chief Executive Officer of Vrolike Vinkies Enrichment and Development Centre to attend the next committee meeting.

BESLUIT

(a) dat die aangeleentheid rakende die aanbieding: Vrolike Vinkies Sentrum vir Verryking en Ontwikkeling Sentrum oorstaan tot die eerskomende vergadering.

(b) dat die Waarnemede Bestuurder: Sosio-Ekonomiese Ontwikkeling me Andeline Coetzee, Hoof Uitvoerende Beampte uitnooi na die eerskomende vergadering.

6. DELEGATED POWERS / GEDELEGEERDE BEVOEGDHEDE / AMAGUNYA WEGQIZA

6.1 Outstanding Matters / Uitstaande Sake / Imiba engaqukunjelwanga
(3/3/2)

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

6.2 Monthly reports of the Section Socio-Economic Development for June, August, September, October, November, December 2022 and January 2023 / Maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Junie, Augustus, September, Oktober, November , Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo loPhuhliso loMnotho woluntu eyeSilimela, kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022, neyoMqungu 2023
(17/16/1/)

The following monthly reports of the Section Socio-Economic Development are attached:

Die volgende maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling word ingebind:

(a)	June / Junie 2022	Annexure / Bylae 6.2(a)
(b)	August / Augustus 2022	Annexure / Bylae 6.2(b)
(c)	September 2022	Annexure / Bylae 6.2(c)
(d)	October / Oktober 2022	Annexure / Bylae 6.2(d)
(e)	November 2022	Annexure / Bylae 6.2(e)
(f)	December / Desember 2022	Annexure / Bylae 6.2(f)
(g)	January / Januarie 2023	Annexure / Bylae 6.2(g)

A Committee member enquired why there was only two (2) meeting for 2022.

Municipal Manager informed the meeting that all managers must submit their monthly reports within ten (10) days of each month for inclusion in the agenda. The Chairperson reported that SALGA Working group meetings also resulted in that committee meetings being postpone.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Socio-Economic Development for June, August, September, October, November, December 2022 and January 2023 and same be accepted.

(b) that the monthly reports of all departments in the Directorate Community Services be emailed to all committee members

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Sosio-Ekonomiese Ontwikkeling vir Junie, Augustus, September, Oktober., November, Desember 2022 en January 2023 en dat die verslae aanvaar word.

(b) dat die maandverslae van alle departemente in die Direktoraat Gemeenskapsdienste ge-epos word na alle komiteelede.

6.3 Monthly reports of the Section Libraries for August, September, October, November, December 2022 and January 2023 / Maandverslae van die Afdeling Biblioteke vir Augustus, September, October, November, Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo lamaThala eeNcwadi kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022 kunye neyoMqungu 2023
(17/6/5)

The following monthly reports of the Section Libraries are attached:

Die volgende maandverslae van die Afdeling Biblioteke word ingebind:

(a)	August / Augustus 2022	Annexure / Bylae 6.3(a)
(b)	September 2022	Annexure / Bylae 6.3(b)
(c)	October / Oktober 2022	Annexure / Bylae 6.3(c)
(d)	November 2022	Annexure / Bylae 6.3(d)
(e)	December / Desember 2022	Annexure / Bylae 6.3(e)
(f)	January / Januarie 2023	Annexure / Bylae 6.3(f)

Councillor K Yisa enquired with regard the status quo of the Nduli Library.

The Municipal Manager informed the meeting the following:

- that the only concern is the commitment for funding from Paardekraal East and West.
- that only 1.2 million rand was committed by Paardekraal East and West and that the rest of the 1.8 million rand will be allocated to the municipality in their new financial year.

RESOLVED

that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Libraries for August, September, October, November, December 2022 and January 2023 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Biblioteke vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 en dat die verslae aanvaar word.

6.4 Monthly reports of the Section Amenities and Environment for August, September, October, November, December 2022 and January 2023 / Maandverslae van die Afdeling Geriewe en Omgewing vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga yeCandela loLonwabo nokusiNgqongileyo kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga 2022, neyoMqungu 2023
(17/5/2/)

The following monthly reports of the Section Amenities and Environment are attached:

Die volgende maandverslae van die Afdeling Geriewe en Omgewing word ingebind:

(a)	August / Augustus 2022	Annexure / Bylae 6.4(a)
(b)	September 2022	Annexure / Bylae 6.4(b)
(c)	October / Oktober 2022	Annexure / Bylae 6.4(c)
(d)	November 2022	Annexure / Bylae 6.4(d)
(e)	December / Desember 2022	Annexure / Bylae 6.4(e)
(f)	January / Januarie 2023	Annexure / Bylae 6.4(f)

A Committee member raised his concern in respect of animals roaming streets and roads.

Municipal Manager mentioned that the roaming of animals in the streets and roads are a national concern and that Council cannot provide land for cattle and animal farmers.

The Committee expressed their concern in respect of businesses dumping industrial waste into the river.

Municipal Manager reported that a site visit, in conjunction with Department: Environmental Affairs was made at the relevant river to obtain water samples in order to determine the content thereof. Further information will follow pending the results of the water samples.

The Committee expressed their concern regarding the erecting of illegal structures and farming of livestock at the old landfill site in Ceres and requested that it be addressed as soon as possible.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Amenities and Environment for August, September, October, November, December 2022 and January 2023 and same be accepted.

(b) that the Manager: Fire and Disaster Management and Chief Traffic and Law Enforcement Services investigate the illegal slaughtering of animals in Ceres.

(c) that the Municipal Manager table a report at the next meeting in respect of the status quo of the quality of the water of the rivers in Ceres.

(d) that the Municipal Manager consult with the Director: Technical Services in respect of the illegal dumping of waste and rubble at the old landfill site at Ceres and provide feedback at the next Committee meeting.

(e) that the Chief: Traffic and Law Enforcement Services ensures that the security services at the entrance of the old landfill site be stricter and that an additional security officer be stationed at the access control office.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Geriewe en Omgewing vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 en dat die verslae aanvaar word.

(b) dat die Bestuurder: Rampbestuur en Brandweerdienste en Hoof: Verkeersdienste en Wetstoepassing ondersoek instel ten opsigte van die onwettige slagting van diere in Ceres.

(c) dat die Munisipale Bestuurder 'n verslag by die eerskomende vergadering ter tafel lê met betrekking tot die status quo van die water kwaliteit van riviere in Ceres.

(d) dat die Munisipale Bestuurder konsulteer met die Direkteur: Tegniese Dienste rakende die onwettige storting van afval en bou rommel by die ou stortings terrein in Ceres.

(e) dat die Hoof: Verkeersdienste verseker dat die toegang by die ingang van die stortingsterrein verskerp sal word en dat 'n addisionele sekuriteit wag gestasioneer word by die toegang beheer kantoor.

6.5 Monthly reports of the Section Resorts and Swimming Pools for August, September, October, November, December 2022 and January 2023 / Maandverslae van die Afdeling Oorde en Swembaddens vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga yeCandelo lweNdawo zokuhlala eziqashiswayo namaQula okudada kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022 kunye neyoMqungu 2023
(17/10/4)

The following monthly reports of the Section Resorts and Swimming Pools are attached:

Die volgende maandverslae van die Afdeling Oorde en Swembaddens word ingebind:

(a)	August / Augustus 2022	Annexure / Bylae 6.5(a)
(b)	September 2022	Annexure / Bylae 6.5(b)
(c)	October / Oktober 2022	Annexure / Bylae 6.5(c)
(d)	November 2022	Annexure / Bylae 6.5(d)
(e)	December / Desember 2022	Annexure / Bylae 6.5(e)
(f)	January / Januarie 2023	Annexure / Bylae 6.5(f)

A committee member requested that a Workshop be held in respect of councillors' behaviour especially at Council facilities.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Resorts and Swimming Pools for August, September, October, November, December 2022 and January 2023 and same be accepted.

(b) that a Council Workshop be held with the Council in respect of Councillors behaviour at Municipal Public facilities.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Oorde en Swembaddens vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 en dat die verslae aanvaar word.

(b) dat 'n Werkswinkel gehou word met die Raad ten opsigte van die gedrag van Raadslede by Munisipale Publieke Fasiliteite.

6.6 Monthly reports: Section Disaster and Emergency Management and Fire Services for August, September, October, November, December 2022 and January 2023 / Maandverslae: Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga: iCandelo leNtlekele nokuLawulwa kwezingxamisekileyo kunye neeNkonzo zoMlilo kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022 kunye neyoMqungu 2023
(17/7/2/)

The following monthly reports of the Section Disaster and Emergency Management and Fire Services are attached:

Die volgende maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste word ingebind:

(a)	August / Augustus 2022	Annexure / Bylae 6.6(a)
(b)	September 2022	Annexure / Bylae 6.6(b)
(c)	October / Oktober 2022	Annexure / Bylae 6.6(c)
(d)	November 2022	Annexure / Bylae 6.6(d)
(e)	December / Desember 2022	Annexure / Bylae 6.6(e)
(f)	January / Januarie 2023	Annexure / Bylae 6.6(f)

A committee member enquired with regard to the filling of water tanks on farms and whether there are any rules and timeframes when water will be delivered.

The Municipal Manager reported the following

- that it is constitutional obligation to provide water for the community.
- that water tanks are filled twice a week.
- that the municipality cannot provide water for piggery, lively stock of farmers.
- that an agreement with the farm owners and Witzenberg Municipality must be concluded in respect of the distribution of water.

RESOLVED

(a) that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Disaster and Emergency Management and Fire Services for August, September, October, November, December 2022 and January 2023 and same be accepted.

(b) that the Manager: Water and Sewerage prepare a pamphlet informing the community not to abuse and to use water as a resource sparingly.

BESLUIT

(a) dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Ramp- en Noodbestuur en Brandweerdienste vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 en dat die verslae aanvaar word.

(b) dat die Bestuurder: Water en Riolering 'n pamflet ontwerp om die gemeenskap in kennis stel om water nie te misbruik nie en om water as 'n hulpbron spaarsaamig te gebruik.

6.7 Monthly reports: Section Traffic Services for August, September, October, November, December 2022 and January 2023 / Maandverslae: Afdeling Verkeersdienste vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 / Ingxelo yarhoqo ngenyanga: Icandelo leeNkonzo zezithuthi kweyeThupha neyoMsintsi, eyeDwarha, eyeNkanga, eyoMnga 2022 kunye neyoMqungu 2023
(9/1/2/1)

The following monthly reports of the Section Traffic Services are attached:

Die volgende maandverslae van die Afdeling Verkeersdienste word ingebind:

(a)	August / Augustus 2022	Annexure / Bylae 6.7(a)
(b)	September 2022	Annexure / Bylae 6.7(b)
(c)	October / Oktober 2022	Annexure / Bylae 6.7(c)
(d)	November 2022	Annexure / Bylae 6.7(d)
(e)	December / Desember 2022	Annexure / Bylae 6.7(e)
(f)	January / Januarie 2023	Annexure / Bylae 6.7(f)

RESOLVED

that the Committee for Community Development takes notice, after consideration, of the content of the monthly reports of the Section Traffic Services for August, September, October, November, December 2022 and January 2023 and same be accepted.

BESLUIT

dat die Komitee vir Gemeenskapsontwikkeling kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Verkeersdienste vir Augustus, September, Oktober, November, Desember 2022 en Januarie 2023 en dat die verslae aanvaar word.

6.8 Risk Management: Risk Management Report: Committee for Community Development / Risiko Bestuur Verslag: Komitee vir Gemeenskapsontwikkeling / Ulawulo lweNgozi/umngcipheko: Ingxelo yoLawulo lengozi umngcipheko: iKomiti yoPhuhliso loLuntu
(9/1/2/2)

This is a quarterly report. / Hierdie is 'n kwartaallikse verslag.

None / Geen / Ayikho

NOTED / AANGETEKEN / IGQALIWE

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE / AMAGUNYA AKHOYO

7.1 Report: Witzenberg Municipality: Disaster Management Framework / Verslag: Witzenberg Munisipaliteit: Rampbestuursraamwerk / Ingxelo : uLawulo lweSikhokelo seNtlekele kuMasipala waseWitzenberg .
(17/7/2/1)

A report received from the Manager: Disaster Management and Fire Services in respect of the Witzenberg Municipality: Disaster Management Framework is attached as annexure 7.1.

'n Verslag ontvang vanaf die Bestuurder: Rampbestuur en Brandweerdienste met betrekking tot die Witzenberg Munisipaliteit: Rampbestuursraamwerk word aangeheg as bylae 7.1.

RESOLVED

To recommends to the Executive Mayoral Committee and Council:

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

BESLUIT

Om by die Uitvoerende Burgemeesterskomitee en Raad aan te beveel:

dat die Witzenberg Munisipaliteit: Rampbestuursraamwerk, nadat dit deur die Raad op 'n werkswinkel bespreek is, goedgekeur word.

7.2 Report: Witzenberg Fire and Rescue Services, Fire Safety and Prevention Capacity Assessment conducted by the Department of Cooperative Governance
(17/7/2/1)

A report received from the Manager: Disaster Management and Fire Services in respect of the Witzenberg Municipality: Fire Safety and Prevention Capacity Assessment conducted by the Department of Cooperative Governance is attached as annexure 7.2.

RESOLVED

that the matter with regard to the Witzenberg Fire and Rescue Services, Fire Safety and Prevention Capacity Assessment conducted by the Department of Cooperative Governance be held in abeyance until the next meeting.

7.3 Renewal of lease agreement: Vrolike Vinkies Enrichment and Development Centre, Ceres
(7/1/4/1)

Item 7.3.2 of the Executive Mayoral Committee held on 28 November refers.

A letter from Vrolike Vinkies Enrichment and Development Centre, dated 28 July 2022, is attached as annexure 7.3..

Memorandum from the Acting Manager: Socio-Economic Development, dated 28 July 2022:

"Purpose

To request Council's approval for renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre situated on erf 2019, Ceres also known as The Island Holiday Resort.

Background and deliberation

The crèche started in 2001. The crèche is a registered Non-profit organisation and receives a subsidy from Department Social Development. The crèche is registered for 98 children between the ages of six months and six years for the ECD Centre and for 41 children with special needs from ages three to sixteen. Children from Bella Vista, Nduli, Hamlet, Ceres and surrounding farms are enrolled at the crèche. They follow a day program approved by the Department. The crèche is functioning well and is managed by a governing body, represented by parents from the community. The governing body meets bi-monthly. The crèche seems to be managed well.

The personnel consist of a CEO, manager for ECD, assistant manager for ECD, supervisor for disabilities, program implementer, six ECD practitioners, four disability carers, one cook, five general workers and a driver.

In August 2015 the Council granted the usage of the extra building previously used as a café to be utilised as a unit for children with special needs. Council also granted permission for the erection of two Nutech buildings to accommodate more children with special needs. Vrolike Vinkies received funding from the Lotto and Breadline for this project. This unit started with nine children, but currently accommodates 41 children from all towns in die Witzenberg area. The disability of the children includes cerebral, Down syndrome, epilepsy, blindness, intellectual and other disabilities. The children are supported by regular input from the physiotherapist and occupational therapist from Department Health. This is the only facility in the Witzenberg municipal area that includes children with special needs in the mainstream.

The practitioners receive training to stimulate the children with suitable exercise. Subsidy is received from the Department of Health. The Department Education is also involved with screening and placing of children. Currently they have a waiting list.

Witzenberg Municipality currently has a valid lease agreement with Vrolike Vinkies, but it expires on 31 August 2022. . Rental and services are paid up to date and the current rental amount is R876.04 per year.

Community value

Vrolike Vinkies is currently the only facility accommodating children with special needs in the Witzenberg area. Children from all areas have the opportunity to be exposed to early childhood development in a facility where vulnerable children are safe and protected.

Sustainability

Department Social Development, Department of Education and Department Health will ensure the sustainability of the daily operations.

Legislation

A lease agreement must be entered into."

The Committee for Community Development resolved on 20 October 2022 to recommend to the Executive Mayoral Committee and Council:

(a) that Council considers the lease of erf 2019 to Vrolike Vinkies Enrichment and Development Centre for a period of two (2) years.

(b) that Ms Andeline Coetzee, Chief Executive Officer (CEO) of Vrolike Vinkies Enrichment and Development Centre, be invited to the Committee for Community Development to make a presentation in respect of the financial sustainability of the crèche at the next committee meeting.

(c) that the yearly rental amount be determined.

(d) that notice be taken that the property that will be leased, is not required for the provision of a minimum level of basic services in terms of Section 14.2(a) of the Municipal Finance Management Act.

(e) that Vrolike Vinkies Crèche is liable to pay for municipal services and that they are responsible to maintain the building.

(f) that Vrolike Vinkies Crèche is responsible for own security measures, such as alarms, guards, burglar bars etc.

(g) that the building will stay the property of the municipality after the lease agreement has expired and/or is cancelled.

(h) that the Municipal Manager be authorised to sign the lease agreement on behalf of the Council.

The Executive Mayoral Committee resolved on 28 November 2022 that the matter relating to the renewal of the lease agreement with Vrolike Vinkies Enrichment and Development Centre, Ceres be referred back to the Committee for Community Development.

RESOLVED

that the matter in respect of the renewal of lease agreement: Vrolike Vinkies Enrichment and Development Centre, Ceres be held in abeyance until the next meeting.

7.4 Municipal Building for Rental Purpose in Erf 5965, Nduli, Ceres, (Old Sizamele Creché) (7/1/4/1

A memorandum received from the Acting Manager: Socio-Economic Development, dated 22 November 2022, is attached as annexure 7.4.

'n Memorandum ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 22 November 2022, word aangeheg as bylae 7.4.

RESOLVED

To recommend to the Executive Mayoral Committee and Council:

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

8. URGENT MATTERS SUBMITTED AFTER DISPATCHING OF THE AGENDA / DRINGENDE SAKE INGEDIEN NA AFSENDING VAN DIE AGENDA / IMIBA ENGXAMISEKILEYO ITHE YAFAKWA EMVENI KWEENGXOXO EZIKWI-AGENDA.

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING/UKUPHUMA / UKUCHITHWA

The meeting adjourned at 12:05

Approved on _____

_____
COUNCILLOR / RAADSLID / UCEBA FE KLAZEN
CHAIRPERSON / VOORSITTER / USIHLALO

MINUTES OF THE VIRTUAL (MICROSOFT TEAMS) MEETING OF THE COMMITTEE FOR LOCAL ECONOMIC DEVELOPMENT AND TOURISM OF THE WITZENBERG MUNICIPALITY, HELD ON WEDNESDAY, 18 AUGUST 2021 AT 14:00

NOTULE VAN DIE VIRTUELE (MICROSOFT TEAMS) VERGADERING VAN DIE KOMITEE VIR PLAASLIKE EKONOMIESE ONTWIKKELING EN TOERISME VAN DIE MUNISIPALITEIT WITZENBERG, GEHOU OP WOENDAG, 18 AUGUSTUS 2021 OM 14:00

PRESENT / TEENWOORDIG

Committee Members / Komiteelede

Councillor / Raadslid TE Abrahams (Chairperson / Voorsitter) (DA)
Councillor / Raadslid C Lottering (DA)
Councillor / Raadslid P Heradien (ICOSA)

Officials / Amptenare

Mr / Mnr D Nasson (Municipal Manager / Munisipale Bestuurder)
Mr / Mnr M Mpeluza Director: Corporate Services / Direkteur: Korporatiewe Dienste)
Ms / Me R Hendricks (Manager: Communication and Marketing / Bestuurder: Kommunikasie en Bemarking)
Mr / Mnr R Fick (Acting Manager: Socio-Economic Development / Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling)
Mr / Mnr C Titus (Committee Clerk / Komitee Klerk)
Mr / Mnr J Petersen (IT Technician / IT Tegnikus)
Ms / Me E Lewis (Word Processor Operator / Woordverwerker Operateur)

1. OPENING AND WELCOME / OPENING EN VERWELKOMING

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

NOTED / AANGETEKEN

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

(a) Application for leave of absence from the meeting was received from Councillor H Visagie (ANC).

Aansoek om verlof tot afwesigheid van die vergadering is ontvang vanaf Raadslid H Visagie (ANC).

(b) Apologies for leave of absence from the meeting were received from Manager: Administration and Chief Administrative Officer.

Verskonings vir afwesigheid van die vergadering is ontvang vanaf die Bestuurder: Administrasie en Hoof Administratiewe Beampte.

RESOLVED

(a) that the application for leave of absence from the meeting received from Councillor H Visagie (ANC) be approved and accepted.

(b) that notice be taken of the apologies for absence from the meeting, received from the Manager: Administration and Chief Administrative Officer and same be accepted.

BESLUIT

(a) dat die aansoek om verlof tot afwesigheid van die vergadering ontvang vanaf Raadslid H Visagie (ANC) goedgekeur en aanvaar word.

(b) dat kennis geneem word van die verskonings vir afwesigheid van die vergadering, ontvang vanaf die Bestuurder: Administrasie en Hoof Administratiewe Beampte en dat dit aanvaar word.

3. MINUTES / NOTULES

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

Item 6.2 resolution (b) (i)

The sentence which reads

(i) "Ceres Tourism to include the Bicycle on the Railway Project as well as the Old Pioneers hiking route from White Bridge, Ceres".

Be changed to read as follow:

"Ceres Tourism to include the Paddle Bike Project on the railway as well as the Old Pioneer hiking route from the White Bridge, Ceres".

3.2 Approval of minutes / Goedkeuring van Notules
(3/1/2/3)

The minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 15 June 2021, are attached as annexure 3.2.

Die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 15 Junie 2021, word ingebind as bylae 3.2.

RESOLVED

that the minutes of the meeting of the Committee for Local Economic Development and Tourism, held on 15 June 2021, as amended, be approved and signed by the Chairperson.

BESLUIT

dat die notule van die vergadering van die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme, gehou op 15 Junie 2021, soos gewysig, goedgekeur en deur die Voorsitter onderteken word.

3.3 Outstanding matters
(3/3/2)

Number / Nommer	File reference number Lêerverwysingsnommer	Item number and date of meeting / Itemnommer en datum van vergadering	Title of item / Onderwerp van item	Resolution Besluit	Responsibility Verantwoordelikheid	Target date Teikendatum
3.3.1	9/1/2/4	Item 6.1 of the Committee for Committee for Local Economic Development and Tourism held on 15 June 2021	Monthly reports: Section Local Economic and Rural Development: December 2020, January, February, March and April 2021	That an in-loco site meeting be arranged at the Op-die-Berg Honey Bee Co-op between Department Administration and Department Local Economic Development before the next meeting.	Acting Manager: Socio-Economic Development	31 August 2021

The Chairperson mentioned that the In-Loco site meeting could not realise due to the resurgence of Covid-19 positive cases.

RESOLVED

(a) that the Committee for Local Economic Development and Tourism takes notice of the outstanding item.

(b) *that the matter in respect of the in-loco site meeting at Op-die-Berg Honey Bee Co-op between Department Administration and Department Local Economic Development be held in abeyance until a new date for the meeting has been determined.*

BESLUIT

(a) dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem van die uitstaande item.

(b) dat die aangeleentheid rakende ´n ter plaatse inspeksie vergadering te Op-die-Berg Honey Bee Ko-op tussen die Departement: Administrasie en Departement Plaaslike Ekonomiese Ontwikkeling oorstaan tot dat ´n nuwe datum vir die vergadering vasgestel is.

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

(a) The Chairperson enquired with regard to the status quo of the subdivision of ten (10) portions of Erf 2622 at Skoonvlei as advertised in the Witzenberg Herald of Friday, 23 July 2021.

The Municipal Manager reported that some portions of the subdivided of Erf 2622 at Skoonvlei came out to small. An item to rectify the outlay of subdivision will be tabled to the Committee for Local Economic Development and Tourism before the Erf is registered at the office of the Surveyor General.

(b) The Chairperson conveyed his sympathy of behalf of the Committee for Local Economic Development and Tourism to the families and colleagues who lost loved one due to COVID-19 and wished a speedy recovery to those in hospital.

NOTED / AANGETEKEN

5. INTERVIEWS WITH DELEGATIONS / ONDERHOUDE MET AFGEVAARDIGDES

None / Geen

NOTED / AANGETEKEN

6. GEDELEGEERDE BEVOEGDHEDE / DELEGATED POWERS

6.1 Monthly reports: Section Local Economic and Rural Development: May and June 2021 / Maandverslae: Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling: Mei en Junie 2021 (9/1/2/4)

The following monthly reports of the Section Local Economic and Rural Development are attached:

Die volgende maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling word ingebind.

(a)	May / Mei 2021	Annexure / Bylae 6.1(a)
(b)	June / Junie 2021	Annexure / Bylae 6.1(b)

The Chairperson thanked the Municipal Manager and team with regard to the progress of the following Local Economic Development projects:

- Skoonvlei Business Hub.
- Approval for Big Bite Road trailer to operate from an open public space next to the Traffic Offices, Voortrekker Street, Ceres.
- The opening of the Wolseley public refuse drop off facility.
- The Construction of the Material Recovery Facility (MRF).

The Chairperson expressed his concern in respect of the following projects which was affected by the COVID-19 pandemic.

- A decline from 500 to 300 of Community Workers Program (CWP) participants in the Witzenberg.
- Dining with the Locals.
- The Chairperson requested that Law Enforcement Officers ensure that informal traders display their permits regularly.
- The Municipal Manager responded to above in a satisfactory manner and ensures that the applicable bylaw is enforced.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice, after consideration, of the content of the monthly reports of the Section Local Economic and Rural Development for May and June 2021 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Plaaslike Ekonomiese en Landelike Ontwikkeling vir Mei en Junie 2021 en dat die verslae aanvaar word.

6.2 Monthly reports: Section Tourism: May and June 2021 / Maandverslae: Afdeling Toerisme: Mei en Junie 2021
(9/1/2/1)

The following monthly reports of the Section Tourism are attached:

Die volgende maandverslae van die Afdeling Toerisme word ingebind:

(a)	May / Mei 2021	Annexure / Bylae 6.2(a)
(b)	June / Junie 2021	Annexure / Bylae 6.2(b)

The Chairperson informed the meeting that the three (3) year Services Level Agreement (SLA) between Witzenberg Municipality and Tourism lapsed end of June 2021. The Chairperson requested that provision be made in the new SLA to include previous disadvantage persons in the tourism sector.

RESOLVED

that the Committee for Local Economic Development and Tourism takes notice, after consideration, of the content of the monthly reports of the Section Tourism for May and June 2021 and same be accepted.

BESLUIT

dat die Komitee vir Plaaslike Ekonomiese Ontwikkeling en Toerisme kennis neem, na oorweging, van die inhoud van die maandverslae van die Afdeling Toerisme vir Mei en Junie 2021 en dat die verslae aanvaar word.

6.3 Risk Management: Risk Management Report Committee for Local Economic Development and Tourism
(9/1/2/2)

This is a quarterly report / Hierdie is 'n kwartaallikse verslag

None / Geen

NOTED / AANGETEKEN

6.4 Projects Matrix: Local Economic Development: Witzenberg area / Projekte Matriks: Plaaslike Ekonomiese Ontwikkeling: Witzenberg-area
(17/19/1)

This is a standing item on the agenda.

The Projects Matrix for Witzenberg is attached as annexure 6.4.

Die Projekte Matriks vir Witzenberg word aangeheg as bylae 6.4.

The committee decided on the meeting held on 28 August 2019 to focus on the following Local Economic Development Matrix Projects:

(i) Op-die-Berg Honey Bee
(ii) Prince Alfred's Hamlet Business Hubs
(iii) Witzenberg Recycling SMME's
(iv) Witzenberg Department Small Business- 40 applications
(v) Witzenberg Dine with the Locals
(vi) Ceres WAPLOG
(vii) Schoonvlei Hub

The Chairperson reported in respect of the progress made of the following projects:

(i) Op-die-Berg Honey Bee

- Possible funding is available.

(ii) Prince Alfred's Hamlet Business Hubs

- In operation, only one (1) hub vacant.

(iii) Witzenberg Recycling SMME's

- In process to be constructed in Lyell Street, Ceres. Recycling SMME's site in Wolseley completed.

(iv) Witzenberg Department Small Business- 40 applications

- Acting Manager: Socio-Economic Development to follow up in respect of equipment for SMME's.

(v) Witzenberg Dine with the Locals

- Acting Manager: Socio-Economic Development to assist same to deliver frozen goods via orders.

(vi) Ceres WAPLOG

- New truck with freezer was handed over on Wednesday, 26 May 2021 to the beneficiaries. A second truck was purchased on 27 May 2021 by Ceres WAPLOG.

(vii) Schoonvlei Hub

- The matter were dealt with at item 7.1.

RESOLVED

that notice be taken of the Projects Matrix for Local Economic Development and same be accepted.

BESLUIT

dat kennis geneem word van die Projekte Matriks vir die Komitee vir Plaaslike Ekonomiese Ontwikkeling en dat dit aanvaar word.

7. RESERVED POWERS / GERESERVEERDE BEVOEGDHEDE

7.1 Evaluation of applications for Skoonvlei Business Hub: Lease of units
(7/1/4/1)

A report received from the Acting Manager: Socio-Economic Development, dated 19 July 2021, is attached as annexure 7.1.

'n Verslag ontvang vanaf die Waarnemende Bestuurder: Sosio-Ekonomiese Ontwikkeling, gedateer 19 Julie 2021, word aangeheg as bylae 7.1

RESOLVED

(a) that the 10 recommended businesses be approved by the Committee Local Economic Development and Tourism, i.e.

- *Glitz Cleaning Solutions*
- *Chama General Services*
- *Titus Dried Fruit*
- *Freddie Visagie General Services*
- *Hufke All Traders and Transport*
- *Hails Traders*
- *JJ's Welding and Painting Services*
- *Roslin Printers*
- *Teqlead Solutions*
- *The Business Corner*

That the Committee for Local Economic Development and Tourism recommend to the Executive Mayoral Committee and Council:

(b) that a market related lease amount not be determined in terms of the Municipal Finance Management Act in order to enhance and promote the matter of redress and transformation for entrepreneurs.

(c) that the Executive Mayoral Committee and Council deliberate on contract period for lease of the hubs for a twelve (12) months period with an option to renew for a further two (2) years.

(d) that the lease amounts in the first year for the containers are:

(i) Size 3.6 = R 750-00.
(ii) Size 3.12 = R 1500-00

(e) that the Municipal Manager compare supra(d) with the market related value and provide feedback to Council.

(f) that the Municipal Manager be mandated to conclude and sign the contract with the lessees on behalf of the municipality.

(e) that the Municipal Manager and the Acting Manager: Local Economic Development conduct a continuous evaluation of the project and report regularly to the Committee Local Economic Development and Tourism.

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

None / Geen

NOTED / AANGETEKEN

9. ADJOURNMENT / VERDAGING

The meeting adjourned at 15:30 / die vergadering verdaag om 15:30

Approved on / Goedgekeur op _____

_____
COUNCILLOR / RAADSLID T ABRAHAMS
CHAIRPERSON / VOORSITTER

/esl

On this sheet, the user must enter data on non-tariff revenues anticipated in the year for which tariffs are being set and allocate these between the services.

OPERATING GRANTS AND SUBSIDIES

*User must enter the name of each individual operating grant and the amount that is anticipated to be received **in the year for which the tariffs are being set**. The user must then enter the amont to be allocated to each service. There is a check to the right of the table that the amounts allocated to the services all add up to the total. Make sure that this check is zero.*

Operational grants and subsidies	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)	Governance and administration (R)	check = 0
Equitable Share	135 729 000	-	-	-	-	135 729 000	-	-
Community Libraries	9 773 000	-	-	-	-	9 773 000	-	-
EPWP	3 439 000	-	-	-	-	3 439 000	-	-
FMG	1 550 000	-	-	-	-	-	1 550 000	-
Housing	5 600 000	-	-	-	-	5 600 000	-	-
Belguim	1 028 100	-	-	-	845 500	182 600	-	-
Perdekraal	-	-	-	-	-	-	-	-
Housing Capacity	245 000	-	-	-	-	245 000	-	-
MIG	997 000	-	-	-	-	997 000	-	-
CDW	132 000	-	-	-	-	132 000	-	-
Capacity Building Grant (Beursgeld)	150 000	-	-	-	-	-	150 000	-
Water Resilliance	-	-	-	-	-	-	-	-
Total grant allocation per service	**158 643 100**	**-**	**-**	**-**	**845 500**	**156 097 600**	**1 700 000**	-

PROPERTY RATES

*Property rates are typically used to pay for services that are publicly accessed. This means that property rates are typically allocated to 'other' services. However, property rates might be allocated to a trading service if a portion of that trading service is publicly accessed. This may be the case for the street lighting component of electricity, for example. The user must enter the anticipated property rates revenue **in the year for which tariffs are being set**, and then allocate this revenue between the services in the table below. As a default, allocate all property rates revenue to 'other' services. There is a check to the right of the table that the amounts allocated to the services all add up to the total. Make sure that this check is zero.*

		FX016001	FX015001002	FX002001001	FX014001		
	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)	check = 0
Rates funding allocated to publicly accessed functions	102 240 779	-	-	-	-	102 240 779	-
Total Rates Funding allocated to each service	**102 240 779**	**-**	**-**	**-**	**-**	**102 240 779**	

OTHER INCOME SOURCES

User must enter the amount of other income sources anticipated to be received ***in the year for which the tariffs are being set****, and then allocate these between the service in the yellow highlighted cells. There is a check to the right of the table that the amounts allocated to the services all add up to the total. Make sure that this check is zero.*

	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)	Governance and administration (R)	check = 0
Service charges - other	5 272 317	5 172	10 344	-	116 525	5 037 922	102 354	-
Service charges - other	1 678 560	-	-	-	-	608 942	1 069 618	
Rental of facilities and equipment	4 647 901	-	-	-	-	3 935 693	712 208	-
Interest earned - external investments	5 383 107	-	-	-	-	-	5 383 107	-
Interest earned - outstanding debtors	-							-
Dividends received								-
Fines	10 210 009	-	-	-	-	9 703 326	506 683	-
Licences and permits	2 327 171	-	-	-	-	2 316 825	10 346	-
Agency services	4 461 156	-	-	-	-	4 461 156	-	-
Other revenue	7 521 130	-	-	-	-	-	7 521 130	-
Gains on disposal of PPE								-
								-
								-
Total	**41 501 351**	**5 172**	**10 344**	**-**	**116 525**	**26 063 864**	**15 305 446**	-

SERVICE CHARGES NOT SET USING THIS MODEL

This tool only sets tariffs for services. There are a number of other service charges identified in mSCOA v 6.3 that are not set using this tool. The user must allocate the value of these service charges anticipated ***in the year for which the tariffs*** *are being set in the yellow highlighted cells below.*

Non-tariff revenue	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)
Water	-	**1 134 485,00**			
Connection/disconnection		146 385			
Meter reading fees		-			
Industrial water (non-potable)		-			
Availability charges		988 100			
Wastewater management	-		**6 271 657,00**		
Industrial effluent			5 000 000		
Treatment of effluent			-		
Availability charges			364 550		
Connection/reconnection			138 205		
Pump/removal of wastewater (from tanks)			768 902		

Electricity	-			**1 242 469,00**	
Appliance maintenance				6 175	
Connection/reconnection				-	
Joint pole usage				-	
Meter compliance testing				6 175	
Meter reading fees				12 350	
Notice revenues				-	
Temporary service plant				-	
Electricity distribution revenue for services				275 754	
Availability charges				942 015	
Waste management	-				**873 359,00**
Carrier bags					-
Disposal facilities					862 559
Refuse bags					6 503
Waste bins					-
Availability charges					-
Skip					4 297
Total non-tariff service charges	**-**	**1 134 485,00**	**6 271 657,00**	**1 242 469,00**	**873 359,00**

SUMMARY: NON-TARIFF REVENUE SOURCES

	Total (R)	**Water (R)**	**Sanitation (R)**	**Electricity (R)**	**Solid waste (R)**	**Other services (R)**	**Governance and administration (R)**	check = 0
Operating grants and subsidies	158 643 100	-	-	-	845 500	156 097 600	1 700 000	-
Property rates	102 240 779	-	-	-	-	102 240 779	-	-
Other income	41 501 351	5 172	10 344	-	116 525	26 063 864	15 305 446	-
Non-tariff service charges	9 521 970	1 134 485	6 271 657	1 242 469	873 359	-	-	-
Total	**311 907 200**	**1 139 657**	**6 282 001**	**1 242 469**	**1 835 384**	**284 402 243**	**17 005 446**	-

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On this sheet, the user must enter data on expenditures anticipated in the year for which tariffs are to be set, and allocate these between services.

ALLOCATING DIRECT COSTS PER FUNCTION

Enter the total anticipated expenditure ***in the year for which the tariffs are being set*** *. This expenditure must then be allocated to each service in order to calculate the total direct cost of providing that service. The expenditure types in white cells are from the MBRR classification. The user may choose to enter other expenditure types in the yellow cells in the 'Type of expenditure' column. There is a check to the right of the table that the amounts allocated to the services all add up to the total. Make sure that this check is zero.*

Type of expenditure	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)	Governance and administration (R)	check = 0
Employee related costs	263 353 367	11 266 729	11 394 434	15 381 515	19 318 786	127 577 802	78 414 101	-
Remuneration of councillors	11 983 096	-	-	-	-	11 983 096	-	-
Debt impairment	64 474 852	18 881 860	7 972 507	3 553 431	11 143 428	8 678 356	14 245 270	-
Depreciation & asset impairment	54 368 569	6 115 542	5 776 076	4 880 643	18 552 398	15 863 603	3 180 307	-
Finance charges	9 573 565	81 267	12 636	25 272	9 238 714	165 885	49 791	-
Bulk purchases	374 554 515	-	-	374 554 515	-	-	-	-
Other materials	18 512 439	2 717 320	498 031	3 616 703	2 569 385	7 927 426	1 183 574	-
Contracted services	63 901 516	7 551 675	5 818 412	7 863 039	2 275 530	26 327 972	14 064 888	-
Transfers and subsidies	8 727 543	-	-	-	-	8 727 543	-	-
Other expenditure	-	-	-	-	-	-	-	-
Other expenditure	1 238 801	146 156	-	220 018	60 914	536 375	275 338	
Other expenditure	54 311 556	3 726 377	1 718 969	2 251 370	6 822 790	14 199 698	25 592 352	
Loss on disposal of PPE	-	-	-	-	-	-	-	-
								-
								-
								-
Total direct costs per service	**924 999 819**	**50 486 926**	**33 191 065**	**412 346 506**	**69 981 945**	**221 987 756**	**137 005 621**	-

ALLOCATING GOVERNANCE AND ADMINISTRATION COSTS

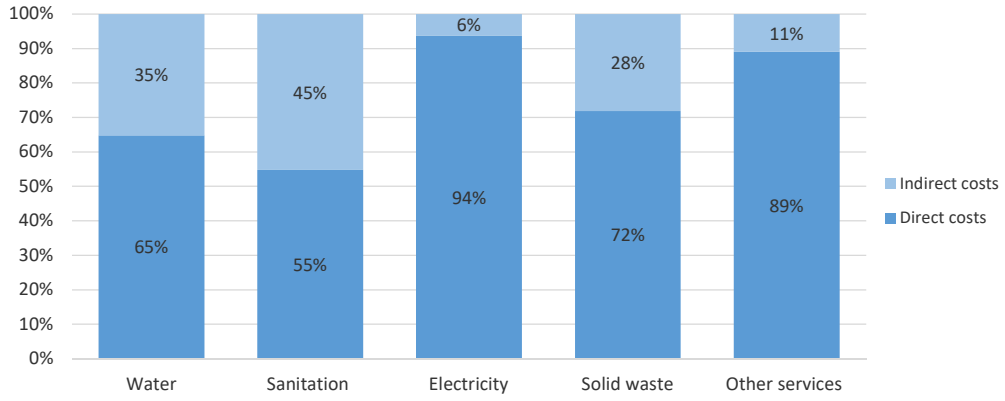
The cost of supply of a service includes a portion of the governance and administration costs (overheads) of the municipality. Governance and Administration costs must thus be allocated between services in order to determine the full cost of supply of that service. Enter the % of governance and administration costs that will be allocated to each service in the grey cells below.

		FX016001	FX015001002	FX002001001	FX014001		
	Total (R)	**Water (R)**	**Sanitation (R)**	**Electricity (R)**	**Solid waste (R)**	**Other services (R)**	check = 0
% allocation of Gov & Admin costs		20%	20%	20%	20%	20%	
	137 005 621	27 401 124	27 401 124	27 401 124	27 401 124	27 401 124	-

SUMMARY OF DIRECT AND INDIRECT COSTS

	Total (R)	**Water (R)**	**Sanitation (R)**	**Electricity (R)**	**Solid waste (R)**	**Other services (R)**
Direct costs	**787 994 198**	50 486 926	33 191 065	412 346 506	69 981 945	221 987 756
Indirect costs	**137 005 621**	27 401 124	27 401 124	27 401 124	27 401 124	27 401 124
Total costs	**924 999 819**	**77 888 050**	**60 592 189**	**439 747 630**	**97 383 069**	**249 388 880**
% direct costs		65%	55%	94%	72%	89%
% indirect costs (overheads)		35%	45%	6%	28%	11%

Chart: Proportion of costs that are direct and indirect



On this sheet, the user must decide if deficits are to be accepted on any services. The user must then enter the surpluses to be generated on the trading services and check that these result in sufficient surplus to cross-subsidiseany deficits allowed and still generate an adequate surplus on the budget as a whole.

SUMMARY: EXPENDITURE ALLOCATED AND NON-TARIFF REVENUE RECEIVED AFTER ALLOCATION OF GOVERNANCE AND ADMINISTRATION

The table below summarises the allocation of expenditure and revenues in the previous sheets. Any non-tariff revenue allocated to the Governance and Administration function has been distributed between the services according to the allocation of the Governance and Administration expenditure between the services. There may be a gap to be filled through tariffs on 'Other services' if the property rates revenue and other non-tariff revenues are not sufficient to cover the costs of providing these services.

	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)
Direct expendtiure	**787 994 198**	50 486 926	33 191 065	412 346 506	69 981 945	221 987 756
Indirect expenditure	**137 005 621**	27 401 124	27 401 124	27 401 124	27 401 124	27 401 124
Total expenditure	**924 999 819**	**77 888 050**	**60 592 189**	**439 747 630**	**97 383 069**	**249 388 880**
Non-tariff revenue allocated to service	**294 901 754**	1 139 657	6 282 001	1 242 469	1 835 384	284 402 243
Non-tariff revenue allocated to Gov & Admin	**17 005 446**	3 401 089	3 401 089	3 401 089	3 401 089	3 401 089
Total non-tariff revenue allocated	**311 907 200**	**4 540 746**	**9 683 090**	**4 643 558**	**5 236 473**	**287 803 332**
Gap to be filled through tariffs	**613 092 619**	73 347 304	50 909 099	435 104 072	92 146 596	- 38 414 452

DEFICIT TO BE ACCEPTED ON SERVICES

Municipalities should move towards ensuring that all services at least break even. However, currently municipalities operate some services at a deficit. Enter the deficit that you are willing to accept on providing a service in the grey cells below. Bear in mind that you will have to generate surpluses on other services to cross-subsidise these deficits.

	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)
Expenditure	**924 999 819**	77 888 050	60 592 189	439 747 630	97 383 069	249 388 880
Enter deficit to be accepted as % of expenditure						
Deficit generated	- **38 414 452**	-	-	-	-	- 38 414 452

SURPLUS TO BE GENERATED ON SERVICES

The Municipal Powers and Functions Act Number 12 of 2007 allows municipalities to levy a surcharge on tariffs. Enter the total surcharge that you plan to levy in the year for which tariffs are being set on eacl service in the table below. Make sure that you have not indicated a surplus to be generated if you have already indicated that there will be a deficit in the table above. If you do this, the cell entry will be highlighted in bold red text.

	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)
Expenditure	**924 999 819**	77 888 050	60 592 189	439 747 630	97 383 069	249 388 880
Enter surplus to be generated as % of expenditure		3%	3%	3%	3%	
Surplus generated	**20 268 328**	2 336 642	1 817 766	13 192 429	2 921 492	-

In order for the budget to be fully funded, surpluses generated must be sufficient to at least cover anticipated deficits. If this is not the case, the user must reduce the deficits anticipated or increase the surpluses to be generated. The net surplus below is the total surpluses less the total deficits. It must be positive. If it is negative, adjust the deficits to be accepted on services or the surpluses to be generated until a positive figure is obtained.

Net surplus or deficit	**58 682 780**	*Net surplus is positive. No further adjustment is required.*
Net surplus or deficit as % of expenditure	**6,3%**	

ALLOCATION OF SURPLUS

If you are generating surpluses on some services and deficits on others, you will need to make some decisions about how the surpluses should be allocated to cross-subsidise the deficits. This must be done in the table below. The model provides a default allocation that allocates the available surplus to service in proportion to the deficit generated on a service. The user can choose to define an alternative allocation. Entries must be made in the grey cells only. This is not necessary for tariff setting, but only to confirm the overall funding of the budget.

	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)
Deficit generated	- **38 414 452**	-	-	-	-	- 38 414 452
Surplus generated	**20 268 328**	2 336 642	1 817 766	13 192 429	2 921 492	-
Default allocation of surplus to cover deficits	- **38 414 452**	-	-	-	-	- 38 414 452
Default % allocation of surplus		0%	0%	0%	0%	100%
Use default allocation?	Yes					
User defined allocation of surplus to cover deficits	-					
User defined % allocation of surplus						

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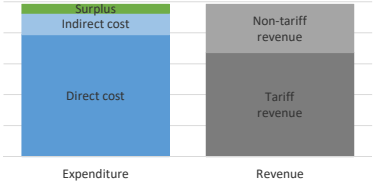
This sheet shows the revenue required from tariffs and the total funding of the budget. There are no user entries. It is a report sheet only.

REVENUE REQUIRED

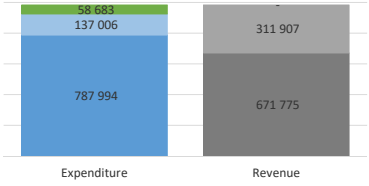
	Total (R)	Water (R)	Sanitation (R)	Electricity (R)	Solid waste (R)	Other services (R)
Direct expenditure	787 994 198	50 486 926	33 191 065	412 346 506	69 981 945	221 987 756
Indirect expenditure	137 005 621	27 401 124	27 401 124	27 401 124	27 401 124	27 401 124
Total expenditure	**924 999 819**	**77 888 050**	**60 592 189**	**439 747 630**	**97 383 069**	**249 388 880**
Surplus or deficit	58 682 780	2 336 642	1 817 766	13 192 429	2 921 492	38 414 452
Total expenditure plus surplus or deficit	**983 682 599**	**80 224 692**	**62 409 955**	**452 940 059**	**100 304 561**	**287 803 332**
Operating grants and transfers	158 643 100	340 000	340 000	340 000	1 185 500	156 437 600
Property rates revenue	102 240 779	-	-	-	-	102 240 779
Other income	41 501 351	3 066 261	3 071 433	3 061 089	3 177 614	29 124 953
Other non-tariff service charges	9 521 970,00	1 134 485,00	6 271 657,00	1 242 469,00	873 359,00	
Total non-tariff revenue	**311 907 200**	**4 540 746**	**9 683 090**	**4 643 558**	**5 236 473**	**287 803 332**
Revenue required from tariffs	**671 775 399**	**75 683 946**	**52 726 865**	**448 296 501**	**95 068 088**	
Total revenue	**983 682 599**	**80 224 692**	**62 409 955**	**452 940 059**	**100 304 561**	**287 803 332**

BUDGET FUNDING

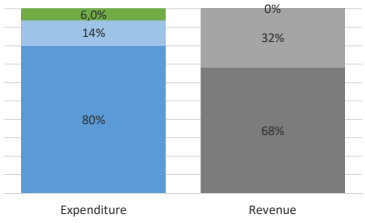
Budget funding: full budget: categories



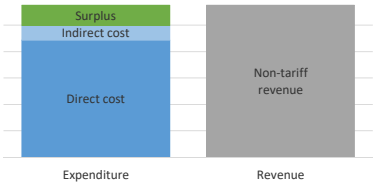
Budget funding: full budget: R'000



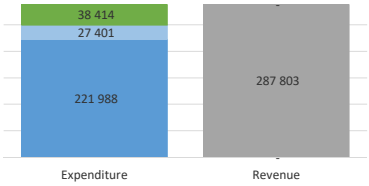
Budget funding: full budget: %s



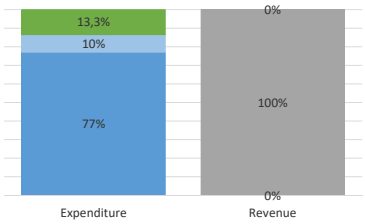
Budget funding: 'other' services: categories



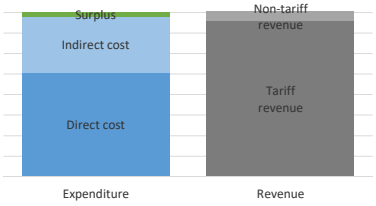
Budget funding: 'other' services: R'000



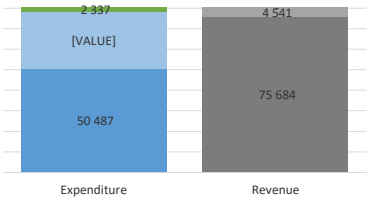
Budget funding: 'other' services: %s



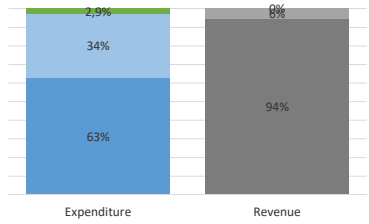
Budget funding: water service: categories



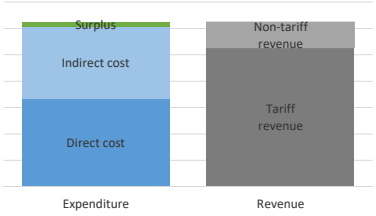
Budget funding: water service R'000



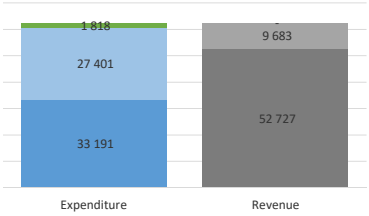
Budget funding: water service: %s



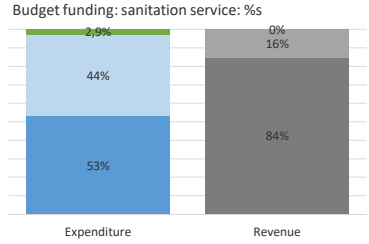
Budget funding: sanitation service: categories



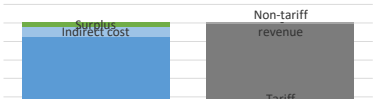
Budget funding: sanitation service R'000



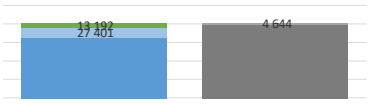
Budget funding: sanitation service: %s



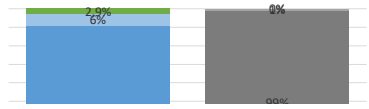
Budget funding: electricity service: categories

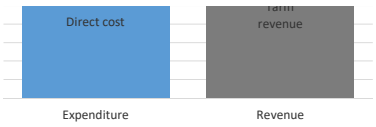


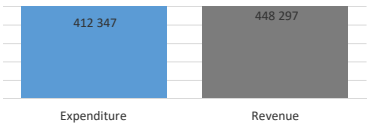
Budget funding: electricity service R'000

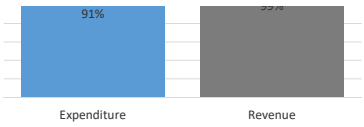


Budget funding: electricity service: %s









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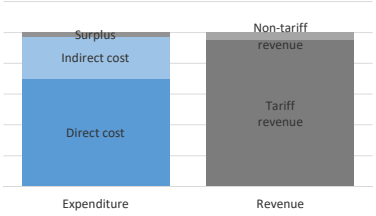

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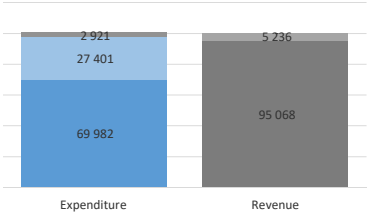

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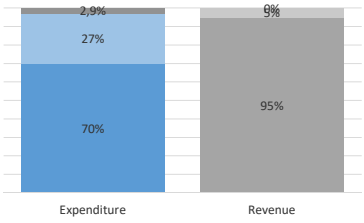

WITZENBERG

Integrated Development Plan

Draft Amended 2023-2024

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GLOSSARY

BBBEE	Broad Based Black Economic Empowerment
BEE	Black Economic Empowerment
CDWs	Community Development Workers
CBD	Central Business District
CDI	City Development Index
CWDM	Cape Winelands District Municipality
CAPEX	Capital Expenditure
DM	District Municipality
DWAF	Department of Water Affairs and Forestry
DBSA	Development Bank of Southern Africa
DTI	Department of Trade and Industry
DPLG	Department of Provincial and Local Government
DEAT	Department of Environmental Affairs and Tourism
DLA	Department of Land Affairs
DSDF	District Spatial Development Framework
EE	Employment Equity
EL	External Loans
GDPR	Gross Domestic Product Regional
GDP	Gross Domestic Product
GCIS	Government Communications and Information Systems
HDI	Human Development Index
HR	Human Resources
IDP	Integrated Development Plan
IWMP	Integrated Waste Management Plan
IS	Information Systems
ICASA	Independent Communications Authority of South Africa
IT	Information Technology
JDA	Joint District Approach
KPAs	Key Performance Areas
KPIs	Key Performance Indicators
LED	Local Economic Development
MSA	Municipal Systems Act
MSIG	Municipal Systems Improvement Grant
MIG	Municipal Infrastructure Grant
MAYCO	Mayoral Committee
MTREF	Medium Term Revenue Expenditure Framework
MPCC	Multi-purpose Community Centre
NSDP	National Spatial Development Framework
NGO's	Non-governmental Organisation
OPEX	Operational Expenditure
PPP	Public Private Partnerships
PGDS	Provincial Growth and Development Strategy

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PMS	Performance Management System
PTIP	Public Transport Improvement Plan
RDP	Reconstruction and Development Programme
RED Door	Real Economic Development Door
RSEP	Regional Socio-Economic Programme
SDF	Spatial Development Framework
SEDA	Small Enterprise Development Agency
SDBIP	Service Delivery Budget Implementation Plan
SCM	Supply Chain Management
SMME	Small, Micro and Medium Enterprise
SALGA	South African Local Government Association
STR	Small Town Regeneration
UISP	Upgrade of Informal Settlements Programme
IUDF	Integrated Urban Development Framework
VIP	Vision Inspired Priorities
WCED	Western Cape Education Department

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1 EXECUTIVE SUMMARY

A. EXECUTIVE MAYOR FOREWORD

[redacted]

I thank you.

HJ Smit – Executive Mayor

B. MUNICIPAL MANAGER FOREWORD

The IDP [redacted]

David Nasson – Municipal Manager

2 INTRODUCTION

A. ABOUT THE IDP

I. EXECUTIVE SUMMARY

As Witzenberg Municipality we are proud to present this 1st Amendment of our 5th Generation IDP as developed and drafted in consultation with the people of Witzenberg, provincial government and sector departments, local business forums and civil society stakeholders.

The new five-year IDP sets out the vision and mission of the municipality and clearly defines the strategies and plans to deliver our objectives of infrastructure-led growth, sustainable human settlements, financial sustainability, LED, social development, strategic partnerships and international relationships.

The development of a credible IDP allows the municipality to engage in continuous planning, monitoring and evaluation of all the sector plans that form part of this IDP. The review of the 4th Generation IDP is therefore set out in the following way:

A thorough **analysis of the spatial, economic and environmental issues** in conjunction with the community, partners in government and other stakeholders has highlighted two major issues that will influence our strategies and planning over the next five years. The increased growth of especially our more vulnerable population will be addressed through the implementation of **social housing programmes such as Vredebes** and the upgrade of the informal settlement in N'Duli. These projects require major bulk infrastructure upgrading that will take up the largest portion of our grant funding for the next five years. The analysis of our **Agri-economic environment** has also indicated a positive growth over the next five years and is it essential that the municipality provides sufficient bulk and network infrastructure to support investment and job creation opportunities. It is in this regard that we will work together with the Department of Rural Development and Land Reform as well as the Department of Agriculture to ensure the successful implementation of the Agri-Park.

Witzenberg has identified four key performance areas (KPAs) based on the objectives of local government as set out in Section 156 of the Constitution.

The **KPA: Essential Services** includes the objectives of sustainable provision and maintenance of basic services and provision for the needs of informal settlements. These objectives include programmes and projects that will especially focus on the provision of **bulk infrastructure for housing project**s. The provision of **bulk electricity by Eskom** has been identified as a major risk as existing Eskom bulk infrastructure currently cannot provide for the growth requirements of Witzenberg. Other programmes and projects include the development and implementation of a **waste management strategy** with the focus on decreasing waste through the implementation of a material recovery facility and drop-off points to replace the garden waste skips. This will be done with the support and cooperation of Witzenberg's twinning municipality, Essen, in Belgium. The ongoing drought in the Western Cape has also had an impact on Witzenberg and

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it is especially in **Tulbagh** where insufficient **water storage** capacity has resulted in the implementation of water restrictions. Funding has been allocated by the Department of Water Affairs for the construction of a storage dam over the next three years.

The key performance area of **Governance** includes the objectives of institutional development and transformation, financial viability and the strengthening of partnerships.

Financial Viability is essential towards a sustainable and developmental local government. We will especially focus on **debt management** to address non-payment, but will also continue to support our vulnerable communities through our **indigent and pro-poor policies.**

Our third key performance area of **Communal Services** includes the objective of providing and maintaining facilities and the environment. The Witzenberg mountains are the source of four of the Western Cape's major rivers and programmes. The focus will be on the **conservation of our natural environment**, the eradication of aliens in our rivers and ongoing awareness programmes that will be implemented in conjunction with various role-players.

The **Socio-Economic Support Services** KPA focuses on the objectives to support the poor and to create an enabling environment to support the local economy. The construction of houses in Vredebes will **improve the living conditions of those in informal settlements, overcrowded houses and structures in backyards.** The Vredebes development will also make provision for "GAP" housing under the FLISP Programme of the Department of Human Settlements.

The continued support and implementation of the Agri-Park will create **opportunities for investment, job creation and land reform** as an enabling environment for local economic growth.

We also understand that this is merely a strategic document and that the major challenge will be implementing and realising our plans. The Council and administration commit to achieving the objectives as set out in this IDP and urge the people of Witzenberg to walk this exciting road with us towards improved livelihoods.

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II. DEFINITION

Integrated Development Planning is the process through which the municipality prepares a strategic developmental plan, which is the principal strategic instrument guiding all planning, management, investment, develop-ment and implementation decisions, taking into account input from all stakeholders.

The IDP crosses departmental divisions by linking the physical, social, institutional and economic components of planning and development with management and development structure. It also integrates and aligns planning in different spheres of government and therefore enforces and upholds the spirit of cooperative governance in the public sector.

The Constitution of the Republic of South Africa (1996) commits government to take reasonable measures, within its available resources, to ensure that all South Africans have access to adequate housing, healthcare, education, food, water and social security. Developmental local government can only be realised through integrated development planning and the compilation of a credible Integrated Development Plan (IDP).

III. LEGISLATION

Legal Framework for Integrated Development Planning

According to the Constitution of the Republic of South Africa, the local sphere of government is charged with the responsibility of implementing developmental local government as well as cooperative governance. The mandate to relate its management, budgeting and planning functions to its objectives gives a clear indication of the intended purposes of municipal integrated development planning, namely:

- Ensure sustainable provision of services
- Promote social and economic development
- Promote a safe and healthy environment
- Give priority to the basic needs of communities
- Encourage involvement of communities

The first piece of legislation drafted to reflect the responsibility of the local sphere of government to implement integrated development planning by means of the compilation of an IDP document, was the Local Government Transition Act (1993) as amended by the Local Government Transition Second Amendment Act (1996). In this legislation the IDP was presented as the main planning instrument that guides all planning and decision-making process of the municipality.

The Local Government Transition Act was an interim piece of legislation applicable to the local sphere of government until the demarcation of municipalities was finalised, and the need then arose to enact legislation regulating integrated development planning on a more permanent basis.

In 2000 the Local Government: Municipal Systems Act 32 of 2000 (MSA) came into effect. Section 25(1) of the Act stipulates that each municipal council must, after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which:

- Links, integrates and coordinates plans and takes into account proposals for the development of the municipality;
- Aligns the resources and capacity of the municipality with the implementation of the plan;
- Forms the policy framework and general basis on which the annual budget must be based; and
- Is compatible with national and provincial development plans, and planning requirements binding on the municipality in terms of legislation.

The MSA is therefore the principal piece of legislation governing integrated development planning at municipal level. Municipalities are bound by it and must ensure its implementation. Other legislation and policy documents that

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contain reference to integrated development planning are:

- The Constitution of the Republic of South Africa Act 108 of 1996;
- Reconstruction and Development Programme (RDP);
- Growth, Employment and Redistribution Strategy (GEAR);
- Tourism Act 72 of 1993;
- Development Facilitation Act 67 of 1995;
- National Water Act 36 of 1997;
- Housing Act 107 of 1997;
- White Paper on Local Government of 1998;
- Local Government: Municipal Structures Act 117 of 1998;
- National Environmental Management Act 107 of 1998;
- National Land and Transportation Transition Act 22 of 2000;
- Disaster Management Act 52 of 2002;
- White Paper on National Civil Aviation Policy (2005); and
- The Local Government: Municipal Finance Management Act 56 of 2003.

A further piece of legislation which has a tremendous impact on the IDP is the Municipal Finance Management Act (MFMA). Due to the coming into effect of this Act, the revision of the IDPs must be aligned with the stipulations and timeframes as set out in this Act.

Section 35 of the MSA states explicitly that an integrated development plan adopted by municipal council is the principal strategic planning instrument which:

- Guides and informs all planning and development, and all decision making with regard to planning, management and development in the municipality;
- Binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's IDP and national or provincial legislation, in which case such legislation prevails; and
- Binds all other persons to the extent that those parts of the IDP that impose duties or affect the rights of those persons have been passed as a by-law.

Legislation stipulates clearly that a municipality must not only give effect to its IDP, but must also conduct its affairs in a manner which is consistent with its IDP.

IV. PROCESS

Developing the Integrated Development Plan

In compliance with the Municipal's Systems Act as amended, the IDP Review/ Amended and Budget Process Plan were adopted by full Council on 22 November 2021.

This IDP and Budget Process Plan inter alia seek to address the:

- Identification of areas requiring additional attention in terms of legislative requirements, proper planning processes and sound financial management;
- Inclusion of the most current Census and own statistical data;
- Consideration and review of any other relevant and new information;
- Addressing comments received from the various role-players;
- Shortcomings and weaknesses identified through self-assessment;
- Preparation and review of sector plans and its alignment with the IDP;
- Preparation and review of the Performance Management System (PMS);
- Update of the 5-year Financial Plan; and
- Preparation and finalisation of the annual Budget in terms of the relevant legislation.

The situational analysis process started in January 2022

All further actions in accordance with legislative and regulatory requirements, such as the final approval of the IDP, and the Medium Term Revenue and Expenditure Framework for the

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ensuing three year financial cycles, SDBIPs, the submission of all the relevant documentation to the appropriate authorities and the making public of these final documents will be executed.

Public Participation Process

Section 29 of the Municipal Systems Act, No 32 of 2000 states that –
29. (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –
(b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
(i) the local community to be consulted on its development needs and priorities;
(ii) the local community to participate in the drafting of the integrated development plan.

It provides an opportunity for all stakeholders with different needs and priorities to learn from each other and to negotiate and compromise around their viewpoints, leading to unification and consensus building.

The municipality adopted the 2022 – 2023 Reviewed/Amended IDP and Budget Process Plan on 22 November 2021. Amongst others, it includes appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and other role-players in the IDP drafting process.

The diagram on the following page outlines the steps in developing the Amended Integrated Development Plan 2022 – 2023.

Public participation allows the municipality and the community to focus on itself, and develop a future-orientated vision and mission, proactively positioning itself and adapting and learning from an ever-changing environment.

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Steps and events 2020/2021

Task and Outputs Development Plan	Engagements with Council, Administration and communities
1. PREPARATION: IDP, process and framework plans preparation and publishing of process plan – adoption	[redacted]
2. **ANALYSIS:** Assessment of current levels of development based on existing facts and figures and community input (status quo)	[redacted]
3. **STRATEGIES:** Vision statement, development objectives and strategies, project identification and prioritisation based on stakeholder interaction	[redacted]
4. PROGRAMMES, PROJECTS AND BUDGET: Project business plans including KPIs, outputs, target markets, location, tasks, time scales, funding sources, responsibilities and budget estimates	[redacted]
5. INTEGRATION: 5-year capital programme; Integrated Spatial Development Framework; institutional plan; monitoring management system	[redacted]
6. APPROVAL: Consultation and submission	[redacted]
7: MONITORING AND IMPLEMENTATION: Advertisement and publication; SDBIPs	[redacted]

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B. VISION, MISSION, OBJECTIVES

I. VISION AND MISSION

Our Vision

A municipality that cares for its community, creating growth and opportunities.

Our Mission

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services
- Promoting social and economic development
- The effective and efficient use of available resources
- Effective stakeholder and community participation

Value System

- Driven by the aspirations of our community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in terms of the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

We subscribe to the principles of Batho Pele

- Consultation – Citizens should be consulted about service levels and quality when possible.
- Service standards – Citizens must be made aware of what to expect in terms of the level and quality of services.
- Access – Citizens should have equal access to the services to which they are entitled.
- Courtesy – Citizens should be treated with courtesy and consideration.
- Information – Citizens must receive full and accurate information about their services.
- Openness and transparency – Citizens should be informed about government departments' operational budgets and management structures.
- Redress – Citizens are entitled to an apology, explanation and remedial action if they are promised a standard of service that is not delivered.
- Value for money – Public services should be provided economically and efficiently.

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II. STRATEGIC MAP

WITZENBERG MUNICIPALITY: STRATEGIC MAP 2023/24					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

III. SWOT ANALYSIS

Strengths	Weaknesses
▪ Pro-poor policies (e.g. indigent; procurement) ▪ Close cooperation at management level ▪ Good dialogue with business and agricultural sectors ▪ Good water quality ▪ Effective international relations ▪ IGR structures and forums ▪ Budget control ▪ Natural environment ▪ Location for certain opportunities ▪ Good governance and good IGR ▪ Meeting constitutional obligations ▪ Visionary leadership ▪ Low vacancy rate in organisational structure ▪ Community engagements	▪ Financial limitations ▪ Town management ▪ Inadequate storm water systems in some areas ▪ Old asbestos water and sanitation networks ▪ Resealing and maintenance of roads ▪ Garden refuse – Tulbagh, Wolseley and N'Duli ▪ Law enforcement ▪ Ageing infrastructure ▪ Centralisation/town management ▪ High water losses ▪ Lack of integration policies, silo operations ▪ Office space ▪ Slow turnaround time ▪ Vulnerable IT (integration)
Opportunities	**Threats**
▪ Tourism potential ▪ Active ward committees and related activities ▪ Further international relations ▪ IGR and cooperation on transversal programmes ▪ Wolwekloof Learning Academy ▪ EPWP for poverty reduction ▪ Close working relationship with big business to enhance economic development ▪ Performance management system to monitor organisational performance not fully in place ▪ Pine forest ▪ Recycling and composting ▪ Renewable energy ▪ Reduce water losses/unaccounted to acceptable standards ▪ Available natural resources to stimulate economic growth ▪ Development of GIS ▪ Good communication and branding ▪ Marketing (internal and external) ▪ Expand international relationships ▪ Upgrade infrastructure ▪ LED pilot projects ▪ Land audit ▪ Natural environment ▪ Revenue enhancement ▪ Koekedouw Dam ▪ Rural wards – funding possibilities ▪ Improvement of client services ▪ Real law enforcement	▪ Seasonal agriculture-based labour shrinks revenue base ▪ Political volatility (fragile coalitions) ▪ High level unemployment/economically inactive people ▪ Increasing TB and HIV/Aids prevalence ▪ Vandalism, theft of municipal assets and property ▪ Legacy of decrepit infrastructure and insufficient infrastructure replacement programme ▪ Uncontrolled habitation in informal settlements ▪ Insufficient revenue base/lack of economic growth ▪ Equitable funding formula ▪ Insufficient land for graveyards ▪ Substance abuse can become a threat ▪ Farm eviction ▪ Tulbagh roads ▪ Service delivery in informal settlements ▪ Social ills – HIV and TB, crime, substance abuse ▪ Unemployment ▪ Migration / influx control ▪ Land availability ▪ Financial sustainability ▪ Cost of services ▪ Sustainability of low-cost housing ▪ Grant dependency ▪ Animal management ▪ NERSA legislation – non-compliance / compliance ▪ ESKOM / load shedding – incapacity to increase for demand from municipality

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IV. GOVERNMENT ALIGNMENT

Municipalities are encouraged and supported by both national and provincial government to develop realistic and credible IDPs that not only comply with relevant legislation but also–

1. are owned by local leadership, municipal management and the community as the single strategic plan to direct resources within the municipality;
2. are driven by the management team and systems within the municipality with implementation regularly monitored during the year through the performance management system;
3. contain a long-term development strategy that can guide investment across the municipal area;
4. provide an investment plan for national, provincial and local government and non-governmental stakeholders to enhance and enable joint planning and resource alignment to improve service delivery to all stakeholders; and
5. include local area or ward plans to localise the strategy and implementation of the IDP.

National Policy Directives

There is a clear hierarchical structure of national policy directives starting with the Medium Term Strategic Framework for 2019-2044 (MTSF). The plan focuses on the seven priorities and related interventions of the sixth administration of government, and the integrated monitoring framework focuses on monitoring outcomes, indicators and targets towards the achievement of the priorities.

Medium-term Strategic Framework for 2019-2024 (MTSF)

The National Development Plan (NDP) 2030 issued in 2012 set out a long-term vision for the country and provides the programme through which South Africa can advance radical economic transformation through development planning. The Medium Term Strategic Framework (MTSF) 2014-2019 outlined the plan and outcome-based monitoring framework for implementing the NDP during the country's fifth democratic administration. This MTSF 2019-2024 outlines the priorities to be implemented in the sixth administration. It also outlines the priorities and interventions across South Africa's national development pillars.

The South African government sees development planning as a means to achieve national development goals. All three spheres of government conduct development planning: The MTSF reflects the NDP Five Year Implementation Plan and Integrated Monitoring Framework at a national level, the Provincial Growth and Development Strategies / Plans (PGDS/P) of all nine provinces, and will in 2020 incorporate the Integrated Development Plans (IDPs) at Metropolitan and District Municipality level to ensure effective service delivery.

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▪ NATIONAL DEVELOPMENT PLAN – VISION FOR 2030

The plan, adopted by Cabinet on 11 November 2011, helps us to chart a new path for our country.

It focuses on putting in place the things that people need to grasp opportunities such as education and public transport and to broaden the opportunities through economic growth, the availability of jobs and change the life chances of our youth that remain underdeveloped by our apartheid history. Everything in the plan is aimed at reducing poverty and inequality.

In summary the plan has the following objectives that must be achieved by 2030:

1. Create Jobs
2. Expand Infrastructure
3. Transform Urban and Rural Spaces
4. Education and Training
5. Provide Quality Healthcare
6. Build a Capable State
7. Fight Corruption Transformation and Unity

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- **PROVINCIAL STRATEGIC PLAN (PSP) – 2019 - 2024**

- **AN OUTLINE OF THE VISION-INSPIRED PRIORITIES**

1. SAFE AND COHESIVE COMMUNITIES

THE WESTERN CAPE IS A PLACE WHERE RESIDENTS AND VISITORS FEEL SAFE.

When people feel unsafe, it affects every area of their lives. For example, it prevents people from enjoying public spaces and travelling safely to work and discourages our businesses from growing and creating jobs. This is why safety is a theme in our other priorities, and every provincial department will contribute to a safer Province.

This priority focuses on improving law enforcement and addressing the root causes of violent crime, such as child abuse and unemployment.

2. GROWTH AND JOBS

AN ENABLING ENVIRONMENT FOR THE PRIVATE SECTOR AND MARKETS TO DRIVE GROWTH AND CREATE JOBS.

We want to make the Western Cape a place where businesses want to invest and from where businesses export their products. This means we must have excellent infrastructure, skilled workers, and companies that can compete with the best in the world. With this in place, more and more people in the Province will have jobs.

3. EMPOWERING PEOPLE

RESIDENTS OF THE WESTERN CAPE HAVE OPPORTUNITIES TO SHAPE THEIR LIVES AND THE LIVES OF OTHERS, TO ENSURE A MEANINGFUL AND DIGNIFIED LIFE.

We see a Western Cape where families are strong, our youth have the skills, knowledge, and personal character to succeed in the 21st Century world of technology and computers, and all of our people have access to excellent health services.

4. MOBILITY AND SPATIAL TRANSFORMATION

RESIDENTS LIVE IN WELL-CONNECTED, VIBRANT, AND SUSTAINABLE COMMUNITIES AND MOVE AROUND EFFICIENTLY ON SAFE, AFFORDABLE, LOW CARBON PUBLIC TRANSPORT.

We want to see a Western Cape where our people use safe, affordable, and green public transport and live in neighbourhoods that include different racial and income groups and are close to economic and social opportunities.

5. INNOVATION AND CULTURE

GOVERNMENT SERVICES ARE DELIVERED TO THE PEOPLE OF THE WESTERN CAPE IN AN ACCESSIBLE, INNOVATIVE, AND CITIZEN-CENTRIC WAY.

As your provincial government, we are constantly looking for ways to improve our services to you. We will assess our services regularly and try new things, and change what we are doing if we are not meeting your needs.

The Witzenberg Municipality, through its Integrated Development Plan, strives to align its priorities to those of provincial and national government, The following matrix provides the strategic alignment between the three spheres of government.

National Priorities (2019 – 2024)	***Western Cape Vision-inspired Priorities (2019 – 2024)***	***Cape Winelands District Strategic Objectives***	***Witzenberg Strategic Objectives***
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment*	*2.1 Support Institutional Transformation and Development.* *3.1 Provide and maintain facilities that make citizens feel at home.*
5: Social cohesion & safe communities	*1: Safe and Cohesive communities* *3: Empowering People* *5: Innovation and Culture*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.*	*4.1 Support the poor and vulnerable through programmes and policy*
1: Economic transformation and job creation. *4: Spatial integration, human settlements & local government*	*4: Mobility and Spatial Transformation* *2: Growth and Jobs*	*SO : 2 Managing a sustainable bulk services strategy and transport system which foster social and economic opportunities.*	*1.2 Create an enabling environment to attract investment and support local economy.*
6: Capable, ethical and developmental state	*5: Innovation and Culture*	*SO 3: To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.*	*2.1 Support institutional transformation and development.*
4: Spatial integration, human settlements & local government	*4: Mobility and Spatial Transformation*	*SO : 2 Managing a sustainable bulk services strategy and transport system that foster social and economic opportunities.*	*4.2 Create an enabling environment to attract investment and support local economy.*
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities* *3: Empowering People*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape*	*4.1 Support the poor and vulnerable through programmes and policy*

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National Priorities (2019 – 2024)	***Western Cape Vision-inspired Priorities (2019 – 2024)***	***Cape Winelands District Strategic Objectives***	***Witzenberg Strategic Objectives***
		Winelands District through economic, environmental and social infrastructure investment.	
5: Social cohesion & safe communities *2: Education, skills & health*	*1: Safe and Cohesive communities*	*SO 1: To create an environment and forge partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District through economic, environmental and social infrastructure investment.*	*1.1 Sustainable provision and maintenance of basic infrastructure* *1.2 Provide for the needs of informal settlements through improved services.*
6: Capable, ethical and developmental state	*5: Innovation and Culture*	*SO 3: To provide effective and efficient financial and strategic support services to the Cape Winelands District Municipality.*	*2.2 Ensure financial viability* *2.3 Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.*

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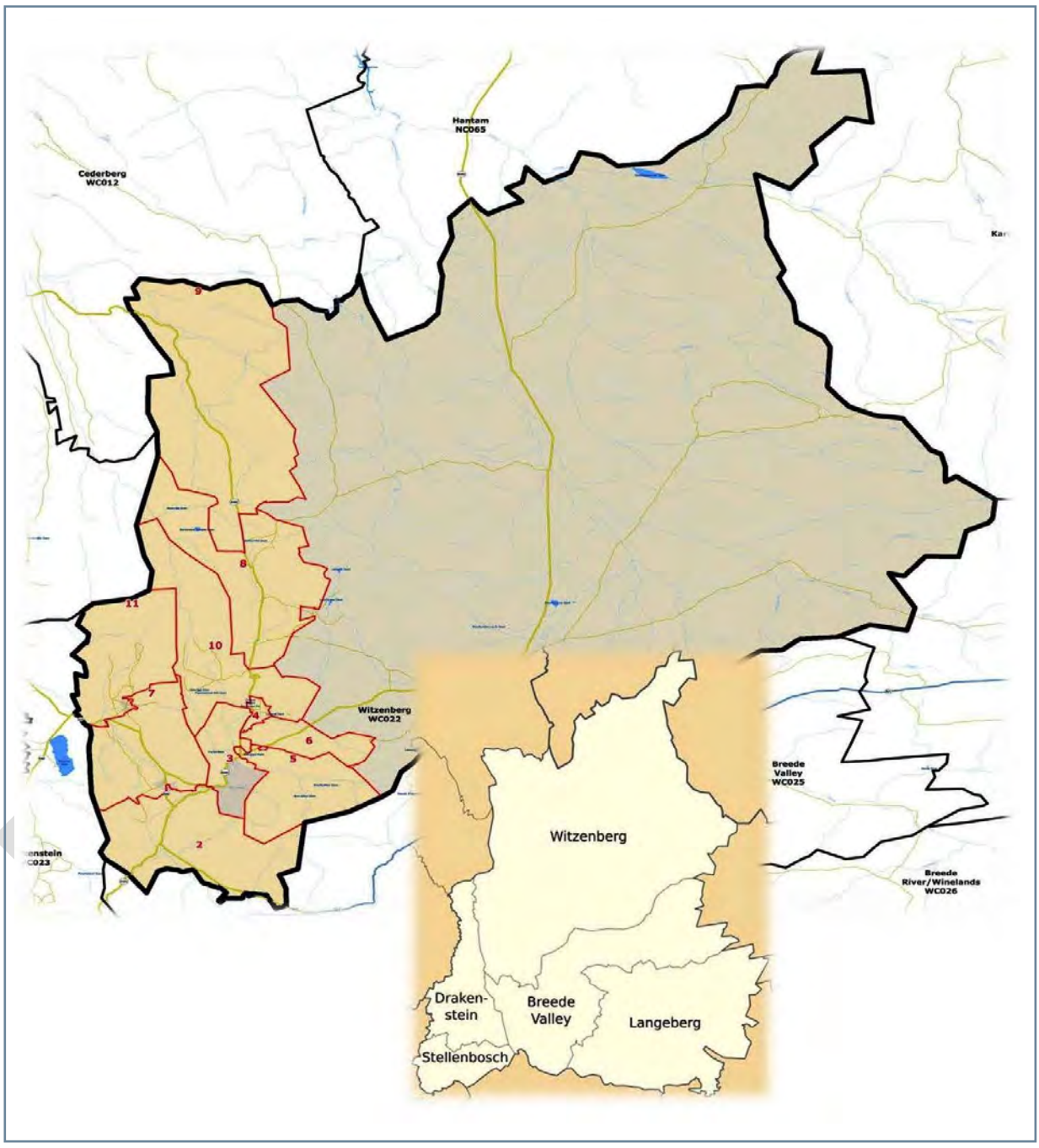
3 SITUATIONAL ANALYSIS

A. SNAPSHOT

I. MAP



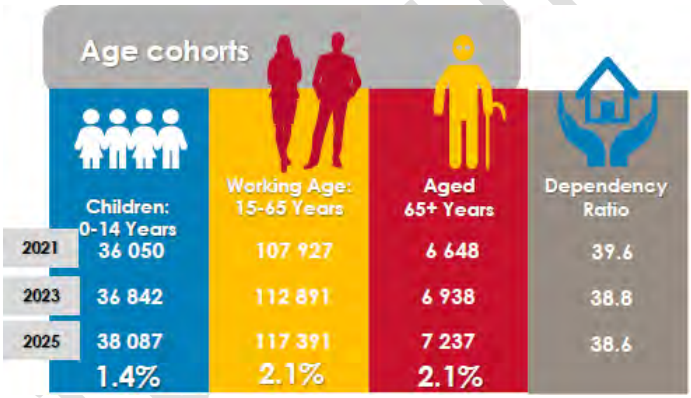
The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B-municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of the Breede River Valley area.

The climate in Witzenberg is known for its hot and dry summer days. Winds are seasonal and generally north-westerly or south-easterly. The average annual rainfall in Ceres is about 1 088 mm and the average temperature range is 2,4°C to 29,9°C.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculture-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

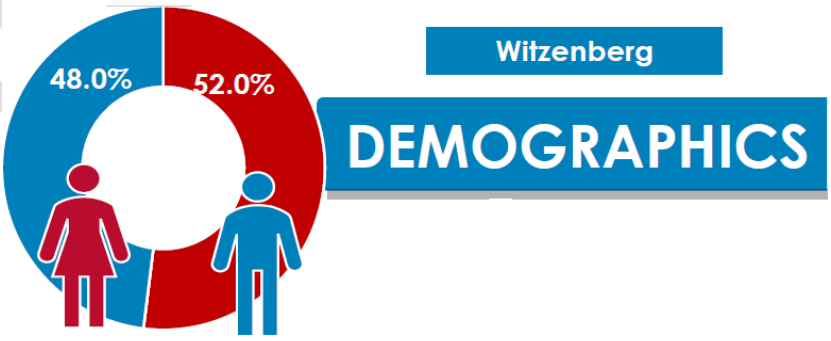
The principal socio-economic realities in our region are:

- Seasonal labour and social grant dependency
- Unemployment rate: 5 339 people
- People in poverty: 24 231
- Skills shortage (illiteracy rate = 36%)
- Youthful population: 56,8% of population is under 30 years of age
- Population concentration: 46,9% rural; 53,1% urban.



Source: Sep-LG 2021

Witzenberg population by gender:



Source: Sep-LG 2021

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Analysis of socio-economic profile

The municipal summary below provides a fair reflection of the socio-economic reality of the municipality. This profile uses data primarily sourced from Statistics South Africa, the Socio-Economic Profile, the Municipal Economic Review and Outlook compiled by Provincial Treasury and administrative data from sector departments. The data sourced from sector departments are the most recent available. The latest survey data available at municipal level from Statistics South Africa is from the 2016 Community Survey; comparisons are also made with the 2011 Census, and the 2022 Socio-Economic Profile produced by Western Cape Provincial Treasury.

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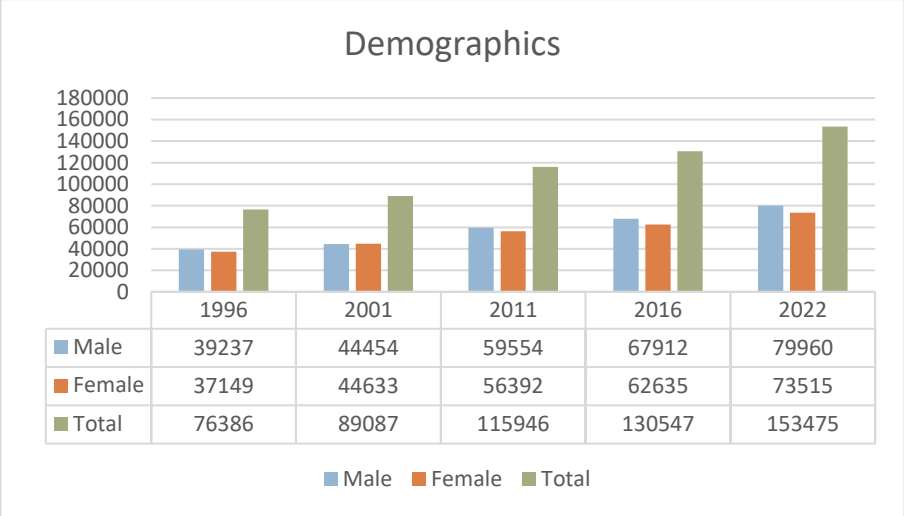


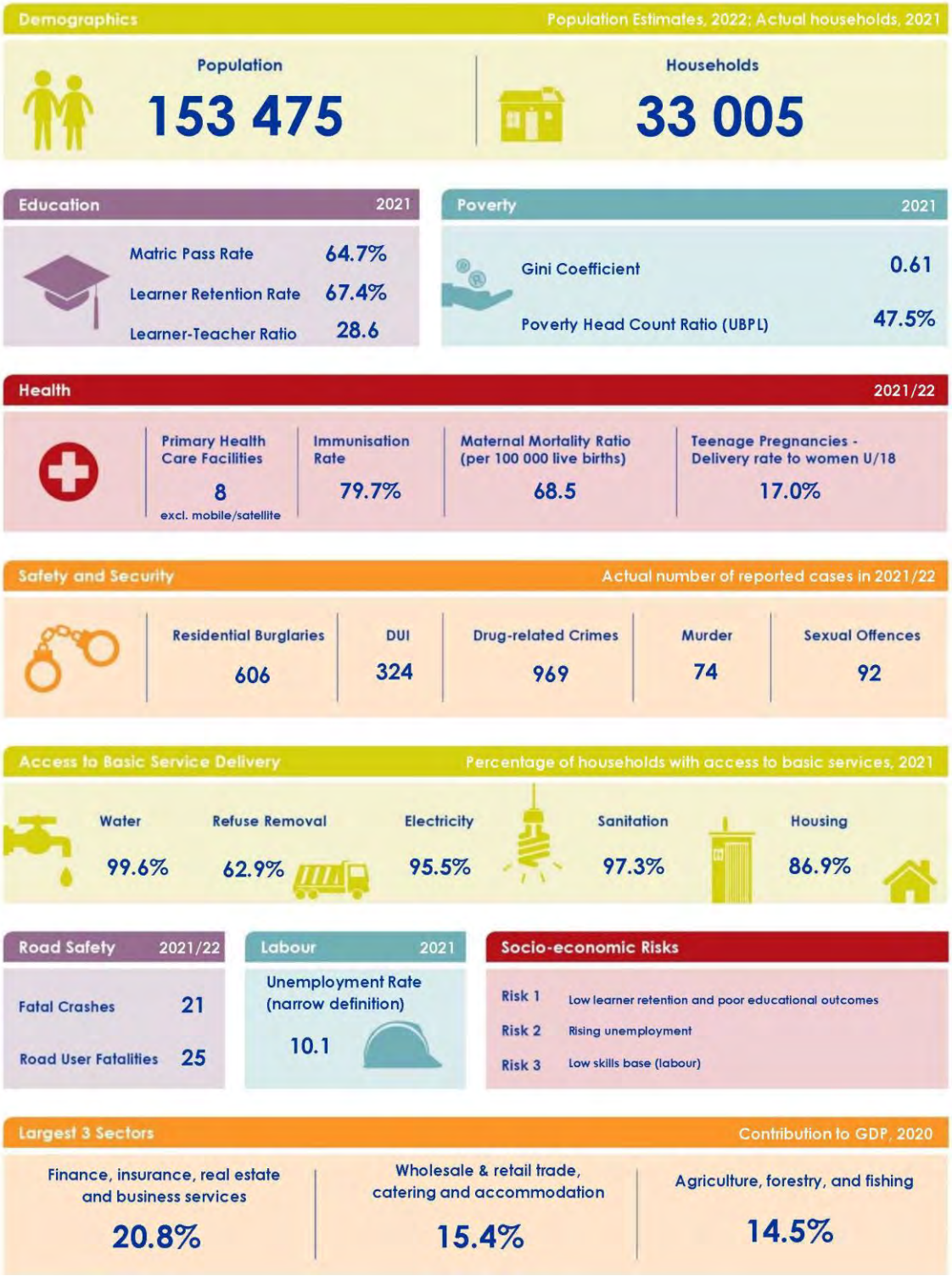
Source: Statistics South Africa/ Socio-Economic Profile 2022

Witzenberg population by gender %

	1996	2001	2011	2016	2022
Male	39237	44454	59554	67912	79960
Female	37149	44633	56392	62635	73515
Total	76386	89087	115946	130548	153475
Male %	**51,4**	**49,9**	**51,4**	**52,0**	**52,1**
Female %	**48,6**	**50,1**	**48,6**	**48,0**	**47.9**

Source: Statistics South Africa/Socio-Economic Profile 2022

1 SNAPSHOT: WITZENBERG AT A GLANCE



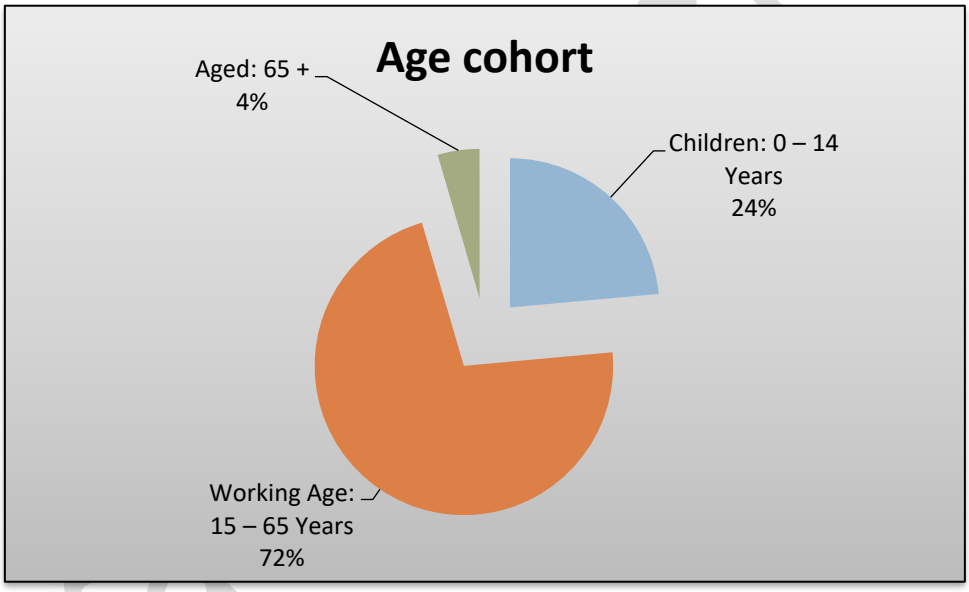
Source: Socio-Economic Profile- Provincial Treasury

Municipal demographics

As of 2022, 16 per cent of the Cape Winelands' population resides in the Witzenberg municipal area. The population totals 153 475 persons in 2022 and is estimated to be 167 536 persons by 2026. This equates to an estimated average annual growth rate of 2.2 per cent for the period. The estimated population growth rate of Witzenberg is therefore 0.5 percentage points higher than the estimated average annual population growth rate of the Cape Winelands District which is 1.7 per cent..

The overall sex ratio (SR) depicts the number of males per 100 females in the population. The data indicates that as of 2022, there are more males than females in the Witzenberg municipal area with a ratio of 52.1 per cent (males) to 47.9 per cent (females). The sex ratio is therefore 109, meaning that for every 100 women there are 109 men. The ratio increases towards 2025, before declining slightly 2026. The increase could be attributed to various factors such as a decrease in male mortality rates and the potential inflow of working males.

Witzenberg: Population age cohort, 2022



Source: Socio-Economic Profile - Provincial Treasury

The infographic also depicts the population composition of the municipal area per age cohort. These groupings are expressed as a dependency ratio which indicates those who are part of the workforce (Age 15 – 64) and those who are dependent on them (children or senior citizens). Between 2022 and 2026, the largest population growth was recorded in both the working age (15-64) and 65+ age category at 2.4 per cent. These predicted growth rates decrease the dependency ratio from 39.1 in 2022 to 37.9 in 2026. The decreasing dependency ratio is beneficial as it implies less pressure on social systems and municipal services. It indicates that a smaller proportion of the Witzenberg population is not working, and, as a result, there is less strain placed on the government for support and the working population to support the non-working population.

Basic education

Education is a powerful change agent that can uplift a nation and establish a healthy and efficient economy. Improved educational outcomes raise productivity, helps individuals acquire jobs, and plays a crucial role in securing economic and social progress. Through indirect positive effects on health and life expectancy, the level of education of a municipal area also influences its welfare.

Learner enrolment in the Witzenberg municipal area increased from 18 503 in 2019 to 19 112 in 2021 (an enrolment of 609 more learners compared to 2019).

Learner enrolment			Learner-teacher ratio	
Year	2020	2021	Average learner-teacher ratio (2020)	Average learner-teacher ratio (2021)
Witzenberg	18 705	19 112	27.8	28.6

Source: Socio-Economic Profile - Provincial Treasury

Learner teacher ratios are indicative of the capacity of schools to accommodate more learners. The Department of Education sets learner-teacher ratio upper limits of 40:1 in ordinary primary schools and 35:1 in ordinary high schools. According to the 2021 School Realities publication, when counting only state-paid educators in the Western Cape, the average learner-teacher ratio was 39.8, a much higher ratio than the average ratio of 31.9 for schools with both state-paid and school-governing-body-paid educators. This reflects the potential challenges faced by state-funded public schools. In the Witzenberg municipal area, the average learner-teacher ratio for 2021 is 29:1 which is lower than the recommended upper limits of 35:1-40:1, enabling the possibility of higher-quality learning opportunities and more individualized teaching.

Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty reduction plans can be realised. Witzenberg's matric pass rate is on a declining trajectory, from 73.9 per cent in 2019 to 64.7 per cent in 2021. This is the lowest rate when compared to other municipalities within the District. These results also do not take into consideration the drop-out rate which as stated above, is more than 30 per cent of learners

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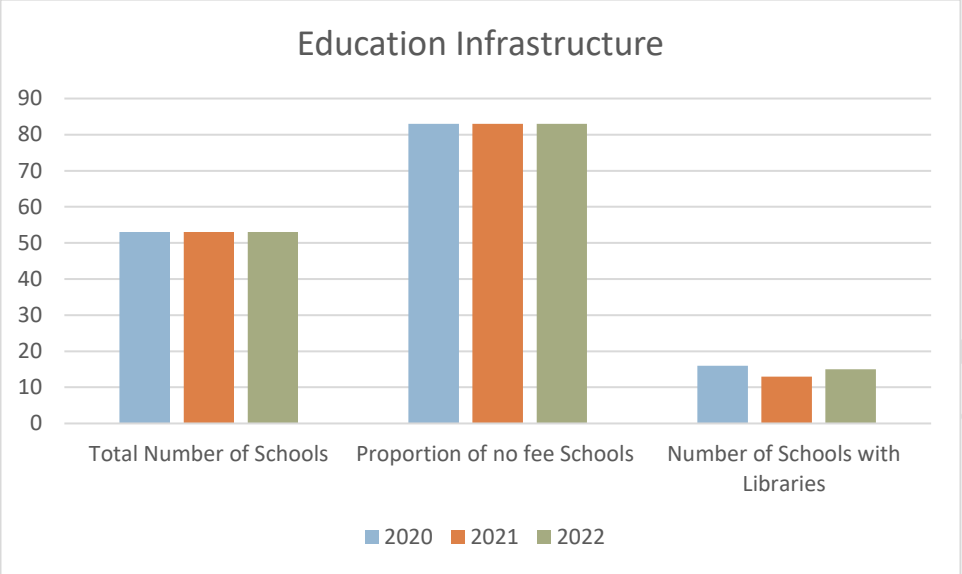
Educational facilities



Source: Socio-Economic Profile - Provincial Treasury

The number of public ordinary schools within the Witzenberg municipal area is recorded at 53 in 2021, which has remained unchanged over the past few years. The Western Cape Education Department has outlined the budget for education infrastructure which amounts to R25 million for the 2022/23 financial year. This allocation will be used for new and replacement infrastructure for Waveren Secondary School.

The No-fee Schools policy abolishes school fees in the poorest 40% of schools nationally for learners from Grade R to Grade 9. As per the policy, schools that do not charge fees will be allocated a larger portion of funding from the national budget per learner, to make up for the fees that would have been charged. The proportion of no-fee schools in the Witzenberg municipal area remains at 83 per cent in 2021, a total of 44 schools.

Of the 53 schools in the Witzenberg municipal area, 15 are equipped with libraries, and 1 under construction at Tulbagh High School. The availability of library facilities within schools contribute towards narrowing the academic attainment gap by allowing students access to information, this in turn is directly linked to improved educational outcomes.

Health

All citizens' rights to access to healthcare services are directly affected by the number and spread of facilities within their geographical reach. South Africa's healthcare system is geared in such a way that people have to move from primary level, with a referral system, to secondary and tertiary levels.

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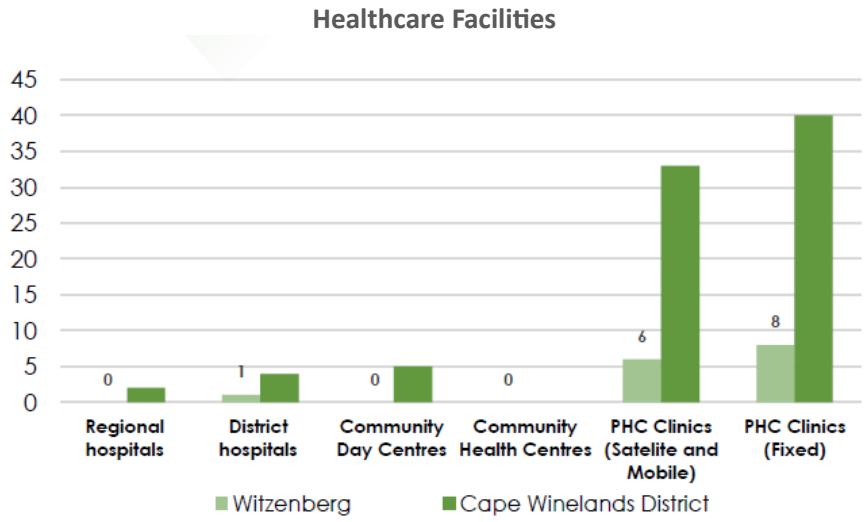


Source: Socio-Economic Profile - Provincial Treasury

In 2021 the Witzenberg municipal area had 8 fixed primary healthcare clinics and 6 mobile/satellite clinics. In addition to these primary healthcare facilities, there is 1 district hospital, as well as 9 ART treatment sites and 10 TB clinics. The municipal area has 34 out of 207 (16.4 per cent) healthcare facilities within the Cape Winelands District.

Emergency Medical Services

Health Indicator	*Witzenberg*	*Cape Winelands*
EMS operational ambulances	*5*	*37*
Number of operational ambulances per 10 000 people	*0.3*	*0.4*

Source: Socio-Economic Profile - Provincial Treasury 2022

The provision of more operational ambulances can provide greater coverage of emergency medical services. In 2021, the Witzenberg municipal area had a total 0.3 ambulances per 10 000 people servicing the municipal area. This number only refers to Provincial ambulances and excludes all private service providers.

HIV/Aids

Area	Total Registered patients receiving ART		Number of new ART patients	
	2020/21	2021/22	2020/21	2021/22
Witzenberg	6 810	5 369	594	522
Cape Winelands District	32 949	32 719	2 825	3 780

Socio Economic Provincial Treasury 2022

Witzenberg's total registered patients receiving antiretroviral treatment (ART) decreased by 1 441 patients, from 6 810 in 2020/21 to 5 369 in 2021/22. In turn, the number of new patients receiving ART also decreased from 594 in 2020/21 to 522 in 2021/22. A total of 32 719 registered patients received antiretroviral treatment in the Cape Winelands District, with the Witzenberg municipal area representing 16.4 per cent of these patients. There has been an average annual decrease of 7.1 per cent between 2016/17 (1 100) and 2021/22 (761) in the number of registered patients receiving TB treatment in the Witzenberg municipal area. Continuous ART is important for maintaining viral suppression. When ART is discontinued, it could lead to an increase in the transmission of HIV to others, as well as high care costs..

Tuberculosis(TB)

Source: Socio-Economic Profile - Provincial Treasury 2022

Safety and Security

Murder

	MURDER	2019/20	2020/21	2021/22
Actual Number	Witzenberg	71	69	74
	Cape Winelands District	381	394	414
Per 100 000	Witzenberg	49	46	49
	Cape Winelands District	41	42	43

Source: Socio-Economic Profile - Provincial Treasury 2022

The number of actual murders in the Witzenberg municipal area increased from 69 reported cases in 2020/21 to 74 in 2021/22. This amounted to an increase in the murder rate from 46 occurrences per 100 000 people to 49 (6.52 per cent). The municipal area's murder rate in 2021/22 was higher than the

District average of 43 but notably below the Province as a whole (56).

Sexual offences

SEXUAL OFFENCES		2019/20	2020/21	2021/22
Actual Number	Witzenberg	136	90	92
	Cape Winelands District	1 012	790	806
Per 100 000	Witzenberg	94	61	61
	Cape Winelands District	110	84	84

Source: Socio-Economic Profile - Provincial Treasury 2022

Sexual offences include rape (updated to the new definition of rape to provide for the inclusion of male rape), sex work, pornography, public indecency and human trafficking.

The reported sexual offences declined by 46 cases from 2019/20 to 2020/2. In 2021/22, there were 92 reported sexual offences in the Witzenberg area compared to 90 in 2020/21. The rate per 100 000 people in Witzenberg (61) is below the District rate of 84. South Africa is amongst the top 5 countries in the world with respect to reports of rape, therefore it is a huge problem that needs to be addressed.

Drug-related offences

DRUG – RELATED OFFENCES		2019/20	2020/21	2021/22
Actual Number	Witzenberg	1 150	881	969
	Cape Winelands District	7 933	5 903	5 729
Per 100 000	Witzenberg	799	597	644
	Cape Winelands District	859	628	600

Source: Socio-Economic Profile - Provincial Treasury

Drug-related crimes refer to the situation where the perpetrator is found to be in possession of, under the influence of, or selling illegal drugs.

Drug-related incidences within the Witzenberg area decreased from 799 cases in 2019/20 to 597 cases in 2020/21. Thereafter, the number of incidences increased between 2020/21 and 2021/22, from 597 to 644. When considering the rate per 100 000 people, at 644 cases per 100 000 people in 2021/22, the Witzenberg area rate is above that of the District (600).

Driving under the influence

DRIVING UNDER THE INFLUENCE		2019/20	2020/21	2021/22
Actual Number	Witzenberg	166	80	324
	Cape Winelands District	980	495	819
Per 100 000	Witzenberg	115	54	216
	Cape Winelands District	106	53	86
Fatal Crashes	Witzenberg	26	13	21
Road user Fatalities	Witzenberg	33	15	25

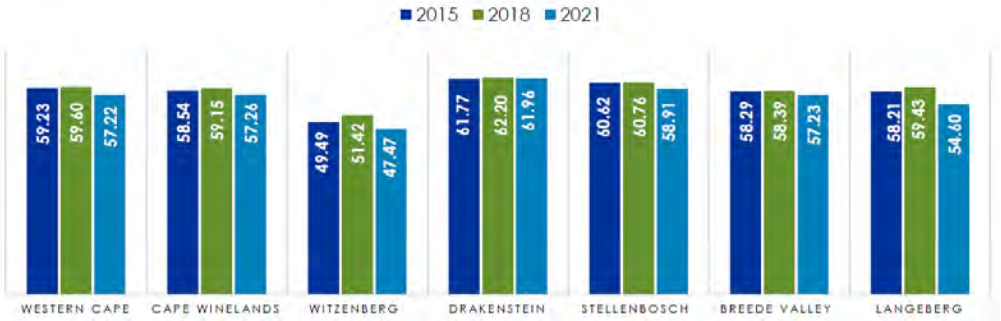
Source: Socio-Economic Profile - Provincial Treasury

A situation where the driver of a vehicle is found to be over the legal blood alcohol limit.

The number of cases of driving under the influence of alcohol or drugs in the Witzenberg area shows a significant increase from 80 in 2020/21 to 324 in 2021/22. In line with the increase in DUI's, the Witzenberg area experienced an increase in the number of road user fatalities (from 15 in 2020/21 to 25 in 2021/22). In addition to this, the municipal area experienced 21 fatal crashes in 2021/22.

Poverty

GDPR per capita is the measure of economic output that accounts for the total number of people. It is achieved by dividing the municipal area's total GDP by its total population in a particular year. An increase in GDPR per capita, i.e., GDPR per person, is experienced only if the economic growth rate exceeds the population growth rate. At R63 733 in 2021 (current prices), Witzenberg's GDPR per capita is below that of the CWD (R67 798) and significantly below that of the Western Cape (R81 650).

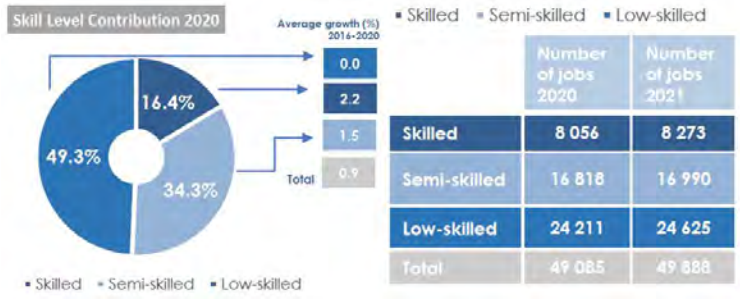


Source: Socio-Economic Profile - Provincial Treasury

The Upper Bound Poverty Line (UBPL) head count ratio is the proportion of the population living below the UBPL i.e., that cannot afford to purchase adequate levels of food and non-food items. The UBPL in South Africa is R1 227 (in April 2019 prices) per person per month.
Poverty affects the social development of communities through lower life expectancy, malnutrition and food insecurity, higher exposure to crime and substance abuse, lower educational attainment and poor living conditions. The NDP aims to eliminate poverty by 2030.

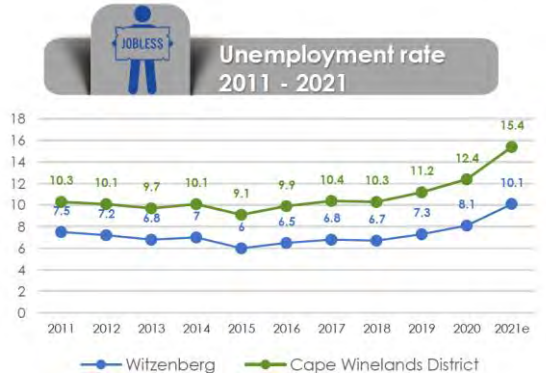
In 2021, 47.5 per cent of Witzenberg's population fell below the UBPL. This figure improved from the 49.5 per cent and 51.4 per cent recorded for the periods 2015 and 2018, respectively. The Witzenberg municipal area represents the lowest proportion of people living in poverty when compared to other municipalities in the District and is below that of the District figure (57.3 per cent) recorded in 2021.

Labour Market Performance



It is estimated that Witzenberg's total employed will in 2021 amount to 58 924 workers, of which 49 888 (84.7 per cent) are employed in the formal sector and 9 036 (15.3 per cent) are informally employed. Employment in the formal sector had an annual average increase of only 0.9 per cent from 2016 to 2020 while the informal sector suffered an annual average decline of 6.19 per cent over this period. The informal economy was responsible for the majority of the job losses in 2021. This is a concern as the informal economy should be able to act as a buffer during times of economic recession.

Most of the formally employed consisted of low-skilled (49.3 per cent) and semi-skilled (34.3 per cent) workers. The skilled category only contributed 16.4 per cent to total formal employment. From 2016 to 2020, the skilled category grew at a pace of 2.2 per cent per annum, followed by the semi-skilled category which grew at a pace of 1.5 per cent per annum, both of which outpaced the low-skilled employment category which experienced no growth over the period. The growth in the skilled and semi-skilled categories reflects the increasing market demand for skilled labour and the need for skills development initiatives, particularly considering the growing tertiary sector in the Witzenberg municipal area.



Witzenberg (estimated at 10.1 per cent in 2021) had the lowest unemployment rate in the Cape Winelands District. The unemployment rate in the municipal area is below the District average of 15.4 per cent and significantly below the Provincial rate of 25.1 per cent. Despite this, unemployment has been on an upward trajectory since 2015, and is largely driven by job losses as a result of the drought, loadshedding and economic recession over this period. The not economically active population has also increased from 2020 to 2021, as job losses and an insufficient supply of jobs have led to an increasing number of discouraged work- seekers. Unfortunately, most job losses affected low skilled and informal workers who are more vulnerable to living in poverty during times of economic decline

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II. BASIC SERVICES ANALYSIS

Witzenberg Municipality provides basic services to all communities residing within the urban edge of towns located in the municipal area. Apart from sanitation services through the emptying of septic tanks in rural areas, no other basic services are provided on privately owned land outside residential built areas. All households in residential areas have access to services such as water provision, sanitation, electricity and waste removal. Informal settlements are serviced through communal water and toilet facilities.

The following statistics on the access to services for the whole of Witzenberg, including areas outside the urban edge, has been provided by Provincial Treasury:

Housing

Access to Formal Housing

Socio-Economic Profile 2020	Witzenberg	Cape Winelands District
Total number of households	33 005	236 480
Formal main dwelling	28 665	194 858
	86.9%	*82.4%*
Water (piped inside dwelling/within 200 m)	*99.6%*	*99.4%*
Electricity (primary source of lighting)	*95.5%*	*96.2%*
Sanitation (flush/chemical toilet)	*97.3%*	*96.6%*
Refuse removal (at least weekly)	*62.9%*	*77.6%*

Source: Socio-Economic Profile - Provincial Treasury 2022

With a total of 33 005 households in the Witzenberg municipal area, 86.9 per cent had access to formal housing. This is the second highest (after Langeberg) when compared to other municipalities within the District and higher than the District average of 82.4 per cent. The proportion of informal dwellings in the municipal area (12.3 per cent) is similar to the District's rate of 12.4 per cent.

With the exception of refuse removal services, access levels in the Witzenberg municipal area were at better levels than access to formal dwellings, with access to piped water inside/within 200m of the dwelling at 99.6 per cent, access to electricity (for lighting) at 95.5 per cent, access to flush or chemical toilet at 97.3 per cent and the removal for refuse at least weekly by local authority at 62.9 per cent of households. These access levels were above the District averages for water and sanitation services, and below District averages for electricity services and refuse removal.

Free Basic Services

Municipalities also provide a package of free basic services to households who are financially vulnerable and struggle to pay for services.

The stressed economic conditions continue to exert pressure on household income levels, which in turn is likely to see the number of indigent households and the demand for free basic services increase.

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Access to basic services for residential communities

The following tables indicate access to basic services with regard to each residential community in Witzenberg. The figures show the number of formal households (accounts) connected to a service delivery network as well as the number of households in informal settlements with access to communal service points. The shortfall in housing units is derived from the Housing Waiting List information as contained in the audited 2017/18 Annual Report.

Basic service provision per ward/town (within urban edge).

Wards	Town	Nr. of Accounts				*Informal	Housing
		Water	Sanitation	Electricity	Refuse	Households	Waiting List
1,12	*Nduli*	1 432	1 449	2 382	1 320	1 114	1 499
3,5	*Ceres*	2 397	2 501	2 879	3 164		2 465
4,6	*Bella Vista*	2 683	2 580	2 602	2 568		
4,1	*Hamlet*	1 397	1 395	ESKOM	1 472	242	1 191
9	*Op-Die-Berg*	544	490	ESKOM	614		850
7,11	*Tulbagh*	1 943	1 964	2 681	1 900	1 988	993
2,7	*Wolseley*	2 576	2 576	2 509	2 425	2 266	1 302
TOTALS		12 972	12 955	13 053	13 463	5 610	8 300

*Informal Households – nr of households in informal areas (excluding backyarders)

Top four service delivery priorities per ward/town.

Wards	Town	Priority Name & Detail	Progress During 2021/22
1,12	Nduli	Housing Project safety	Regular patrols at new housing developments
		Sports grounds needs to be restored/ upgraded	On-going vandalism & theft prohibits restoration
		Electrical theft needs to be clamped down	Illegal connections remain high priority to be addressed through newly developed Illegal electricity connection & theft strategy
		Taxi Violence	Public Transport Plan to address and continuous engagements with roleplayers.
		Provide street/security lights in unsafe areas	Periodic maintenance.
3,5	Ceres	Weekends the Town Main Roads have too much traffic	Spatial Development Plan completed. In progress with precinct plan for R46 towards Nduli.
		Housing need	635 Serviced sites completed & top structures being developed at Vredebes
		Rotational skip removal	New Waste Management Policy
		Playgrounds	Borehole for park irrigation
4,6	Bella Vista	Vandalizing of Municipal property	Increasing law enforcement & coordination with SAPS
		Business hub/mini CBD for Bella Vista	In process to develop container park at Bella Vista / Skoonvlei industry.
		Clamp down on illegal dumping of refuse.	New Waste Management Policy
4,1	Hamlet	Animal control in all areas	Increased law-enforcement
		Illegal occupation of land	Continued law enforcement and inspections
		Xhosa medium school for PA Hamlet area	Conveyed to Provincial Government
		Housing need	Development at Vredebes
9	Op-Die-Berg	Public transport	Negotiations needs to take place with Transport associations
		Restoration and securing of Skurweberg Sports grounds	Sports Master Plan Dev
		Illegal shops and shebeens need to be closed	Continued law enforcement & inspections
		Speed calming still a problem	Increased law enforcement
7,11	Tulbagh	More ablution facilities needed in Chris Hani area, and ASLA Camp	Upgrade of Informal Settlements project underway for Chris Hani
		Informal households utilising storm water as a means to dump their grey water & waste water, which contaminates river. Storm water network in Tulbagh needs to be maintained regularly	Formal housing to be included in housing pipeline to alleviate problem.
		Sewerage network in Chris Hani area needs to be maintained regularly	Periodic maintenance
		River Rehabilitation Programs	Negotiations needs to take place with illegal occupants on river banks
2,7	Wolseley	Illegal occupation of land	Continued law enforcement and inspections
		Restoration and securing of Pine Valley Sports grounds	Sports Master Plan Dev
		Back yard dwellers still a problem, housing need	Housing project planned for future, dependant on grant funding allocations.
		Illegal shops and shebeens need to be closed	Continued law enforcement and inspections

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C SOCIO-ECONOMIC ANALYSIS (PROFILE)

Status of LED Strategy

The purpose of local economic development is to build up the economic capacity of a local area to improve its economic future and the quality of life for all. It is a process by which public, business and non-governmental sector partners work collectively to create better conditions for economic growth and employment generation.

The most prominent places in the WLM area are Tulbagh, Wolseley and Ceres, with Prince Alfred's Hamlet and Op-die-Berg two northern outposts. Activities around these settlements are essentially agriculture based, with the towns being "agricultural service centres", with some agri-processing related to wine, fruit, vegetables and other niche products. The region is also well-known for its fruit and wine products, as well as producing other agriculturally linked products such as olive and grain producing areas, beef and pork products. Horse and cattle stud farms are also found within the municipality.

The municipality has made tremendous progress in mobilising and harnessing the energies and expertise of the business sector in developing effective economic development strategies and programmes.

"To strategically partner with the private sector, other spheres of government and its agencies, development institutions and donor agencies and in concert develop sizable commercial projects which encompasses the imperatives of employment creation and broad-based black economic empowerment and contributing to the general expansion of the economic base of Witzenberg."

This has led to the creation of a relationship between Witzenberg Municipality and Ceres Business Initiative (CBI) who represents the major commercial farmers and businesses in Ceres and surrounding areas.

The other major economic driver in the area is the Tourism Sector and the municipality has undertaken a number of initiatives which should come to fruition over the next five years, including:

1. The Tourism Industry has recorded a very strong growth and has become an important element of the local economy. Key tourism activities include: wine tasting, 4x4 routes, hiking, game reserves, camping, horse riding, fishing, annual community festivals, snow in Ceres during the winter months, agricultural tourism attractions, fruit tours, San cave, museums and historic buildings.

2. Witzenberg Tourism caters for Cape Town and other Western Cape day and weekend tourists, as well as up-country seasonal tourists.

3. The strengthening and partnering with national, provincial and district municipality tourist initiatives.

4. The finalisation and completion of the National Road Corridor through Witzenberg.

5. The finalisation and completion of the Ceres Golf Estate Project.

6. The strengthening of international twinning and partnership agreements (Belgium).

7. The expansion and promotion of the Epic Mountain Bike Tour.

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The expansion and promotion of the 4x4 trails, hiking trails, wine and fruit tourist routes

Skills levels

The municipal area had 59 731 employed workers in 2020, and this is expected to have decreased to 58 924 workers in 2021. The total share of formal employment was 82.2 per cent, with the majority of workers being low-skilled. The proportion of skilled employment in the municipal area was 13.5 per cent. The percentage of informal employment in 2020 was 17.8 per cent in the Witzenberg municipal area. The unemployment rate for 2020 was 8.1 per cent, and this is estimated to have increased to 10.1 per cent in 2021. Labour force participation is estimated to have reached 66.4 per cent in 2021 from 67.3 per cent in 2020..

Witzenberg skills levels

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021e
Skilled	347	330	307	329	336	404	199	338	344	-53	217
Semi-skilled	597	787	724	546	1 177	829	503	692	543	-536	172
Low-skilled	67	1 082	987	-73	3 214	524	69	484	607	-1 106	414
Informal	-204	374	946	65	1 802	-1 089	327	-425	-682	-2 318	-1 610

Source: Municipal Economic Review Outlook – PT

Between 2011 and 2020 a net total of 13 394 jobs were created in the municipal area, with the majority of jobs created for semi-skilled workers (5 862 jobs), followed by low-skilled workers (5 855 jobs), and 2 881 skilled jobs were created in the same period. A total of 1 204 informal jobs were lost between 2011 and 2020.

It is estimated that job losses continued in 2021, with an estimated 807 jobs lost. Formal labour indicated the most resilience. It is estimated that 217 jobs were created for skilled workers in 2021, which will recover the 53 skilled jobs lost in 2020. An estimated 172 jobs were created for semi-skilled workers in 2021, and for low-skilled workers it is estimated that 414 jobs were created. Informal employment continued to contract, with an estimated 1 610 jobs lost in 2021.

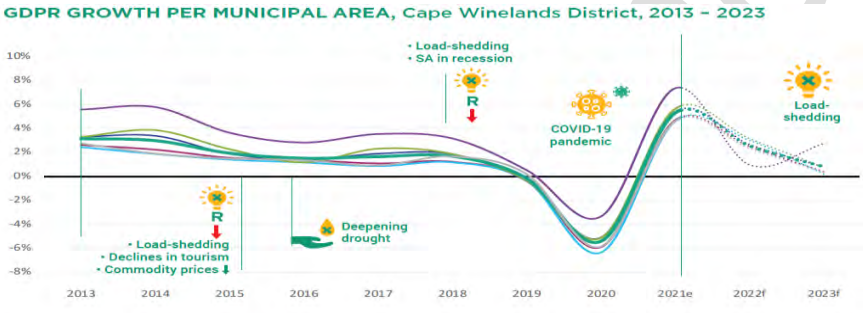
Growth in GDPR Performance

Between 2013 and 2019, the CWD recorded a downward trend in GDPR growth. This culminated in a contraction of 0.2 per cent recorded by the District in 2019. Downward trends in growth are attributable to events such as load-shedding between 2014 and 2015, as well as from 2018 onwards.8 Other causes include drought impacts on the District economy as a result of the decreased agricultural and agro-processing output.9 As the production of fruit and wine decreased in the District, agricultural exports also declined within the period.

In 2020, the CWD recorded a contraction in GDPR growth of 5.5 per cent. This contraction was below that of the Province, which recorded a contraction of 5.9 per cent during the year. The year was defined by the impact of the COVID-19 pandemic on the District economy, with all municipal areas recording contractions above 3.0 per cent. The largest contraction (6.4 per cent) was recorded by the

Stellenbosch municipal area. All trade as well as many industries in the District were affected by the national lockdown. As the District largely relies on trade and manufacturing, the CWD was greatly affected by policy responses to the pandemic, such as the national lockdown and restriction of economic activity limited only to essential goods and services.

It is estimated that the District recorded a growth rate of 5.3 per cent in 2021. It is also estimated that the Witzenberg municipal area led all the municipal areas, with a growth rate of 7.3 per cent in 2021. This is not likely to have had a large effect on the District's GDPR, as the Witzenberg municipal area has the second-smallest GDPR contribution to the District. However, it is forecast that the District will not be able to sustain the 2021 growth rate, with a forecast growth rate of 2.5 per cent in 2022. Forecasts in 2023 suggest that the District will continue the downward trend, with the District expected to record a growth rate of 0.8 per cent. Furthermore, forecasts for the District are likely to be impacted by increased inflation rates and monetary policy responses by the SARB to increase the repo rate. This is also seen in the estimated growth of the tertiary sectors in the District.



	2013	2014	2015	2016	2017	2018	2019	2020	2021e	2022f	2023f
Western Cape	2.7%	1.9%	1.5%	1.3%	0.9%	1.6%	0.1%	-5.9%	4.6%	2.3%	0.3%
Cape Winelands District	**3.1%**	**2.9%**	**1.9%**	**1.5%**	**1.6%**	**1.6%**	**-0.2%**	**-5.5%**	**5.3%**	**2.5%**	**0.8%**
Witzenberg	5.6%	5.8%	3.6%	2.8%	3.5%	3.1%	0.5%	-3.4%	7.3%	0.9%	2.7%
Drakenstein	2.6%	2.2%	1.6%	1.4%	1.1%	1.2%	-0.2%	-5.9%	4.7%	2.5%	0.4%
Stellenbosch	2.4%	1.9%	1.4%	1.1%	0.8%	1.2%	-0.4%	-6.4%	4.6%	3.0%	0.2%
Breede Valley	3.3%	3.4%	1.9%	1.4%	1.9%	1.8%	-0.4%	-5.1%	5.4%	2.6%	0.8%
Langeberg	3.3%	3.9%	2.3%	1.2%	2.3%	1.9%	-0.3%	-5.1%	5.7%	3.1%	0.8%

Source: Municipal Economic Review Outlook – PT

GDPR contribution and average growth rates per municipal area

MUNICIPALITY	R value 2020	Trend 2011 – 2020 (%)	Trend 2016 – 2020 (%)
Witzenberg	R10.4 billion (13.5%)	3.2%	1.3%
Drakenstein	R25.2 billion (32.9%)	0.9%	-0.5%
Stellenbosch	R18.6 billion (24.3%)	0.7%	-0.7%
Breede Valley	R14.7 billion (19.1%)	1.4%	-0.1%
Langeberg	R7.8 billion (10.2%)	1.6%	0.0%
Cape Winelands District	**R76.7 billion (100.0%)**	**1.3%**	**-0.2%**
Western Cape	**R691.0 billion**	**1.0%**	**-0.4%**

Source: Municipal Economic Review Outlook – PT

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Cape Winelands District employment growth, 2020

EMPLOYMENT CONTRIBUTION AND GROWTH, Cape Winelands District

CAPE WINELANDS
361 617 (100.0%)

WESTERN CAPE
2 378 802

MUNICIPALITY	Number of jobs 2020	Average annual change 2011 – 2020	Average annual change 2016 – 2020	Net change 2021e
Witzenberg	59 731 (16.5%)	1 339	-69	-807
Drakenstein	103 684 (28.7%)	1 240	-849	-2 583
Stellenbosch	71 911 (19.9%)	639	-865	-2 435
Breede Valley	78 516 (21.7%)	950	-881	-2 241
Langeberg	47 775 (13.2%)	451	-987	-2 160
Cape Winelands District	**361 617 (100.0%)**	**4 618**	**-3 652**	**-10 226**
Western Cape	2 378 802	22 093	-20 286	-69 033

Source: Quantec Research, 2022 (e denotes estimate)

Household income

In 2020, the average monthly household income in the CWD was R17 537 (in current prices), which was lower than the average household income in the Western Cape in 2020. Between 2016 and 2020, the average household income in the Province declined by an average annual rate of 1.8 per cent, while that of the CWD declined by an average annual rate of 1.5 per cent.

The municipal areas that had the lowest average household income were the Langeberg (R14 250) and Breede Valley (R15 214) municipal areas. Notably the Witzenberg municipal area experienced the smallest decline in the period under review, contracting by an average annual rate of 0.2 per cent. The Drakenstein municipal area experienced a significant contraction in average monthly household income during the period under review (2.0 per cent). However, when considering the average inflation over the period, household income in these municipal areas did not grow sufficiently to compensate for higher prices. Since 2016, annual inflation has been on a declining trend, while remaining within the targets set by the SARB. At a rate of 3.3 per cent in 2020, inflation was at its lowest level in more than a decade. However, average inflation started increasing in 2021.

MUNICIPAL AREA	Average household income 2020 (current prices)	Trend 2016 – 2020
Witzenberg	R17 392	-0.2%
Drakenstein	R19 547	-2.0%
Stellenbosch	R19 325	-1.7%
Breede Valley	R15 214	-1.8%
Langeberg	R14 250	-0.5%
Cape Winelands District	**R17 537**	**-1.5%**
Western Cape	R18 995	-1.8%

Source: Socio-Economic Profile – PT – Quantec Research 2020

Employment per sector

Witzenberg GDPR and employment performance per sector, 2021

EMPLOYMENT PERFORMANCE PER SECTOR, Witzenberg SECTOR	Number of jobs 2020	Average annual change 2011 – 2020	Average annual change 2016 – 2020	Annual change in employment 2019	2020	2021e
Primary Sector	**18 160 (30.4%)**	**29**	**-866**	**-288**	**-1 715**	**-617**
Agriculture, forestry & fishing	18 155 (30.4%)	29	-866	-288	-1 714	-617
Mining & quarrying	5 (0.0%)	-	-0	-	-1	-
Secondary Sector	**7 601 (12.7%)**	**208**	**86**	**-21**	**-457**	**-177**
Manufacturing	3 643 (6.1%)	38	9	59	-171	-83
Electricity, gas & water	224 (0.4%)	8	6	6	-3	-
Construction	3 734 (6.3%)	162	71	-86	-283	-94
Tertiary Sector	**33 970 (56.9%)**	**1 103**	**711**	**1 121**	**-1 841**	**-13**
Wholesale & retail trade, catering & accommodation	11 684 (19.6%)	375	223	429	-1 109	-346
Transport, storage & communication	1 409 (2.4%)	42	2	45	-156	-104
Finance, insurance, real estate & business services	6 771 (11.3%)	273	244	304	-60	49
General government	3 998 (6.7%)	148	114	138	37	106
Community, social & personal services	10 108 (16.9%)	265	128	205	-553	282
Total Witzenberg	**59 731 (100.0%)**	**1 339**	**-69**	**812**	**-4 013**	**-807**

Source: Municipal Economic Review Outlook – PT Quantec Research, 2022 (e denotes estimate)

The Witzenberg municipal area had a total of 59 731 jobs in 2020. The tertiary sector was the largest contributor with 33 970 jobs (56.9 per cent), followed by the primary sector with 18 160 jobs (30.4 per cent) and the secondary sector contributing 7 601 jobs (12.7 per cent). Between 2011 and 2020 the municipal area created 1 339 jobs annually, on average, with the most jobs created in the trade sector (375 jobs). The municipal area lost 69 jobs annually, on average, between 2016 and 2020, with COVID-19 being the reason for the large number of jobs shed in 2020. The sector contributing the most to the job-shedding was the agriculture sector, with 866 jobs lost between 2016 and 2020.

The agriculture sector is estimated to have contracted by a further 617 jobs in 2021, with the largest share of the estimated total number of jobs lost within the municipal area. Some agricultural operations were affected by the COVID-19 regulations, for example the wine industry was not able to operate under level five regulations in 2020. The other possible explanation for job losses in the sector was the increase in the minimum wage from R20.76 to R21.69 per hour.

It is estimated that the effects of COVID-19 continued to result in job losses in 2021, with a total of 807 jobs lost. It is important for the municipal area to focus on skills development for workers to ensure that they have the necessary skills to be employed. The only sectors that are estimated to have created jobs in 2021 are the finance, general government and community services sectors.

V. SMALL, MICRO AND MEDIUM ENTERPRISES

Most current economic research data indicate that SMMEs play major role in creation of jobs at a local level. The Witzenberg SMME sector has been organised into an active business forum that meets regularly to develop new projects and shares business challenges. The municipality has organised a number of training sessions with this sector around mentoring and coaching, business skills, business plan writing, budgeting and financial planning etc. These programmes were organised through the Red Door, IDT, Seda, Provincial Economic Unit, DTI etc. These programmes will be expanded and specific attention will be given to the promotion of this sector through the municipal procurement supply chain.

Local contractors were capacitated with contractor development training, as well as Western Cape Department Supply Chain workshops, where they could also access information on SARS and the Construction Industry Development Board (CIDB). Mentoring projects for contractors are planned for the new financial year.

Arts and crafts entrepreneurs were capacitated with tourism awareness training and creativity workshops. Entrepreneurs were also connected with organisations in Cape Town such as the Cape Craft Development Institute (CCDI), where they were assisted with business services and product enhancement. Access to markets were provided to entrepreneurs by means of an arts and crafts expo and craft market.

A Tulbagh arts and crafts programme was also launched for youth in Tulbagh where training in products such as recycling, painting and mosaic were conducted by a local entrepreneur, thereby also empowering local artists to impart their skill. The youth were also connected with festivals where they could sell their products to tourists.

Tourism projects planned for the new financial year include increased efforts for entrepreneurs to access markets and business capacity building.

III. TOURISM

Witzenberg Municipality manages local tourism in the form of a service level agreement (SLA) with three local tourism organisations, which conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area.
Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through the attraction of tourists, awareness campaigns, roadshows, expos, events and festivals.
Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.
Their functions include:
Marketing the area, events and activities.
Creating opportunities for transformation, niching, diversification and support of new stakeholders.

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Ensuring that tourism development remains on trend.
Promotion and development of Accessible Tourism.
To enlist new members and plan for the growth of both operations and market.
As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:
Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas, mountains, snow, and skylines).
Promotion and protection of the local towns, events and the municipal brand.
Promotion of conservation and Green Tourism.
Provision of statistical research and data outputs.
Promotion of Agri-Tourism.
The growth and expansion of tourism.
Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.
Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.
Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites.
Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.
Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

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5 SPATIAL ANALYSIS

EXECUTIVE SUMMARY AND MAIN FOCUS OF THE WITZENBERG MSDF

The 2019 Witzenberg Municipal Spatial Development Framework (MSDF) – once approved by Council – will replace the current MSDF prepared in 2012. The 2019 MSDF has been prepared within the legislative and regulatory framework set by the national Spatial Planning and Land Use Management Act (ACT 16 of 2013), provincial Land Use Planning Act (2014), and Witzenberg Municipality Land Use Planning By- Law, 2015. It is also directed by a range of policy and guideline documents prepared by different spheres of government, including the Western Cape Government Provincial Spatial Development Framework (2014) and the Witzenberg Municipality Integrated Development Plan (IDP) 2017-2022 (and annual reviews).

Based on analysis of existing patterns of spatial development within the municipal areas, and expected need for different activities to be accommodated over the planning period, the MSDF sets outline spatial policy, plans, proposals, guidelines, and implementation measures for Witzenberg Municipality as a whole and individual settlements within the Municipality.

In its direction, the MSDF has five specific foci:

1. The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg's natural environment and associated resources. Humanity depends on nature for physical and spiritual sustenance, livelihoods, and survival. Ecosystems provide numerous benefits or ecosystem services that underpin economic development and support human well- being. They include provisioning services such as food, freshwater, and fuel as well as an array of regulating services such as water purification, pollination, and climate regulation. Healthy ecosystems are a prerequisite to sustaining economic development and mitigating and adapting to climate change. The plan provides for activities enabling access to nature in a manner which does not detract from the functionality and integrity of nature and farming areas and landscapes.

2. The second is to maintain and expand the Municipality's key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

3. The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high- value agricultural land from urban development.
The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

4. The fourth is to maintain and expand access to Witzenberg's unique sense of people and place.
Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples' interaction with the landscape. Also critical is the SPLUMA principle of "spatial justice"; implying that past spatial and other development imbalances must be redressed through improved access to and use of land, as well as the inclusion of persons and areas that were previously excluded, with an emphasis on informal settlements, and areas characterised by widespread poverty and deprivation.

5. The fifth is to maintain and expand opportunity associated with Witzenberg's key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature and agriculture.

It is anticipated that a major review of the MSDF will occur every five years, in parallel with the municipal IDP. Improvements, amendments, and refinements to the MSDF can occur annually.

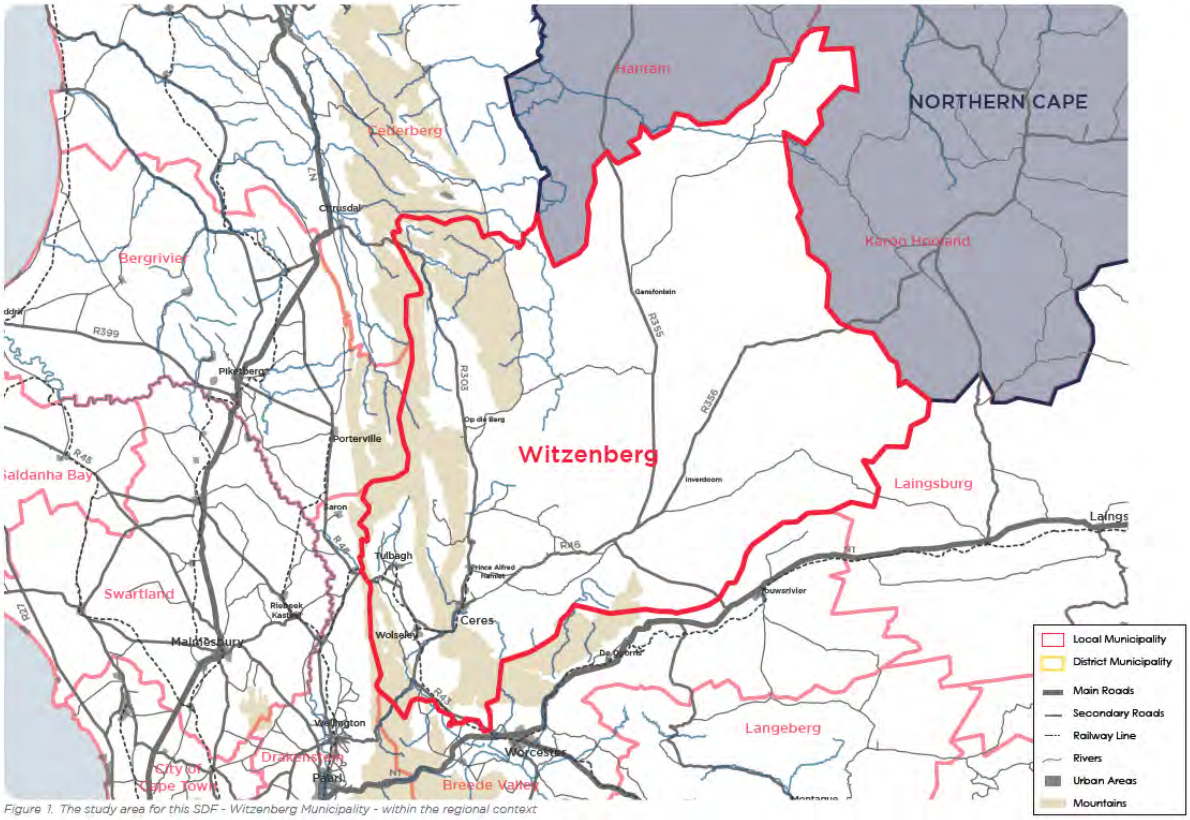


Figure 1. The study area for this SDF - Witzenberg Municipality - within the regional context

REGIONAL CONTEXT

Witzenberg Municipality is situated within the Cape Winelands District (CWD), the largest non-metro district within the broader Western Cape Province economy, contributing 11,7 % towards provincial GDPR and 14.2 % to provincial employment (as per the 2015 statistics recorded in the IDP 2017-2022). CWD is also the biggest producer of stone fruit in the Province, and accounts for approximately 74% of all stone fruit production. The most economic functional areas for the production of stone fruits in this region are the Ceres-Tulbagh area (40%) and the Montagu-Robertson area (39%). Most processors and storage facilities are located in these areas. Finished products are sent from these areas to Stellenbosch, Paarl and Wellington from where it is distributed to retailers. Most of the produce is directly exported (for example, the Du Toit Group exports to 50 countries).

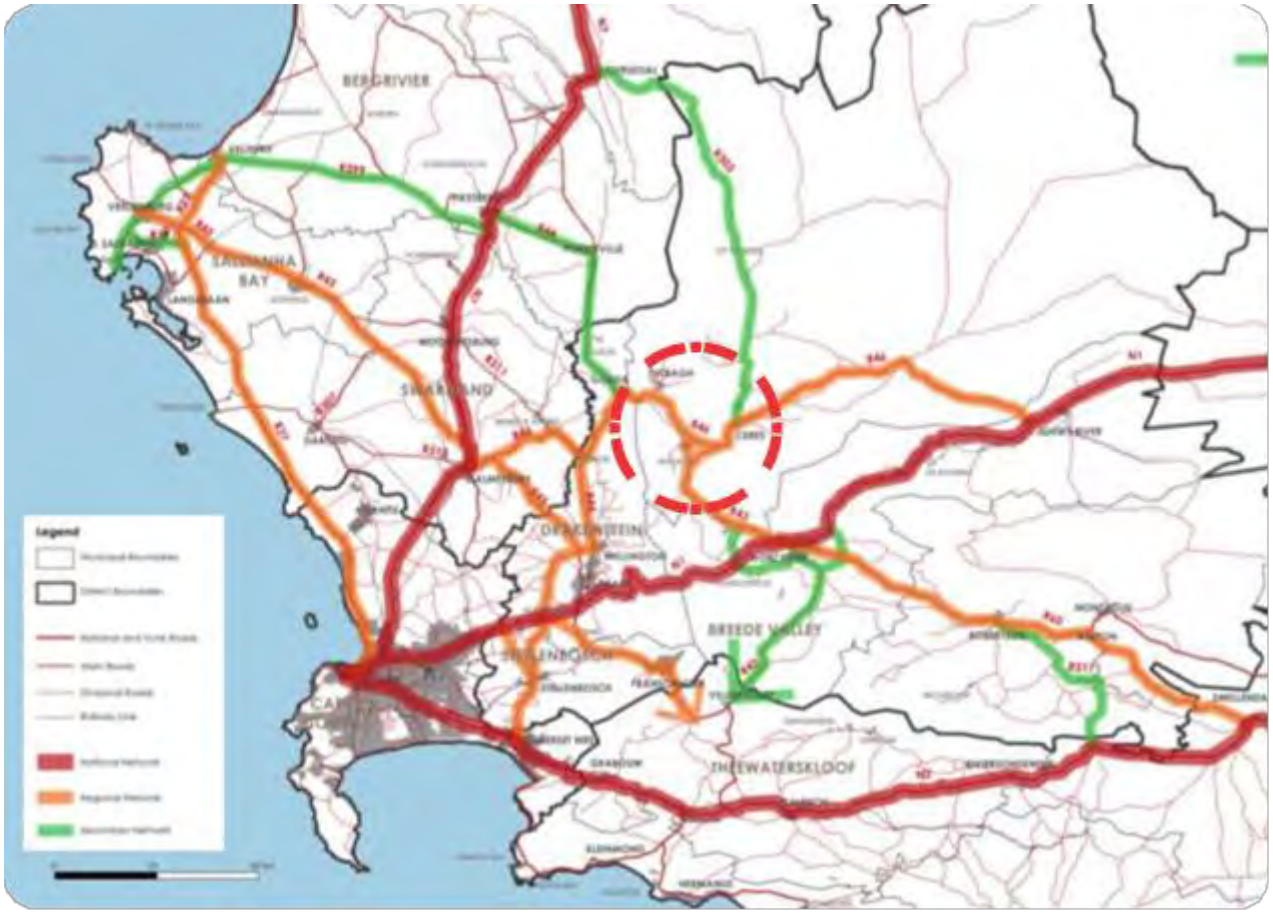
Witzenberg's importance as a functional region within the broader agricultural space economy and its role as a primary regional service center has been recognized through the identification of a possible Agri-park in Ceres. The area is also situated within one of the PSDF's identified Rural Development Corridors.

Ceres is strategically situated between the N1 and N7 national routes, forming part of the proposed regional road freight network as identified in the Greater Cape Metro and Greater Saldanha Regional Implementation frameworks.

These networks aim to improve linkages from Piketberg via Gouda/ Tulbagh through to Ceres and then linking into the N1 either via Worcester or Touwsriver, placing Ceres at the centre of the regional network.

In addition to WItzenberg's regional agricultural economic role, the area also hosts a high concentration of heritage resources, mountains, mountain passes and unique landscapes, as illustrated in Figure 21. Its position within the region as the primary gateway to the Warm and Koue Bokkeveld and Tanka Karoo also contributes to its strategic position and role in terms of tourism.

The position of Ceres and Tulbagh in relation to the GCM area and the PSDF Rural Development Corridors (GCM RSIF, 2017)



The position of Ceres in relation to the proposed regional road freight network of the Province (GS RSIF, 2018)

PLANS AND SETTLEMENT PROPOSALS

The sections below outline plans and written proposals for:

- Witzenberg Municipality as a whole.
- Individual settlements within Witzenberg Municipality.
- Guidelines for managing specific activities landscape-wide and within settlements.

It is important to remember that the plans constitute one type of planning instrument. Not all of the MSDF objectives or intent can be readily illustrated two dimensionally on a plan. Therefore, the plans are accompanied by descriptions of plan elements and associated proposals. The plans should be read with the written information contained in the descriptions accompanying the plans as well as the policies and guidelines contained in the MSDF. Each settlement plan is introduced by a concept plan, an illustration of the core ideas related to spatial management and development of the settlement.

As indicated elsewhere in this document, spatial plans and proposals can seldomly be fully implemented without supportive actions in other functional areas or sectors. For example, it is doubtful whether the desired form of compact, diverse, inclusive, and walkable settlements will be achieved without parallel supportive initiatives to manage the unimpeded use of private vehicles. For this reason, the plan descriptions also include – where important – related non-spatial proposals.

Broadly – and aligned to the SPLUMA MSDF guidelines – the settlement plans entail three types of actions or initiatives:

- Protective actions – things to be protected and maintained to achieve the vision and spatial concept.
- Change actions – things that need to change, transformed, or enhanced to achieve the vision and spatial concept.
- New development actions – new development or initiatives to be undertaken to achieve the vision and spatial concept.

Under these broad types of actions, strategic focus areas and settlement elements are dealt with; for example, protective actions will broadly relate to protecting elements of nature, agriculture, scenic landscapes, historically and culturally significant precincts and places, and so on.

WITZENBERG MUNICIPALITY AS A WHOLE

The overall plan for Witzenberg Municipality essentially comprises of:

- Landscape-wide Spatial Planning Categories

(SPCs) and associated land use guidelines.

- A settlement hierarchy and associated settlement development and management guidelines.
- Places of cultural and scenic significance.
- Municipal-wide infrastructure.

LANDSCAPE-WIDE SPATIAL PLANNING CATEGORIES

At the broadest level of municipal planning, desired land use patterns are reflected in the delineation of landscape-wide or municipal-wide Spatial Planning Categories (SPCs), namely Core, Buffer, Agriculture and Settlement categories. The definition of SPCs

is based on the Western Cape Biodiversity Spatial Plan, 2017 (WCBSP) which delineates the Western Cape's biodiversity network.

In general terms, the definition of SPCs is directed by the understanding that:

- The Western Cape's biological diversity underpins livelihoods, the Province's economy and the provision of ecosystem services. The spatial continuity and connectivity of the biodiversity network strengthens its resilience. Different categories of biodiversity areas indicated in the WCBSP Map and SPCs have specific management objectives, according

to their biodiversity priority. In broad terms,

the biodiversity priority areas need to be maintained in a healthy and functioning condition, whilst those that are less important for biodiversity can be used for a variety of other land uses.

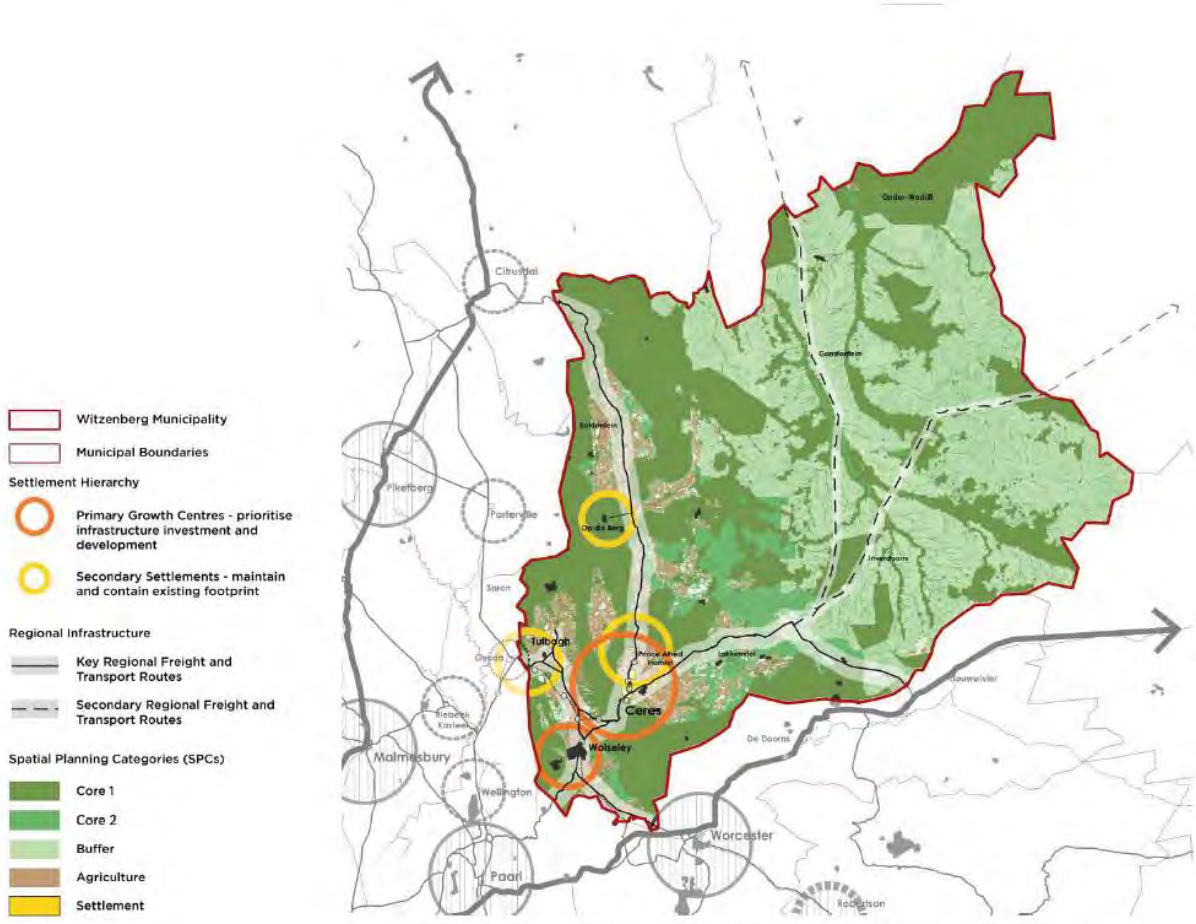
- Cultivatable soils and mineral resources are non-renewable assets, important foundations of the Western Cape economy. As agricultural output is the basis of the Western Cape's rural economy and an important input to the urban economy, safeguarding the Province's agricultural resources, and productively using them without compromising biodiversity, heritage and scenic resources, remains a key challenge. There is limited suitable land available for extension of the Province's agricultural footprint, and water availability limits the use of cultivatable soils.
- Settlements – of different sizes – support critical livelihood opportunity and economic exchange. A key concern is to maintain and grow the efficient functioning of settlements while preventing encroachment into priority biodiversity, agricultural, scenic areas.

The landscape- wide SPCs for Witzenberg Municipality. The tables also list the names of key places which forms part of each SPC, what activities are broadly supported in each category, the activities not supported, and the overall desired form of development in each category.

The activities supported and overall desired form of development in each SPC is based on the guidelines contained in the Western Cape Land Use Planning Guidelines Rural, March 2019. For a fuller explanation of each SPC, the full Rural

Guidelines document should be consulted1.

The guidelines were prepared to establish norms and standards based on evidence and is aligned with international, national, and provincial policy related to the sustainable use of natural resources and agricultural land.



Consolidated Municipal Framework Map for the Witzenberg Municipality as a whole

Landscape-wide Spatial Planning Categories

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Core 1	Areas that must be maintained in, or restored to, a natural state in order to sustain biodiversity patterns and processes and the functionality of eco-system services.	• Formal protected areas and Mountain Catchment Areas: Tankwa Karoo NP, Matroosberg MCA, Cederberg MCA, Kouebokkeveld MCA, Winterhoek MCA, Hawequas MCA. • Private nature reserves. • Areas designated by the WCBSP as CBA1.	• Essentially Core areas are "no-go" areas from a development perspective. Human impact must be restricted to ensure that there is no further loss of natural habitat. • Conservation management activities should be encouraged. • Subject to stringent controls biodiversity-compatible land uses that may be accommodated include non-consumptive low impact eco-tourism activities (e.g. hiking trails, bird and game watching, and visitor overnight accommodation); and harvesting of natural resources (e.g. wildflowers for medicinal, culinary or commercial use). • Controlled livestock grazing and game farming must be informed by the habitat type, grazing potential and other site sensitivities. No further loss of natural habitat should occur and lower than standard stocking rates should be applied. • Land consolidation	• Mining or prospecting. • Extensive or intensive grazing. • Conversion of natural habitat for cultivation or forestry. • Large-scale eco-tourism. • Subdivision. • Expansion of settlements.	Small low-density footprints, and temporary structures are preferred with units carefully dispersed or clustered to achieve least impact. The use of alternative porous materials and innovative eco-friendly design concepts are encouraged.
Core 2	Areas in a degraded condition that must be rehabilitated in order to sustain biodiversity patterns and processes and the functionality of eco-system services. Includes areas that support the ecological functioning of critical biodiversity areas.	• Areas designated by the WCBSP as CBA2 or ESA1. • Lower slopes and foothills in Land van Waveren and Warm Bokkeveld. • Degraded reaches of the Groot and Doring Rivers in the Ceres and Tankwa Karoo. • Watercourses and their buffers in the Ceres and Tankwa Karoo.	• As for Core 1 whilst allowing for a limited increase in scale of development in less sensitive areas (provided ecological processes are not disrupted). • Where existing agricultural activities (e.g. extensive livestock or game farming) occur in Core 1 or Core 2 Areas, it needs to be subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species.	• Extension of intensive or extensive agriculture. • Mining or prospecting. • Large-scale cultivation. • Urban or industrial development.	As for Core 1. Detailed site-level mapping of habitat conditions should inform the placement of essential buildings or structures in Core Areas. Disturbed footprints should preferably be utilised.
Buffer 1	Large intact portions and remnants of natural or near natural vegetation not designated as Core Areas but in proximity to them.	• Areas designated by the WCBSP as Other Natural Area, in proximity to or adjacent to Core Areas. • Livestock farming areas in the Ceres and Tankwa Karoo.	• Conservation activities as per Core 1 and 2 Areas, including sustainable consumptive or non-consumptive uses. • Extensive agriculture such as game or livestock farming, subject to lower impact practices, sustainable stocking rates, rotational grazing cycles, protection of watercourses, and avoidance of areas containing species of conservation concern. • Development (e.g. structures) in support of both tourism and biodiversity conservation in Core Areas. • Extensive agriculture comprising extensive game and livestock farming, subject to inter alia lower impact practices, lower than standard stocking rates, resting cycles wetland and riverbank protection, and avoiding areas containing red data species.	• Case-specific determination based on impact on biodiversity.	Development should reinforce existing farm precincts and reflect similar vernacular in terms of scale, form and design. In the absence of existing farmsteads, development should reflect compact and unobtrusive characteristics, conforming to local vernacular in terms of scale, form and design. The design of all proposed development should embrace the spatial form, movement patterns, building design and conservation and ecology of the local area.

Landscape-wide Spatial Planning Categories (continued)

SPC	DESCRIPTION	KEY PLACES IN WITZENBERG	ACTIVITIES SUPPORTED	ACTIVITIES NOT SUPPORTED	OVERALL DESIRED FORM OF DEVELOPMENT
Buffer 2	Natural or near natural areas located in an agricultural matrix as the dominant land use.	• Areas designated by the WCBSP as ESA2 or Other Natural Area, located in an extensive or intensive agricultural matrix as the dominant land use. • River corridors on cultivated land in the Warm and Koue Bokkeveld and Land van Waveren.	• Activities and uses directly relating to the primary agricultural enterprise. • Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities. • Buffer 2 Areas within the "fringe" of settlements can accommodate space extensive uses not suited to location within the urban edge (e.g. regional sports and recreation facilities, tourist facilities); or associated with nuisance and buffer requirements (e.g. waste water treatment plants, cemeteries, solid waste disposal sites, airports, feedlots, quarries and mines, truck stops).	• Case-specific determination based on impact on agriculture and biodiversity.	Building development should reflect the style, scale, and form of the farmstead precinct or farm outpost, their buildings and setting. In the absence of existing farmsteads or farm outposts, development should be compact and unobtrusive, conforming to local vernacular in terms of scale, form and design.
Agriculture	Existing and potential intensive agricultural land where significant or complete loss of natural habitat and ecological functioning has taken place due to ploughing, hardening of surfaces, mining, cultivation, and so on.	• Existing intensive agriculture including irrigated and dry land crop cultivation, primarily in the western parts of the municipal area.	• Activities and uses directly related to the primary agricultural enterprise. • Additional dwelling units to support rural tourism and diversify farm income, to a maximum of 1 additional non-alienable du per 10 ha and 5 per farm. • Additional land uses to facilitate diversification and "value adding", including restaurant and venue facility, farmstall and farm store, home occupation; local product processing, and tourist and recreational facilities.	• Large scale resorts. • Tourist and recreation facilities.	Facilities for ancillary on-farm activities should be in scale with and reinforce the farmstead precinct, enhance the historic built fabric and respect conservation-worthy places (these could be natural areas or areas which are degraded but still provide ecological connectivity and/ or ecosystem services). Fragmentation of farm cadastral units should be prevented, and consent processes and spot zoning employed for managing land uses ancillary to or associated with agriculture.
Settlement	Existing towns, villages and hamlets..	• Ceres. • Wolseley. • Tulbagh. • Prince Alfred Hamlet. • Op-die-berg.	• "Normal" activities associated with urban development.	• New settlement formation that negatively impacts on municipal financial sustainability.	Development should: • Retain the compact form of smaller settlements. • Prevent settlement encroachment into agricultural areas, scenic landscapes and biodiversity- and ecological system service priority areas. • Maintain and enhance public spaces. • Reinforce the close relationship of settlements to the regional route structure. • Integrate new development into the settlement structure. • Respect socio-historical and cultural places.

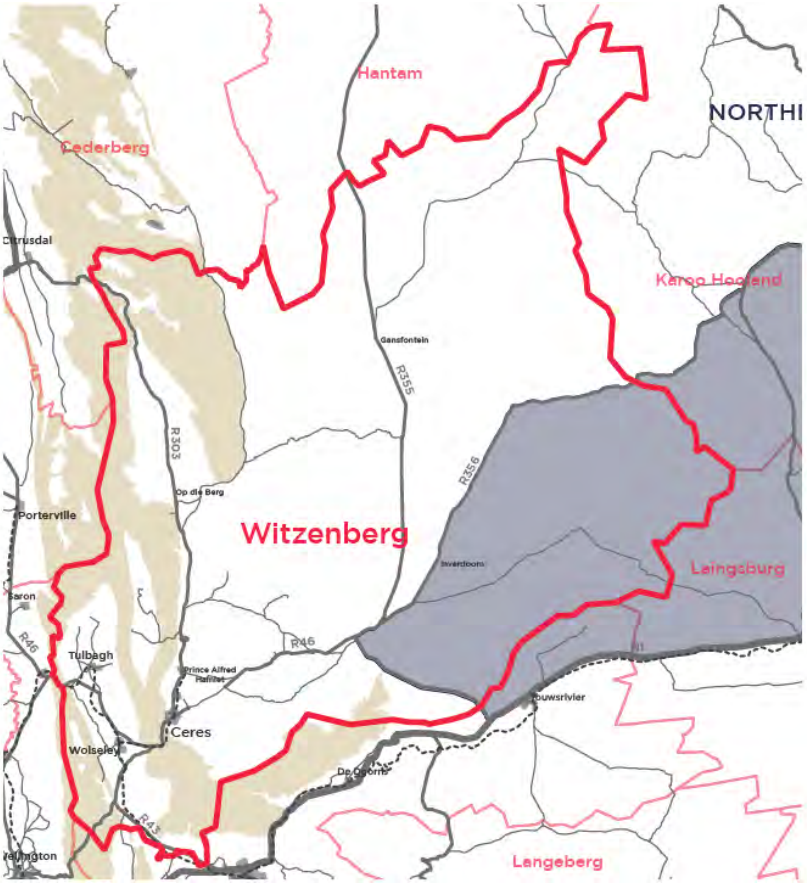
RENEWABLE ENERGY DEVELOPMENTCORRIDORS

The Strategic Environmental Assessment for Wind and Solar Photo-voltaic Energy in South Africa identified 8 Renewable Energy Development Zones (REDZs) in 2015 that are of strategic importance for large scale wind and solar photo- voltaic energy development including the roll-out of its supporting transmission and distribution infrastructure. New wind or PV projects located within one of the eight REDZ areas will now be subject to a Basic Assessment and not a full EIA process, as well as a shortened timeframe of 57 days for the processing of an Application for Environmental Authorisation.

The Council for Scientific and Industrial Research (CSIR) identified eight geographic REDZ's following a Strategic Environmental Assessment:

NAME	SIZE	PROVINCE
Cíverberg	5 263 km²	Western Cape
Komsberg	8 846 km²	Western Cape
Cookhouse	7 366 km²	Eastern Cape
Stormberg	12 041 km²	Eastern Cape
Kimberley	9 568 km²	Free State & Northern Cape
Vryburg	9 204 km²	North West
Upington	12 833 km²	Northern Cape
Springbok	15 214 km²	Northern Cape
Total	**80 335 km²**	

The Witzenberg Municipality forms part of the Komsberg REDZ. Any projects or renewable energy developments in the municipal area should preferably be located inside of this boundary, however, proposals for renewable energy developments outside of this boundary will be considered on a case by case basis based on its own merits.



The location of the Komsberg REDZ area within the Witzenberg Municipality

6 FINANCIAL VIABILITY

Capability of the municipality to execute capital projects

The capital budget for the next financial year amounts to R 68 million of which R 12 million is from own revenue. The rest of the capital budget is financed from Grants. Only funded capital projects are included in the capital budget.The upgrade to the Van Breda Bridge, The Tierhokskloof Bulk Pipeline, the construction of fencing at the Prince Alfred's Hamlet Landfill site, the construction of infrastructure at the Vredebes Housing Development and the construction of a Regional Cemetery are some of the key projects that will be undertaken during the new IDP phase.

Indigent support (including free basic services)

The equitable share allocation is utilized to fund the provision of free basic services to indigent households and informal areas.

The development of plots and building of RDP houses is a challenge to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal services.

In addition to the legislative R15 000 exempted valuation on a qualifying property, the first R105 000 of the municipal valuation of all residential properties are exempt from property rates.

Indigent households receive 50 kWh of electricity and 6 kilolitres of water per month while their basic charges for water refuse and sewerage are fully subsidised.

Indigents earning between R 3 000 to R 5 000 may qualify for 50% of benefits as indicated above

Indigent households with conventional electricity and/or water meters will be converted to prepaid meters to avoid over consumption, subject to affordability to the municipality.

Revenue enhancement and protection strategie

The revenue must be increased to ensure that Witzenberg Municipality can meet all the financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality, but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Consumers with conventional water meters who do not pay their municipal accounts will be converted to prepaid meters to avoid increased outstanding debt in respect of water, subject to affordability to the municipality.

Municipal consumer debt position

The impairment provision for debtors have been emphasised by the office of the Auditor-General of South Africa.

The increase in the provision is due to:

Limited credit control procedures available in areas where Eskom is the service provider for electricity.
Limited application of the credit control procedures to indigent households.
Community resistance to the cutting of electricity in certain areas. Assistance from the South African Police Service is needed.

Grants and subsidies

Grants and subsidies are used for their intended purposes as per the Division of Revenue Act and/or Provincial Gazettes. The equitable share allocation is utilised to fund the provision of free basic services to indigent households and informal areas. Grants and

subsidies are utilised to finance 64% of the capital budget. Most of the capital expenditure financed from grants and subsidies are in respect of the provision of infrastructure, Material Recovery Facility, upgrading of Van Breda bridge in Ceres and the construction of the Tulbagh Dam.

Municipal Infrastructure Assets and Maintenance (Q&M)

The expenditure on repairs and maintenance needs to be increased. The limited revenue base of the municipality limits the amount of funding that can be earmarked for repairs and maintenance.

It is accepted that it is important to maintain municipal assets; therefore the funds available for repairs and maintenance are increases on an annual basis.

The implementation of MSCOA (Municipal Standard Chart of Accounts) regulations will improve the reporting on spending on repairs and maintenance.

~~**Current and planned borrowings**~~

~~Current borrowings are on the decline as no new loans were sourced in the recent past. The loan from the Development Bank of South Africa for the Koekedouw dam was redeemed during the 2016/17 financial year. It is envisaged that a new loan be obtained in the new financial year for the capital expenditure relating to waste management infrastructure~~

Municipality's credit rating

No official credit rating has been performed, but the financial indicators show positive movement during the last four financial years.

The cost coverage ratio improved from 1.5 months to 1,7 months, indicating that the municipality's cash and cash equivalents can cover the operating expenditure for 1,7 months.

The current ratio improved from 1.6:1 to 1.7:1 from 2020 to 2021, indicating that for every R1 owed in current liabilities, the municipality has R 1.7 in current assets available. The ratio improved slightly and it is above the acceptable norm of 1:1. An Improved ratio will result in an increased ability of the municipality to settle its debt when it becomes due. A positive liquidity position can also result in better interest rates being obtained if new loans are sourced, and can also provide confidence to companies that consider investing in the Witzenberg area.

Employee-related costs (including Councillor allowances)

The employee-related costs, including Councillor allowances, account for 32% of the operating expenditure over the medium term.

More vacant positions need to be filled to meet the demand of service delivery due to the growth of households that needs services. Any decrease in the mentioned ratio will impact negatively on service delivery.

The salary increase of permanent employees is negotiated nationally, limiting the municipality's influence over the annual salary increase. Councillors are remunerated in terms of national legislation as per annual Government Gazette publications.

Supply chain management (SCM)

Supply chain processes are followed in terms of the Municipal Supply Chain Regulations. Bids are awarded in term of the points scored according to the Preferential Procurement Policy Framework Act.

The Preferential Procurement Regulations were found to be invalid by the Supreme Court of Appeal and this judgement was subsequently upheld by the Constitutional Court in February 2022. Council awaits guidance from the National Treasury and the earliest indication is that Council needs to adopt its own Preferential Procurement Policy based upon the limits or points. It is of utmost importance that direction be provided at the earliest opportune time as this may have a significant impact on service delivery. This had

an impact on the roll out of project and also on operational execution of tasks.

7 DISASTER MANAGEMENT

Check Plan

Disaster Risk Management is not a sole responsibility that can be assigned to a municipal department. Instead, collective ownership of the principles of disaster risk management is essential if Witzenberg Municipality is to ensure the provision of sustainable service delivery. Whilst a response (as envisaged in the Disaster Management Act) is essential to ensure rapid relief and recovery from crisis, the elements of preparedness, planning and risk reduction are pivotal to success. This Plan is intended to be a working document that is expected to change as the contextual environment changes and will continually re-align to incorporate or make provisions for such changes.

A fully established and functioning Municipal Disaster Management Centre (DMC) is a key element of this plan. Therefore the Witzenberg Municipality consults with and operates in close collaboration with the Cape Winelands District Disaster M ntre. The completion of the Cape Winelands District-based Disaster Management Operating Centre in Worcester will serve the district's base needs.

In any event requiring DMOC activation, the primary role-players, i.e. disaster management representatives from both CWDM and the Witzenberg Municipality, the coordinator from SAPS, an EMS representative and any other sectorial representative are activated to these centres and coordinate all activities from this DMOC. Due to the regular occurrences of major events (e.g. floods) this DMOC is well established and functions effectively.

The need to appoint a full-time disaster management officer is crucial and needs to be addressed in the near future.

Risk prioritisation table for Witzenberg Local Municipality

Hazard	*Exposure*	*Severity*	*Probability*	*Actions needed*
Drought	*Occasional*	*Moderate*	*Normal*	*Preparedness Planning*
Earthquake	*Occasional*	*Moderate*	*Normal*	*Preparedness Planning*
Fire	*Occasional*	*Insignificant*	*Unlikely*	*Risk Reduction interventions and Preparedness*
Flood	*Seldom*	*Insignificant*	*Unlikely*	*Preparedness Planning*
Severe Storm	*Seldom*		*Unlikely*	*Preparedness Planning*
Tuberculosis	*Continuous*	*Moderate*	*Normal*	*Risk Reduction interventions and Preparedness*
HIV /AIDS	*Continuous*	*Moderate*	*Normal*	*Risk Reduction interventions and Preparedness*
Hazmat accidents by road	*Seldom*	*Insignificant*	*Unlikely*	*Preparedness Planning*
Air Pollution	*Occasional*	*Insignificant*	*Unlikely*	*Preparedness Planning*

CPUT: Community-based Risk Assessment

Numerous workshops were held in the Witzenberg Municipality, and a wide spectrum of communities and applicable role-players were involved during the

information gathering sessions during the process (2008).

The results of the assessment, in tabular form, are as follows:

WITZENBERG MUNICIPALITY			
	LIKELY	***NORMAL***	***UNLIKELY***
Floods	*22*	*0*	*0*
Water management	*21*	*1*	*0*
Hazardous loads	*17*	*3*	*0*
Drought	*16*	*4*	*0*
Electricity theft	*14*	*5*	*0*
Economic vulnerability	*11*	*10*	*1*
Veld fire	*10*	*9*	*0*
Epidemics	*9*	*10*	*0*
Road infrastructure	*7*	*13*	*4*
Dangerous installations	*4*	*16*	*2*
Rapid development	*4*	*3*	*14*
Erosion	*1*	*19*	*1*
Structural fire	*0*	*20*	*0*
Bus accidents	*0*	*18*	*3*
Earthquakes	*0*	*6*	*15*
Nuclear spill-over	*0*	*0*	*16*

The above list illustrates the types of disasters that pose the highest risk within the area of the Witzenberg Municipality and their possible effects. The communities at risk can be derived from the risk list, and are also shown in the risk assessment that was conducted for the area.

To form a more realistic profile, it would be necessary to combine the two profiles and then indicate priorities – especially as some of the areas of risk identified are beyond the scope of municipal service delivery.

It will be seen from Disaster Management Risk reduction projects that common elements present in both are addressed.
It needs to be noted that the Cape Winelands District Municipality has initiated a further Risk Assessment Project, in conjunction with the University of Stellenbosch, with the focus on Ward Disaster Management Risk Assessment, i.e. the training of representatives in wards to empower them with the knowledge and skills to perform the assessments. The US was appointed for the compilation of, and the setting of training for selected officials and ward representatives.

Risk Assessment

The following table can be used as a template to reflect risk assessment outcomes in the IDP:

Risk	***Dept 1***	***Dept 2***	***Dept 3***	***Dept 4***
Risk A: *Fires*	*Fire Services Witzenberg and CWDM*	*Housing*	*Provincial Social Services*	
Risk B: *Floods*	*Disaster Management*	*Engineering Services*	*Traffic Services*	*SAPS and EMS*

Risk C: *Transportation of dangerous goods (rail and road)*	*Provincial Roads*	*Western Cape Province*	*Dept Health CWDM: Health*	

These main risks are taken from the risk assessment tables of both Africon and the community-based assessments, as they are the main commonalities derived from the specific risk assessments.

Fire Services Department

In terms of the Municipal Structures Act, B-Municipalities such as Witzenberg are responsible for all structural fires within their municipal area. The Cape Winelands District Municipality is currently assisting Witzenberg through an unofficial inter-governmental agreement to assist with this function. It is the objective of the municipality to incrementally over a five-year period establish a fire brigade service in terms of the firefighting functions and in accordance with SANS 10090: 2003. This will effectively mean the establishment of a 24-hour facility for the eastern area (Ceres, Nduli, Prince Alfred's Hamlet and Op-die-Berg) that will drastically improve reaction time. The municipality has started with the extension of this function to the western area (Wolseley and Tulbagh) and the eastern area (Nduli). Full-time staff and Working on Fire firefighting personnel and equipment were relocated to Tulbagh and Nduli for these purposes. A Manager Fire Services and Disaster Management and a Station Officer for Fire Safety and Fire Operations were appointed. The recent consultations with stakeholders at Op-die-Berg highlighted that there is a need to appoint firefighters and allocate equipment and vehicles to this area.

Risk reduction

Fire risks

Risk reduction in respect of fire risks is not really possible, although the enforcement of building plan codes takes place and all building plans are scrutinised for fire safety requirements. Mountain and veld fires, fires in informal structures and dwellings form the general basis of fires in accordance with fire statistics. The Planning for Fire Services is included in a Fire Protection Plan that is submitted annually for consideration and approval by the Witzenberg Municipal Council. It must be noted that municipalities need to do planning and evaluate budgetary priorities from the wards in accordance with national and provincial strategic objectives.

The Department of Cooperative Governance and Traditional Affairs (CoGTA) assesses the progress made by municipalities against five key performance areas (KPAs) and cross-cutting interventions adopted in the Five-year Local Government Strategic Agenda. The five KPAs that form the basis of the assessments are:

- Municipal Transformation and Organisational Development;
- Basic Service Delivery;
- Local Economic Development (LED);
- Municipal Financial Viability and Management; and
- Good Governance and Public Participation.

These elements will become the basis of priority determination when evaluating priorities during the IDP process, project identification and compilation of a budget. This in effect implies that municipal performance will be measured in terms of these standards.

Section 152 of the Constitution of the Republic sets out clear requisites for local government

in paragraph (d) "To promote a safe and healthy environment". As this forms the legal basis in terms of the Constitution, it can however not be totally ignored.

As disaster management is not a function allocated to one discipline, but to all disciplines in a local authority, it implies that the total budget must be evaluated for inclusion of Disaster Mitigation Projects. For instance, the provision of housing will be a disaster mitigation project as it implicates the reduction of informal structures. The provision and extension of electrical power in accordance with needs is a disaster mitigation project as it decreases the effects of dwellings without power (e.g. dangers with open fires) with all its consequences.

Municipal Risk Assessment Relating to Load Shedding

Infrastructure affected by Load Shedding with possible consequences

Service at Risk	Primary Impacts
Water	➢ Non-provision of fresh water
Sewerage	Failure to pump and treat sewerage ➢ Pollution could be caused ➢ Contamination could arise
Transport/Traffic	➢ Traffic disruptions ➢ Congestion of critical intersections ➢ Dysfunctional traffic lights ➢ Capacity to transport fuel ➢ Increased accidents
Health	Disruption of Health Facilities ➢ Hospitals ➢ Clinics and pharmacies ➢ Support activities
Emergency Services	Fire, Rescue and Emergency Medical Services ➢ Disruption of emergency call taking ➢ Disruption of communications ➢ Inability to co-ordinate resources
Communications/ Telecommunications and Information Technology	Disruption of telecommunications ➢ Disruption of mobile communications ➢ Shut down of IT systems ➢ Disruption of public radio and TV ➢ Disruptions of satellite networks ➢ Late payment of accounts
Commercial Industrial Financial Markets	Disruption of commercial enterprises ➢ Disruption of operations at vital installations and National Key Points ➢ Disruption of operations of Banks (ATM's and credit card systems) ➢ Non-functioning of commercial centres ➢ Non-functioning of cold storage facilities ➢ Non-functioning of municipal pay points

Law Enforcement and Security Services	Increased Security Risk ➢ Increased crime ➢ Decrease in surveillance capacity in key areas ➢ Public disorder

Fuel Security	Disruption of operations with high fuel demand ➢ Inability of movement of municipal vehicles ➢ Inability of emergency response by emergency vehicles ➢ Inability to fill critical emergency generators ➢ Inability of fuel supplier to supply fuel to Municipality
Funeral Homes	Inability to maintain cold staorage ➢ Inadequad generator capacity ➢ Inadequad fuel storage

The Municipal departmental response teams will:

- Represent their department at Municipal Joint Operation Centre at
- Witzenberg Fire, Rescue and Disaster Management Center. Determine nature and location of critical services affected.
- Determine impact of incident on municipal service delivery areas.
- Identify energy priorities.
- Identify resources needed to stabilize the situation.
- Mobilize municipal structures and assets.
- Implement action plans for crucial services.
- Communication with key clients.
- Implementation of business continuity plans.
- Escalation of issues beyond planned capability to Municipal Joint Operation Centre.

Floods

The Witzenberg municipal area is prone to floods. Over the past decade, flooding occurred at least once a year. Due to the effects of global warming and climate change with resultant cut-off lows, is has become increasingly difficult to forecast or predict critical time periods and/or affected areas.

As stated in the Spatial Development Plan, the Planning and Development Section takes cognisance of the effects and do their planning accordingly in the face of undetermined or ambiguous flood lines in some areas.

Response and recovery

Due to the fact that flooding and other events occur frequently in this area, there is a good understanding of the different roles allocated to the different sectors during any event of disaster potential or consequences. This is managed and coordinated by the immediate activation of a DMOC (Disaster Management Operational Centre, situated in Munnik Street in Ceres), in conjunction and cooperation with the Cape Winelands District Municipality.

Information Management and Communication

Information management and communication is vital regarding all aspects of Disaster Management, especially in an age where the development of technological infrastructure is occurring at an immeasurable pace. Uninterrupted service delivery and continuation of services are imperative aspects over the total sphere of Disaster Management, albeit recordkeeping, financial control, real-time logging of incidents and the effects and fiscal implications of all occurrences taking place in the management of a local authority.

Dissemination of information to governmental agencies, NGOs and other role-players in the all-encompassing era of electronic information sharing is of paramount importance to ensure that systems are compatible to prevent time losses and confusing information.

The two critical aspects regarding Information Technology in the Witzenberg are:

- The IT platform is being updated. Regarding this, short-term plans and budgets are in place. Acquisition processes for the upgrade/ replacement of infrastructure (soft- as well as hardware) as reflected in the three year budget is in place.
- The establishment of a DM recovery site: This is subject to the completion of the upgrade/replacement of infrastructure, thus of more medium and long-term implication. As with the previous aspect this is well reflected in the multi-year budget.

Training, education and awareness

In terms of reduction, apart from the normal first aid courses and such, the Cape Winelands District Municipality, in cooperation with the University of Stellenbosch, designed a training course in Ward Based Disaster Risk Assessment which commenced during August 2013. This course has as objective to train identified personnel and other persons to enable them to assist in Ward Based Disaster Risk Assessment which will serve to ensure that risk assessments per ward are carried out, risks addressed during ward meetings and tabled as such for consideration during the IDP and budgetary process.

Funding

In an analysis of the total municipal budget, the identified Disaster Management Risk Reduction Projects are as follows:

Project	*2012/13*	*2013/14*	*2014/15*	*2015/16*	*2016/17*	*2017/2018*
Replace Firefighting Vehicle						
Establish fire facility at Ceres, Op-die-Berg						*R500 000*
Acquisition of a rescue vehicle					*R2,300,000*	

Community Emergency Response Team (CERT)

The municipality embarked on this project that entailed performing a various tasks needed before, during and after fire emergencies and disasters, including public education programmes (community and schools), cutting fire breaks, data gathering, simple firefighting tasks, damage evaluation of structures, triage, first aid and assisting in the evacuation of residents. This freed highly trained professional responders for more technical tasks. A CERT team may self-activate (self-deploy) when their own

community is affected by fire or disaster. A self-activated team will size-up the loss in their community and begin performing the skills they have learned to minimise further loss of life, property, and the environment. They will continue to respond safely until redirected or relieved by the fire and emergency services or professional responders on-scene.

Vehicles

Tulbagh	*Ceres*	*Administrative*
Toyota Hino Light pumper (6000Lt Water)	*Isuzu Light pumper (3000Lt Water)*	*Nissan x Trail*
Nissan Hard body (Hazmat, Rescue)	*New Iveco Heavy pumper (6000Lt Water)*	
	Nissan Patrol Bakkie unit (500Lt Water)	

Personnel

Tulbagh	*Ceres*	*Day Shift*
Firemen X 2	*Firemen X 1*	*Chief Fire Officer X1*
Cadet Firemen X 1	*Cadet Firemen X 2*	*Station Officer X 1*

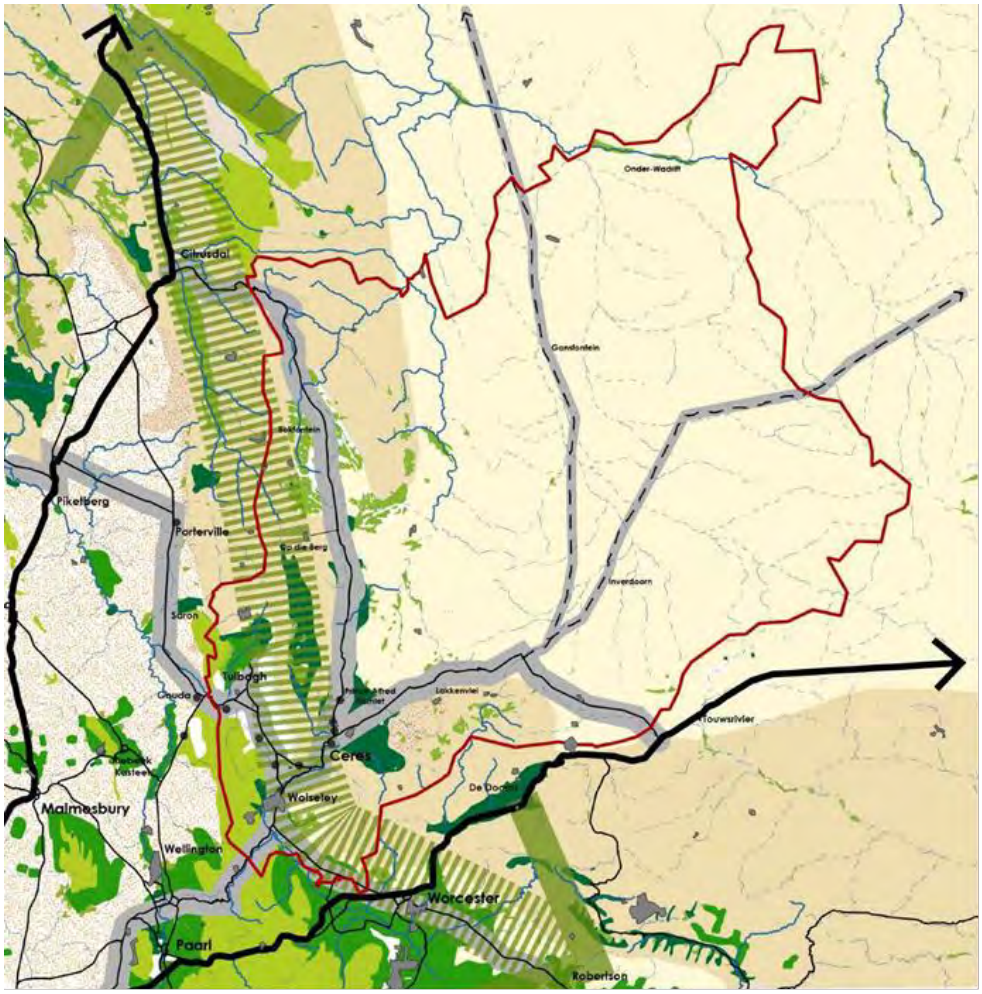
Annexure A- DoA-Proposed Agricultural Fwork for 4th Gen IDPs-29 September 2016.pdf

IV. AGRICULTURE IN THE WITZENBERG AREA

Focus: Protect food security while supporting sustainable diversification of the agricultural sector and encouraging more efficient methods and models.

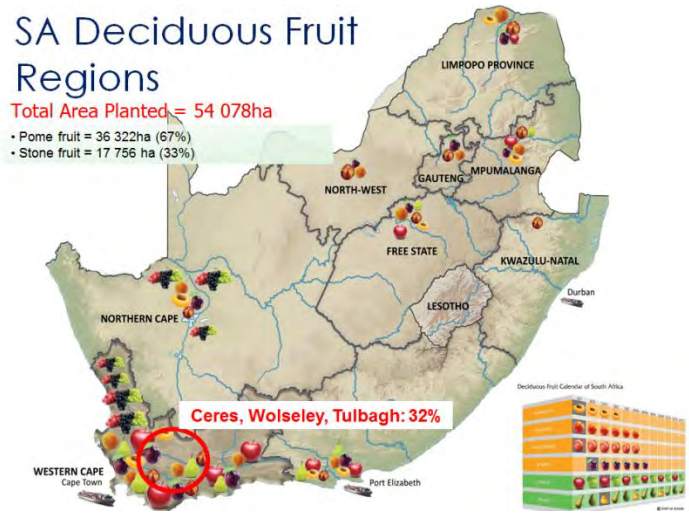
Key Development Implications:

- Support private sector led institutional arrangements to enable joint planning and development of agriculture related activities.
- Avoid the subdivision of agricultural land or changes in land-use to minimise the loss of agricultural activities while also avoiding the creation of uneconomical agricultural units.
- Enable the diversification of farmer income through enabling complimentary uses on farms in a manner which does not detract from the functionality and integrity of farming areas and landscapes.
- Develop incentives for smarter/ green agricultural practices and technologies.
- Make municipal commonages and land on the edges of settlements close to communities available for small/ emerging farmers and/or community gardens.
- Support alternative farming models such as the possibility of transforming unused and uncontaminated industrial land into community gardens.
- Support private initiatives to provide in the housing needs of agri-workers and the provision and management of associated social services.



Agricultural Concept for Witzenberg - showing key farming areas, production types and supporting infrastructure concentrated along the agricultural band along the western edge of the municipal area
Deciduous fruit is the dominant product

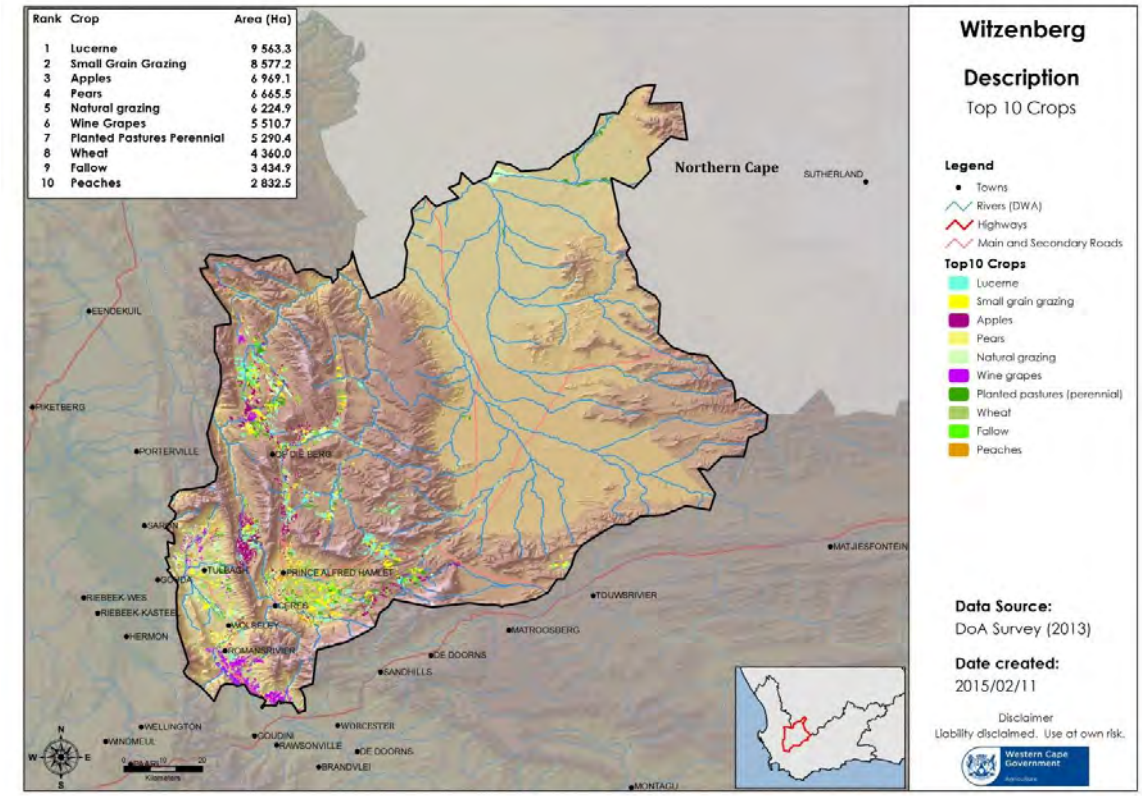
1. Primary
    i. Deciduous: Apples, Pears, Nectarines, Peaches, Plums, Apricots
    ii. Onions
    iii. Potatoes
    iv. Cattle and sheep
    v. Butternuts
    vi. Wheat
    vii. Forestry
    viii. Horses



2. Secondary
    i. Cold storage
    ii. Packing houses
    iii. Concentrates and Puree
    iv. Single Strength Products
    v. Dried fruit products
    vi. Logistics
    vii. Agri Chemical
    viii. Agri Mechanical
    ix. Technical, admin and financial services

x. Plant material (nurseries)

Top 10 crops by area



DISTRICT DEVELOPMENT MODEL & JOINT DISTRICT AND METRO APPROACH

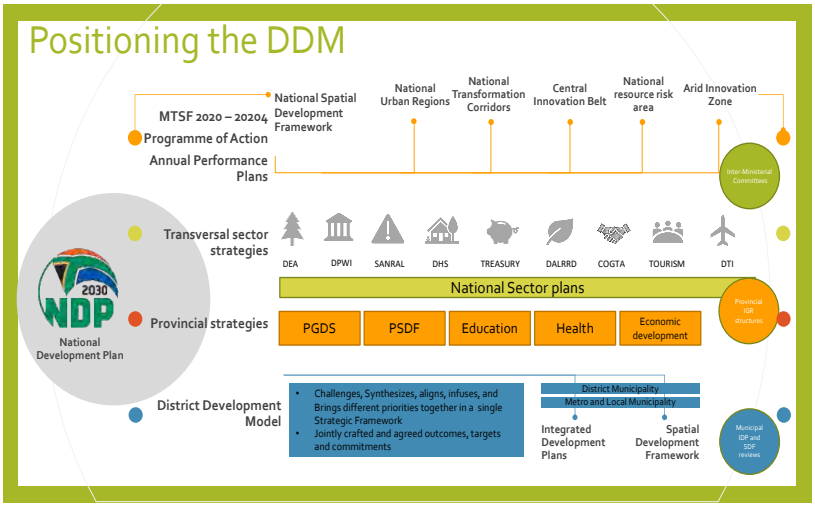
Cabinet adopted the District Development Model to build on the White Paper on Local Government (1998) which seeks to ensure that local government is capacitated and transformed to play a developmental role. The objectives are to:

- Coordinate a government response to challenges of poverty, unemployment and inequality particularly amongst women, youth and people living with disabilities;
- Ensure inclusivity by gender budgeting based on the needs and aspirations of our people and communities at a local level;
- Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels;
- Foster a practical intergovernmental relations mechanism to plan, budget and implement jointly to provide a coherent government for the people of the Republic (solve silos, duplication and fragmentation) maximise impact and align plans and resources at our disposal through the development of 'One District, One Plan and One Budget';
- Build government capacity to support municipalities;
- Strengthen monitoring and evaluation at district and local levels;
- Implement a balanced approach towards development between urban and rural areas; and
- Exercise oversight over budgets and projects in an accountable and transparent manner.

President Ramaphosa in his budget Speech 2019 identified that there has been a pattern of operating in silos which has led to a lack of coherence in planning and implementation and has made monitoring and oversight of government's programme difficult. He thus called for the rolling out of a new integrated district-based approach to address service delivery challenges, localised procurement and job creation, to promote and support local businesses and involve communities.

The DDM 'One Plan' is a long-term (25 to 30 year) strategic framework guiding investment, service delivery and development in relation to each of the district and metro spaces.

- The DDM is positioned in relation to the NDP, MTSF and NSDF to enhance the overall system by synergizing national, provincial and local priorities in relation to the district and metro spaces.
- The One Plans as contemplated in the DDM does not deal with the non-strategic aspects that each of the existing plans may cover.
- Neither does it cover the full range of responsibilities that existing plans cover in relation to core powers and functions.
- They are IG strategic frameworks that make strategic sense of the available plans and synthesize or localize these plans in the context of the spatial and place making logic of the district and metropolitan spaces.



The Western Cape Government introduced the Joint District & Metro Approach in November 2018. As the JDMA was already institutionalized in the Province, the Provincial Cabinet endorsed the JDMA as a Western Cape approach towards the National District Development Model (DDM).

The JDMA is a geographical and team based, citizen focused approach with a Single District Plan to facilitate developmental initiatives and government services.

The Cape Winelands District (CWD) has followed the following comprehensive consultative approach to ensure the systematic institutionalisation of the JDA:

- One-on-one JDA introductory discussions between the JDA team leader and Municipal Managers and / or Senior Management Teams.
- A Joint District Approach (JDA) Coordination Interface Team between some national and provincial departments, the district and local municipalities was constituted which meet regularly to discuss matters related thereto.
- One-on-one discussions have been scheduled at political and administrative level between the District Municipality and Local Municipalities' Senior Management teams.

- The approach adopted to compile this profile was to agree on the aim of this profile: To provide an information source that at a glance highlights the challenges, what must be maintained and opportunities facing the Cape Winelands District; and
- Assist in informing catalytic or strategic projects for incorporation into the Joint District Approach Implementation Plan for this geographical area.

In view of the above, the following Strategic Priorities have been identified as of relevance to the Cape Winelands District JDA:

- Waste Management: Various Projects
- Community Safety Plan implemented
- District Urbanisation Management: Various Projects
- Develop and implement a District Plan to address Youth unemployment and related challenges
- Financial Sustainability
- Improving Resilience in terms of: Climate Change, Water Security and Electricity Security
- Working Group established to draft a Concept Paper on Data Governance (Beyond Profile 2020)
- IGR structures mapped and recommendations proposed for rationalisation
- JDA Communication Plan developed and implemented
- N1 De Doorns: Private Sector involvement in JDA

Project leaders have been constituted per priority area project identified. A core municipal and provincial team provides strategic direction and ensure that the interlinkages between the strategic priorities are managed.

The CWD JDA Implementation Plan is further underpinned by operational support plans; based on requests received following various engagements between the provincial departments and municipalities and that are not addressed on the Annual Performance Plans of provincial departments.

REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP) / VIOLENCE PREVI URBAN UPGRADING (VPUU)

~~Check with Projects and Performance~~

The Regional Socio-Economic Programme and Violence Prevention through Urban Upgrading Programme (RSEP/VPUU Programme) is an intergovernmental programme run in the Western Cape. The programme will comprise a variety of projects, driven by different role-players, including municipalities, provincial departments, the VPUU Not for Profit Company (VPUU NPC) and communities.

A core component of the programme is to promote learning and to mainstream lessons learnt, best practice and opportunities for replication in municipalities and towns.

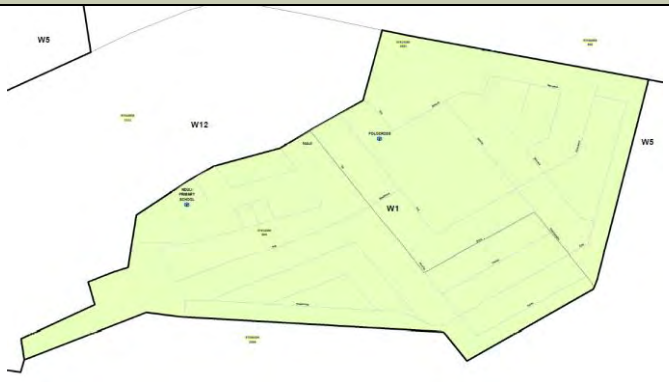
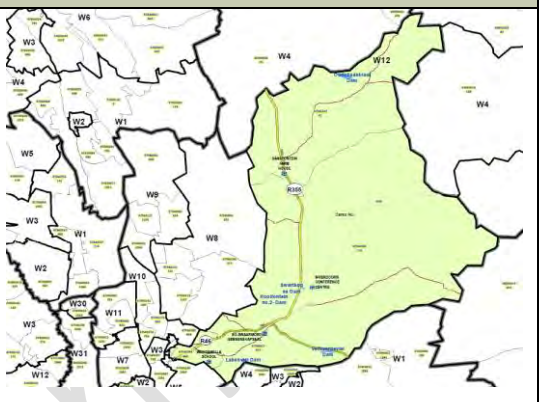
The RSEP/VPUU Programme is about a capable state partnering with active citizens, communities and other stakeholders to plan and implement projects that improve quality of life. The majority of projects funded through the programme will be local and precinct-based, and these will mainly be urban upgrading projects that involve the development of physical infrastructure.

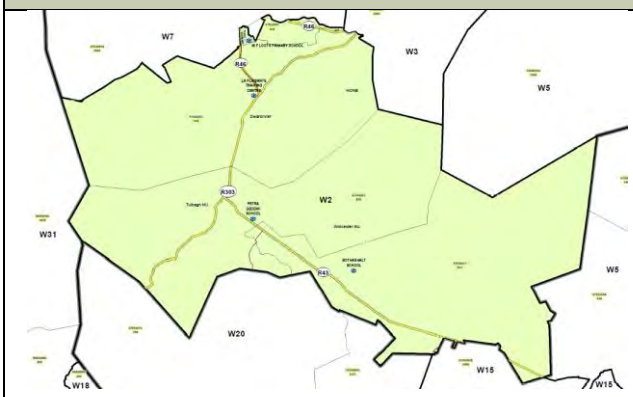
Infrastructure projects are supported by social projects that focus on providing activities, programmes or facilities for specific groups or address social challenges within communities, such as early childhood development, education, safety, economic development or social cohesion. All of the projects will be identified at municipal level through a collaborative process involving many stakeholders.

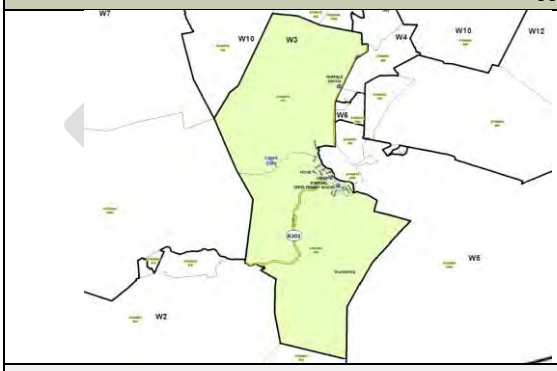
The scope of the actual work being undertaken under the RSEP/VPUU Programme operates at different scales and is grouped under eight streams. Under each of the streams, there are one or two overarching goals that indicate the

broad intentions of the work undertaken within that stream as well as a few objectives, which indicate some of the steps that may be taken to achieve the goal(s).

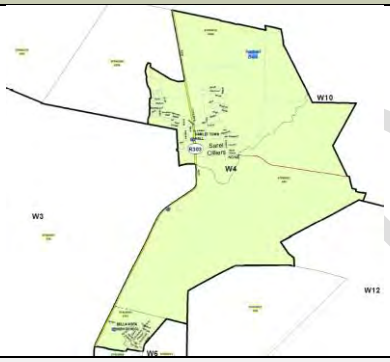
B. IDP PUBLIC NEED ANALYSIS

Wards 1 and 12	
	
Library services should be restored Provide street/security lights in unsafe areas More secure fencing at public facilities Upgrading of older streetlights Better dialogue in future with the youth Water resources for small farmers Policies must be communicated with the community Safe “walk way” / bridge between N’Duli and Vredebes Ongoing programmes on speed control Combat erosion on sidewalks and streets (rehabilitation) Community facilities need to be upgraded Rehabilitation of graveyard and fencing More prepaid electricity selling points Mobile Clinic Services – Tankwa Karroo Area Maintenance of roads Satellite connectivity in rural areas, emergency and law enforcement connectivity Resource farm watch Information signage along gravel roads in Tankwa Karroo Area Television and network connectivity in the Tankwa Karroo Area Livestock Theft Unit to have more Programms in the Tankwa Karroo Area	Skips programme needs to be sustained Sewer network needs to be improved Sports grounds needs to be restored/ upgraded Electrical theft needs to be clamped down Mini CBD to be developed in N’Duli Implementation of recycling projects/ programmes JOJO Tank subsidies from small farmers Rehabilitation of playgrounds and parks Development programmes for women and persons with disabilities Police station for N’Duli Hostel facilities for primary school children in Tankwa Karroo Area ABET facilities in the Rural Areas Substance abuse in rural farming areas Rest areas on rural roads, maintenance, district to stop cutting down trees District Municipality to rehabilitate rest areas along farming main routes Solar/renewable energy for farm houses Firefighting volunteers Water Security Programmes for communities living in the Tankwa Karroo Area

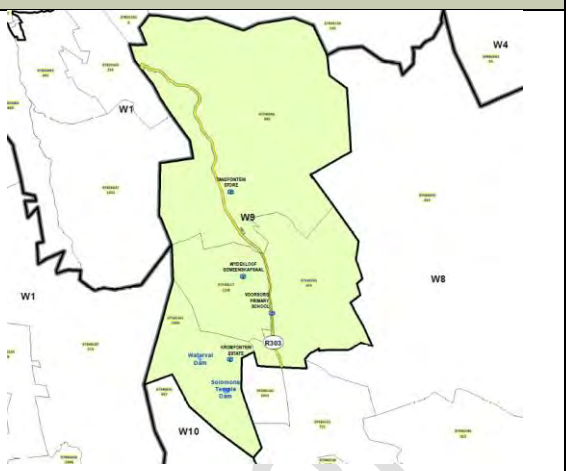
Wards 2 and 7	
	
Pine Valley library and swimming pool Bathroom facilities in the graveyard areas Secure fencing at the graveyard Substance abuse escalating under scholars Illegal shebeens and off-sales Job creation programmes Back yard dwellers still a problem, housing need Foreigners' activities (illegal) still a problem Bathroom facilities at informal settlements Wolseley requires a fire station Neighbourhood watches in all areas RDP houses are being sold to foreigners Drop-off and pick-up points at die Bossie, as you enter Wolseley Communal and church plots at Kluitjieskraal Mobile library service for the Breederiver area Homeless shelter	The water canal in Wolseley still a safety concern A concern on the education levels of Breederiver farming area, a need for training programs for people in these rural areas More Tourism programs to be rolled out Building a playpark in Kluitjieskraal and Pine Valley Taxi rank placements to be investigated Public bathroom facilities in the CBD The piece of land between Kluitjies Kraal and Pine Valley to be developed, or be made available for development e.g. food gardens, small scale farming ECD centers to be formalised Skills development programs in the Agri sector

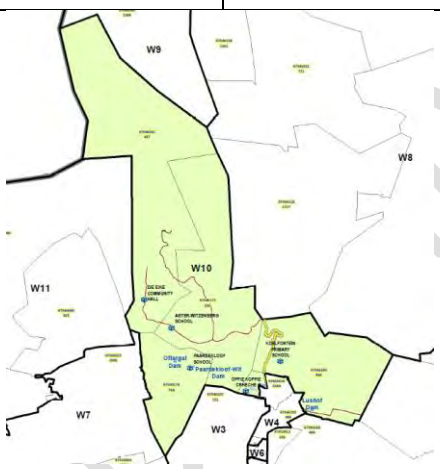
Wards 3 and 5	
	
Playgrounds for the northeastern part of the Rooikamp area Animal control a big problem, dogs and stray animals / problem has escalated Better/more speed calming efforts Street signage to be upgraded	Owen Street unsafe due to poor street lighting Owen Street walkway to be developed, as this has become a main taxi route, unsafe for pedestrians Inspection/policing of shops, occupants use as accommodation

Mainmast light/ high-beam floodlights to be installed at parks and walk way areas Gap housing developments Free broadband and WiFi hotspots Establishment of CPFs in all areas and more regular SAPS patrols/ high crime still a problem Library in Lyell Street to be upgraded/ modernised Recreational facilities similar to neighbouring municipalities Sidewalks to be tarred or paved Streetlights to be upgraded, streetlights that are lower than the trees, outdated Community "Clean Green" programmes for the Rooikamp area Solar emergency street and floodlights in the Rooikamp Areas Heavy vehicles to be forced to use main routes Signage to prohibit heavy vehicles from using neighborhood streets	Walkway to be developed from the nature reserve, past the pine forest Homeless people problem getting out of hand Stormwater network a problem Walkway and lights from Egoli to Albert Crescent behind houses Railway line to be cleaned frequently, better quality fence Weekends the Town Main Roads have too much traffic Gambling taking place on street corners, SAPS need to act Bathroom facilities needed in cemeteries Better lighting needed along walkway to the Hospital Bus shelters for scholars on the outside rural roads Some playparks to be converted to gym parks

Wards 4 and 6	
	
Community hall for Phases 3, 4 and 5 Backyard dwellers still a problem – housing need Sports facilities for Phases 3, 4 and 5 High dropout rate of scholars a problem Business hub/mini CBD for Kliprug area Better controlled refuse removal in Phases areas Availability of church sites Not all dwellings connected to main sewer line Ongoing speed control programmes Animal control in all areas Xhosa medium school for PA Hamlet area More electrical selling points, even at Thusong Business hub/mini CBD for Bella Vista More prepaid electricity selling points Bus and taxi shelters for scholars Vandalization of Municipal property	Clamp down on illegal dumping of refuse Upgrade of Bella Vista Community Hall Sewer network a problem at graveyard Development of youth centre at one of municipal facilities Land availability for small farmers Off-ramp lanes at Bella Vista entrances Gap housing developments Major need for pavilions at sports grounds Need a walkway around Jakaranda, Vrede Street and Mooi Uitsig School Bella Vista clinic too small Thusong Centre open on Saturdays from 09:00 to 12:00 Walk way needed from Mooi Uitsig School to Vrede Street

Wards 8, 9 and 10





Clinic for the Agter Witzenberg area Ambulance services still a problem SAPS service must be intensified Bus and taxi shelters along main routes Fire station for Op-die-Berg and also to service surrounding areas Crime also escalating – CPF Sports grounds need secure fencing The location public ablutions facilities in the CBD area Speed calming still a problem Illegal house shops need to be regulated Illegal shebeens need to be closed Playgrounds and parks are unsafe Business development support programmes There are still streets that need tarring; Grond, Bokveld Street, etc. Upgrading of the R303 Gydo Pass Servicing of unserved erven	E-Centers needed Tourism/ ecotourism to be promoted in the area Bridge in Phase 5 to be repaired Christmas and holiday lights to be budgeted for Op-die-Berg River rehabilitation programme to be sustained No pavement curbs along main CBD routes Tarring of CBD open spaces and sidewalks Swimming pool needed for Op-die-Berg Subsidised water storage tanks for all houses Better quality street/security lights Investigation needed regarding trees in CBD area Spotlights floodlights needed at walkway over the foot bridge More municipal services to be rendered at Op Die Berg offices Illegal hokkies to be marked/numbered

Wards 7 and 11	
Replacement and maintenance of roads Substance abuse a problem in Tulbagh area Small-scale farmers need land for their animals Animal control must be intensified Sector departments need to assist with the establishment of sports facilities in farming areas Water shortage a problem during summer months Small business development opportunities Gap housing developments Traffic Services for Tulbagh Illegal house shops need to be regulated Upgrading of street lights Parks and playgrounds to be upgraded Better ablution facilities for schools on farms Libraries to be open on Saturday mornings Control the influx and illegal structures Informal housing getting out of control Development of vacant land/property	Illegal shebeens need to be closed Storm water network in Tulbagh needs to be maintained regularly The use of local contractors for municipal work Sewerage network in Chris Hani area needs to be maintained regularly River rehabilitation programmes to be sustained Development of Sports Facilities Tourism campaigns to be developed to attract more tourists Speed calming needed along main street walkway routs Roll out of programs for people with disabilities More ablution facilities needed in Chris Hani area, and ASLA Camp Scholar road safety to be looked at, school road/street crossings; traffic signage to be put up,

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4 KEY PERFORMANCE AREAS

Witzenberg Municipality has identified four key performance areas that group related functions and activities into focused units. Strategic objectives have been developed for each of the KPAs that are further broken down into programmes, projects and activities. Key performance indicators will indicate performance and progress on our strategic objectives over the five-year IDP term. Note that the KPAs do not relate to directorates as currently being used in the municipality.

KPA **Essential Services** include the following functions:

- Water Services
- Sanitation Services
- Roads and Storm water
- Transport Management
- Electrical Services
- Street lighting
- Solid waste management and collection

KPA **Governance** includes the following functions:

- Human Resources
- Administration
- Information Technology
- Marketing and Communication
- Internal Audit and Risk Management
- Performance Management
- Traffic and law enforcement
- Building Control
- Town Planning
- Financial administration
- Income
- Supply Chain Management
- Integrated Development Planning
- Legal and property management
- Council

KPA **Communal** includes the following functions:

- Environmental Management
- Open Spaces
- Air and noise pollution
- Trading regulations
- Amusement facilities
- Cemeteries

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- Fencing
- Amenities
- Sport facilities
- Parks and Recreation

KPA **Socio-Economic Support** includes the following functions:

- Social Development
- Local Economic Development
- Indigent support
- Housing
- Job creation

Key performance area 1:

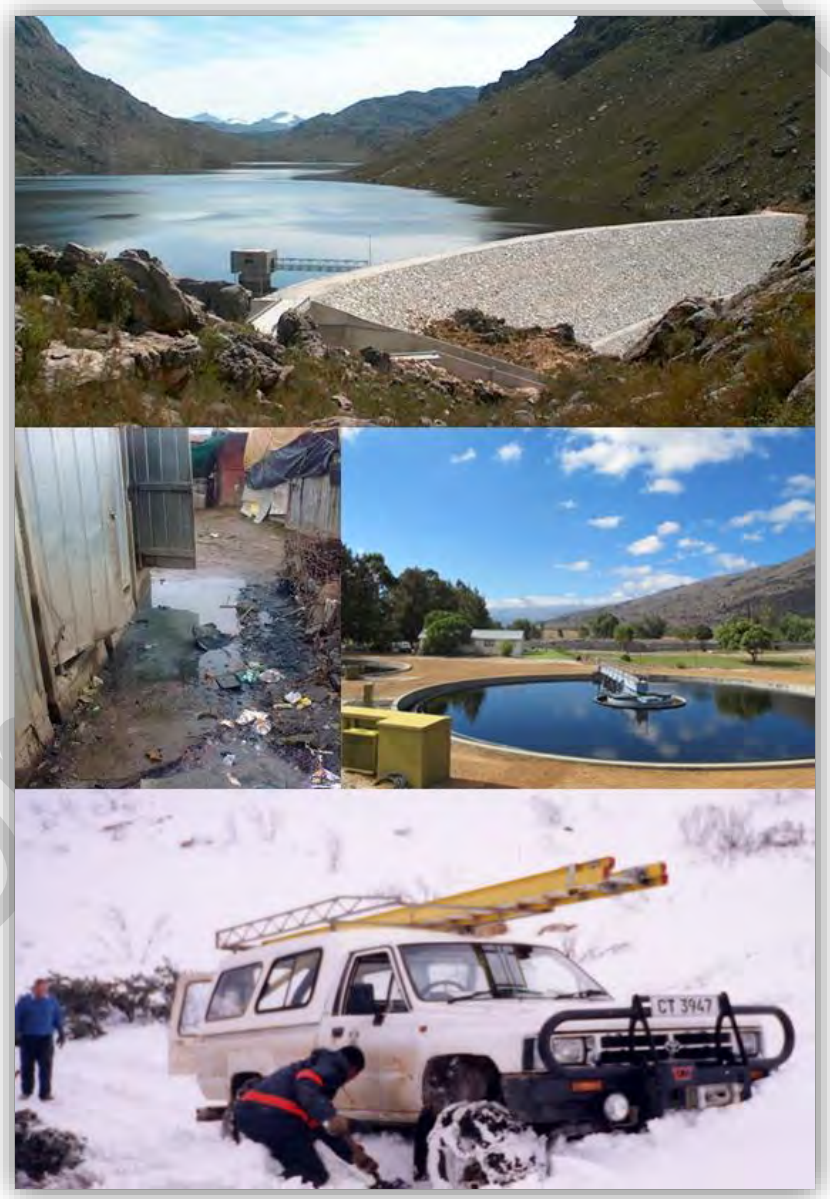
ESSENTIAL SERVICES

OBJECTIVE 1.1:

SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES

OBJECTIVE 1.2:

PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES



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Key Performance Area 1

A. ESSENTIAL SERVICES

I. OBJECTIVE 1.1: SUSTAINABLE PROVISION AND MAINTENANCE OF BASIC SERVICES INFRASTRUCTURE

An important emphasis for the municipality is to ensure that basic services infrastructure is provided and upgraded to support areas of growth. The further maintenance of existing infrastructure will ensure the sustainable provision of services. This will happen by means of the following programmes:

▪ PROGRAMME 1.1 (A): UPGRADING OF BULK RESOURCES AND INFRASTRUCTURE

Water Sources, storage and purification

The main resources for **Ceres** are the Koekedouw dam with a capacity of 17 million m^3 of which the municipality is entitled to 10 million m^3. Current usage is 3,9 million m^3 p/a. At the current population growth rate of 2,67%, the current supply will be sufficient for the next 20 years, excluding supplementation from our boreholes. Emergency boreholes can supply 20% of our ADD. Water quality from Koekedouw is good and is only chlorinated before distribution.

Two reservoirs (3 and 5 Ml) serve as storage reservoirs to the distribution network of 114 km with four supply zones (Bella Vista, N'Duli, Ceres main supply zone and Ceres central PRV zone). The network includes a 2 X 2 Ml service reservoirs, a booster pump station to the pressure tower at Bella Vista (500kl) as well as a 750 kl and a 4,5 Ml service reservoir at N'Duli. All the bulk infrastructure for the planned housing projects have been completed and are in operation.

Moordenaarskloof and Tierkloof are the main resources for the supply of water to **Tulbagh** at present. Construction has been completed to provide an additional 1,2 x 10^6 m^3/a from the Klein Berg River. Additional boreholes were drilled adjacent to Nuwekloof pass but the yields are insufficient for supply to the town of Tulbagh. Moordenaarskloof is evenly shared with two other users (SAPCO and Kruysvallei). The existing storage dam arise insufficient and requires the implementation of water restrictions on an annual basis. Funding for the construction of the Waverenskroon dam has been approved from DWS, and the project is currently at the implementation stage (construction).

The purification plant consists of five slow gravity sand filters as well as a chlorination system. Two reservoirs (800 kl and 1 Ml) serve as clear water storage reservoirs to the distribution network of 29 km with two pressure zones. The network includes a booster pump station to the pressure tower (500 kl). A new reservoir will have to be constructed when private residential housing projects are implemented.

Wolseley receives its water supply from the Tierkloof weir. Purification consists of pressure filters and chlorination. The Ceres Road Reservoir (680 kl) and newly constructed 6 Ml Wolseley reservoir serve as storage reservoirs to the distribution network of 44 km with two pressure zones. The network includes a 4.5 Ml services reservoir (Stamper Street Reservoir), which has been resealed to prevent losses, and a booster pump station. An additional pump station

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enables the transfer of irrigation water during periods of low flow from the Artois canal to this reservoir. The absence of a storage dam for Wolseley places the town at risk during periods of severe drought. The bulk supply line from the Tierkloof weir is at risk of collapsing due to age and is in need of replacement.

Prince Alfred's Hamlet's water sources consist of the Wabooms River weir, a fountain, three boreholes as well as a link through the agricultural pipe network of the Koekedouw Dam. Due to the quality of the raw water, only chlorination is required. Four 500 kl reservoirs serve as storage reservoirs to the distribution network of 32 km with only one pressure zone.

Op-die-Berg has three water sources, a fountain and two boreholes. Due to the quality of the water, only chlorination is required. Three reservoirs as follows: 50kl, 60kl and 500kl serve as storage reservoirs to the distribution network of 6 km with only one pressure zone. A new reservoir is required with the recent construction of 250 RDP houses. The absence of a storage dam places the town at risk during periods of severe drought.

Infrastructure Investment: Bulk Water (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
New Reservoir	***Tulbagh***	***R 7 200 000***	***2023/2025***
Tierhokskloof pipe line upgrade	***Wolseley***	***R 869 565*** ***R 10 919 000***	***2022/2023*** ***2023/2024***

Waste water treatment works and pump stations

Sewage and industrial effluent are collected from consumers via a sewer system and treated at the **Ceres** wastewater treatment plant. The plant services the areas of Ceres, N'Duli, Bella Vista and Prince Alfred's Hamlet. The sewer system includes nine booster pump stations. A portion of the treated effluent is used for irrigation. The **Tulbagh** wastewater treatment plant was upgraded in 2015 and the system includes three booster pump stations. The **Wolseley** Wastewater treatment plant was upgraded in 2014 and the system includes six booster pump stations. The **Op-die-Berg** wastewater treatment plant serves approximately 75% of the consumers and the rest are serviced with septic tanks. Septic tanks are emptied by the municipality on request.

PLANT	***SIZE (ML/DAY)***	***TECHNOLOGY***	***OPERATIONAL FLOW (% of design capacity)***
CERES WWTW	***8.5***	***Activated Sludge***	***82***
ODB WWTW	***0.308***	***Activated Sludge***	***86***
WOLSELEY WWTW	***3.6***	***Activated Sludge***	***25***
TULBAGH WWTW	***2.46***	***Activated Sludge***	***73***

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The effectiveness of the plants is measured through the quality of waste water discharge with all plants achieving targets in 2017/18. The Op-die-Berg plant requires an upgrade of sandfilters as the quality of discharge decreases, especially during winter months due to insufficient evaporation.

Electricity bulk supply and substations

Witzenberg Municipality is the main provider of electrical services to the domestic and agricultural economy within its area of jurisdiction, whilst Ceres itself is synonymous with 'world-class fruit'.

Without a sufficient and sustainable electricity supply, this economy finds itself in dire straits. The hard-hitting facts are that Witzenberg Municipality is for all intents and purposes running at its NMD (Notified Maximum Demand) of 46,2 MVA (total). In fact, NMD was exceeded in 2019/2020 as well as the current 21/22. The current Eskom backbone network does not permit an increase of this NMD until such time as their backbone network has been upgraded. The implications thereof are eight years and R250 million, meaning that 2030 is the earliest our NMD can be upgraded. Eskom however originally moved this date from 2022 to 2030 and more recently back to 2025. Time will however show when the upgrade really happens.

A conservative estimate of 2,5% growth per annum is that Witzenberg Municipality's load will be in excess of 50 MVA by then.

The realistic estimate however includes agriculture's own estimate for their industry alone to be 2,5% in addition to the natural growth of Witzenberg mentioned above. This then is a projected growth, realistically, of 5% per annum over the next ten years. By this estimate Witzenberg Municipality's load will be 90+ MVA by 2030. The reality however is that Eskom's inability to supply capacity has had a huge negative effect on the economy of Witzenberg. The intermittent load-shedding also adding to our woes.

The following initiatives were implemented to assist over the short term:

- The Witzenberg Municipality installed power factor correction equipment at the Ceres main electrical substation, which effectively provides us with an additional 1 Mva of electricity.
- Although Eskom cannot currently increase Witzenberg's NMD, an application for an additional 5 MVA was however submitted in September 2019. This is deemed a short/medium term solution.
- Council has approved more than 5 MWp of solar panels for its consumers, although this is now limited in terms of a Council decision.

Over the short term (1-2 years), the above interventions will assist Witzenberg to provide in its customers' growing demand. Should Eskom not be in a position to complete the upgrade of their bulk electricity by 2030, the Witzenberg Municipality and its agricultural economy will be brought to its knees because of Eskom's inability to provide an increased Notified Maximum Demand.

On the municipal side Witzenberg has three main areas of supply with four Eskom intake points as follows:

- The **Ceres** electrical network receives its bulk electricity from Eskom via two 11kV bulk metering points at Eskom's Ceres Power Station (northwest of the urban area) and Bon Chretien (northeast of the urban area) substation, current NMD is 36,5 MVA.
- The **Tulbagh** electrical network receives its bulk electricity from Eskom via one 11kV

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bulk metering point at Eskom's Tulbagh substation, current NMD is 4,5 MVA.

- The **Wolseley** electrical network receives its bulk from Eskom via a single 11kV bulk metering point at Eskom's Wolseley substation, current NMD is 5,2 MVA.

It remains the duty of any municipality to pursue all avenues of revenue enhancement in order to ensure the provision of the full bouquet of services to all its residents in a sustainable manner. Electricity provision to the un-electrified rural areas of Witzenberg municipal area is a huge untapped resource that the municipality is unable to exploit due to the current Eskom NMD constraints. In terms of the municipality's NERSA approved distribution licence, the municipal supply area is:

> *"The municipal area of WITZENBERG. Customers being supplied by Eskom or any other Licensed Distributor at the date of commencement of this licence are excluded from this licence"*

This implies that all un-electrified areas are considered 'green field' supply areas for the municipality and that Eskom is not allowed to supply electricity to these areas without the express permission of the municipality.

Load forecast

Below is a table depicting the current and immediate future growth.

	Ceres	**Tulbagh**	**Wolseley**
NMD	36.5 MVA NMD **(41.5)** Highest Registered 38.89 MVA (Feb 22)	4.5 MVA NMD Highest Registered 4.18MVA (Feb 22)	5.2 MVA NMD Highest Registered 5.1 MVA (Feb 22)
Developments proceeding	• Vredebes development (2850 RDP housing units) **5.2 MVA** • Bella Frutta **1 MVA** • Golfing estate dev (slow growth) **0.5MVA** • Erf 9602 Ceres Mall **1MVA** **[6.7 MVA]**	• Informal settlement growth **1 MVA** **[1 MVA]**	• Pine Valley 2H (120 Houses) **0.5 MVA** • Lotus Flower 3 **1.5MVA** (Construction phase) **[2 MVA]**
Developments on "hold"	• Belmont Development **0.5MVA** • Kleinbegin (220 RDP housing units) **0.5 MVA** • Mazoe (270 RDP housing units) **0.8 MVA** **[1.8 MVA]**	• Natural growth short term **0.5MVA** • Digby (315 housing units) **1MVA** • Waverenskroon (1350 housing units / Commercial 16 970m² / Institutional 20 775 m² / Recreation 24 400m² **1.5 MVA** **[3 MVA]**	• Natural growth short term **0.5MVA** • VV4 **1MVA** (phased) • Goedgevonden (269 units security/frail care) **1 MVA** **[2.5 MVA]**
	TOTAL 8.5 MVA	**Total 4 MVA**	**Total 4.5 MVA**

Proposed interventions

Eskom supplies the Ceres area with a 132 kV line that has, due to consistent growth in demand, reached its capacity in 2014. A moratorium on all new demand is currently in place. Upgrading the existing supply will consist of four phases with an associated cost of R250 million.

Management of landfill sites

The provision and operation of landfill sites in the Witzenberg Municipality have reached critical proportions due to drastically increased operating costs and permit conditions of existing sites, available landfill space and increasingly strict legislation to adhere to.

The **Ceres** landfill site has been closed since 1999 as a permit was not issued due to the nature of soil conditions that could lead to underground water pollution. Rehabilitation is however still outstanding at a cost of R 4,6m.

The **Prince Alfred's Hamlet** site is licensed for builders' rubble and garden refuse only, with the same geo-hydrological issues as the Ceres site. All builders' rubble and garden refuse from Ceres are dumped here. Vandalism and theft play a major role in the operation of the site as fences are stolen and infrastructure vandalised. Illegal entry also has the result that fires periodically break out at the site. Rehabilitation is however still outstanding at a cost of R54,3m.

The **Op-die-Berg** site needs to be closed in the near future due to high operating costs. Rehabilitation is however still outstanding at a cost of R6,1m.

The **Wolseley** site is licensed for general waste, garden refuse and builders' rubble and have sufficient space up to 2026. The municipality was forced to close the site, after the adjacent informal community burnt down the offices and damaged equipment, and it is not foreseen that the site will be opened again in the near future. Rehabilitation is however still outstanding at a cost of R28,2m.

The **Tulbagh** site has sufficient airspace for 3 months and a variation to the licence was applied for, but a court order was granted against the application. The court order indicated that the municipality has to resubmit its waste variation license with certain updates to the MEC to re-consider the amendment of our waste variation license.. If this Waste Variation License is not approved we will have to transport our solid waste to either Worcester or Drakenstein at high transport costs. The Tulbagh site needs to be upgraded to the value of R3,1m to comply with DEADP findings. Rehabilitation is however still outstanding at a cost of R19,3m.

The table below indicates the waste volumes generated per town:

Town	***Ton/annum***
Tulbagh	*4 284*
Wolseley	*4 887*
Op-die-Berg	*3 083*
Prince Alfred's Hamlet	*2 781*
Ceres	*9 664*
TOTAL	***24 699***

Witzenberg Municipality is in the process of developing a **long-term strategy for waste management** as a whole. The strategy will be required to address the following issues:

Component	Activity	Description
Waste avoidance	Public awareness	The municipality developed and implemented a public awareness programme to promote waste avoidance and waste minimisation at source.

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Waste collection	Optimise collection System	The municipality to optimise its waste collection resources.
Waste diversion	Recycling	The municipality should cooperate with the private recyclers in the municipal area instead of competing with them. Source-separated recyclables could be collected by the private recyclers after a competitive bidding process (tender). A wet MRF will be constructed at Ceres over the next 2 financial years. A waste drop off site is being constructed at Wolseley.
	Composting of green waste	The municipality should extend its current garden waste separation system to ban all garden waste from the domestic waste stream, thereby also capturing the fine garden waste (grass cuttings) for the composting process. A chipping and composting facility should be developed at the existing Prince Alfred's Hamlet garden waste site.
	Crushing of builder's rubble	Builder's rubble should be stored until a size stockpile is created to justify the mobilisation of a crusher. Such a storage area can spatially be provided at the centrally located proposed transfer facility or until then, at the Tulbagh landfill area.
	Food waste	The quantity of food waste in Witzenberg is too low to economically justify anaerobic digestion, but the food waste fraction could be composted with the garden waste. This would require source separation of food waste, but it is recommended that this activity be postponed until the composting of green waste has been successfully implemented. A zero waste to landfill pilot is currently being done at Tulbagh.
	Waste-to-energy	Witzenberg's waste volumes are too low to economically justify waste-to-energy technologies.
Waste disposal	Disposal at licensed landfill	Witzenberg Municipality has the option to either utilise the proposed new regional landfill near Worcester or to further develop the existing Tulbagh landfill. It is recommended that the regional initiative be supported because the transport cost would be the incentive to maximise the diversion of waste from landfill. A centrally located transfer facility should be established near Wolseley where the collected waste, after diversion technologies have been applied, would be transferred to long-haul vehicles.

Investigate usage of **regional landfill sites**. The development of a regional landfill site at Worcester is currently in process with the purpose to accommodate the municipalities of Witzenberg, Breede Valley (Worcester) and Langeberg (Robertson, Ashton, Montagu). The operation of a regional site should see a decrease in operating costs, but transport costs should determine if such a shift would be viable.

Witzenberg Municipality has a long-term twinning agreement with Essen Municipality in Belgium. As part of their Federal Government Programme, an application was approved for intellectual assistance and funding for the abovementioned strategy and related

Infrastructure Investment: Solid Waste (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Drop-offs and Transfer stations	***Witzenberg***	***R 6 000 000*** ***R 2 000 000*** ***R 4 000 000***	***2022/2023*** ***2023/2024*** ***2024/2025***

Fencing Landfill Site	***Prince Alfred's Hamlet***	***R 4 000 000***	***2022/2023***

infrastructure such as the material recovery facility. The project will further assist with the establishment of drop-off points (transfer stations) in all towns that would replace the existing skip system. Additional funding for the MRF and one drop-off was approved MIG and own funding.

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▪ PROGRAMME 1.1 (B): UPGRADE AND MAINTENANCE OF NETWORK INFRASTRUCTURE

Water and sanitation networks

The Witzenberg urban area is serviced through 327 km of water networks and 216.2 km of sewer networks with pipes varying in diameter. All urban areas have access to a water connection point with the exception of the informal areas of Tulbagh, Wolseley and N'Duli, which are supplied with communal water points. All urban areas have access to a sewerage connection point with the exception of approximately 25% of the Op-die-Berg and Prince Alfred's Hamlet consumers that are not connected to a network but use septic tanks that are emptied on request. The informal areas are provided with communal toilets. Septic tanks are serviced by two sewerage trucks over an area of 10,753 km² that entails mainly rural areas.

Normal maintenance and repair has increased drastically over the past couple of years due to the ageing of networks. A pipe replacement programme and upgrade of pump stations programme are being implemented and budgeted for on an annual basis. The increasing number of pipe breakages also has an influence on water losses, although water losses have decreased significantly over the past couple of years due to several interventions that were implemented.

Infrastructure Investment: Water & Sanitation (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Water Network Replacement	***Witzenberg***	***R 100 000*** ***R 2 000 000***	***2023/2024*** ***2024/2025***
Sewer Network Replacement	***Witzenberg***	***R 100 000*** ***R 2 000 000***	***2023/2024*** ***2024/2025***

Electrical networks

Ongoing maintenance of the network is essential to safeguard network reliability and sustainability and to ensure safe working conditions for employees and consumer safety. The negative impact of loadshedding on the electrical infrastructure can however never be emphasised enough. With its uptake in 2022, the municipality has witnessed a deep incline in cable theft, substation vandalism estimated to over R 2million and electrical fire damage to the PFC Control panels due to excessive switching as a result of loadshedding. The cable network of **Ceres** is considered sufficient to handle a reasonable capacity increase over the foreseeable short to medium term.

In the case of both Wolseley and Tulbagh, the cable capacity is 2,38 MVA, which is insufficient to handle the Notified Maximum Demand and

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the 35 mm cables should be replaced with 70 mm cables. Ageing infrastructure considered very outdated and even dangerous to operate are, e.g., oil circuit breakers which are estimated to be up to 50 years old and spares are not available. Old outdoor switchgear is susceptible to water ingress. Underway, is however a customer self-built project with plans of upgrading the existing 2x 95mm Incomer cables at Wolseley Main Switching station to 185mm, increasing the cable capacity to 5MVA.

The Electrical Masterplan is currently being reviewed. Witzenberg has developed a Small-scale Embedded Generation (SSEG) plan that supports the management of renewable energy production in the municipal jurisdiction. The municipality will continue with upgrading and installing street and public lighting to ensure a safe environment. However, continued cable theft and vandalism continue to pose a threat to the sustainable and safe provisioning of electricity and street lighting.

Illegal connections, especially in areas such as N'Duli and Pine Valley (Wolseley), pose a major threat in terms of electrical losses, loss of income and public safety if not properly addressed.

Although electricity losses are well managed at 10,5% annually it remains just above the 10% norm set by the Department of Energy, losses in areas such as N'Duli remain out of control, at times exceeding 85% mainly due to illegal connections with the result that only 15% of electricity supplied to the area is metered.

Especially in die winter, the N'Duli associated network trips due to overload. This constant tripping obviously has a frustratingly detrimental effect on the consumers with legal connections.

Infrastructure Investment: Electricity (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
MV Substation Equipment	***Witzenberg***	***R 100 000*** ***R 1 500 000***	***2022/2023*** ***2024/2025***
Upgrade of LV network cables	***Witzenberg***	***R 1 000 000***	***2024/2025***
MV Network Equipment	***Witzenberg***	***R 1 000 000***	***2024/2025***
Upgrade of MV Cables	***Witzenberg***	***R 600 000***	***2024/2025***

Solid waste collection

All formal urban residential erven receive a **weekly door-to-door waste collection** service with a wheelie-bin system being implemented for business. The implementation of the wheelie-bin system was necessary to ensure business pays for the amount of waste generated, as it was problematic with the provision of black bags in the past. The system further encourages recycling as business will save on waste removal costs when waste is collected by private recycling companies. It also addresses the problem of black bags and waste in boxes being left on pavements for collection that created pollution and unsightly streets. A new Compactor was procured in 2018/19 budget.

The **minimisation of waste** by private households is encouraged through public awareness and educational programmes. The strategic placement of large recycle bins at especially shopping centres and schools will be further expanded to support waste minimisation and recycling. The cost-effectiveness of recycling is still problematic as Witzenberg has low populations with limited volumes of waste generated. To

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increase the cost-effectiveness of the business, private companies have engaged with commercial farmers and the agri-industry to collect waste to increase volumes.

Approximately 70 skips are distributed through-out towns for the **collection of garden refuse**. An additional skip truck was procured to alleviate backlogs, but illegal dumping, dumping of household waste in skips and overflowing skips still remain an immense challenge. The municipality appointed additional law enforcement officers in to assist with curbing of illegal dumping.

Witzenberg will further implement a **waste management strategy** as mentioned under Programme 1.1 Sustainable provision and maintenance of basic services infrastructure – Managing of landfill sites that will include the placement of **drop-off points** (transfer stations) to replace the skips. The first drop-off point in Wolseley is being constructed this financial year, drop off points will be strategically placed in all towns with permanent personnel. A thorough **public awareness campaign** with ward committees and door-to-door visits by Waste Ambassadors-ensure public buy-in. The project is partly funded with the assistance of **Essen Municipality in Belgium** with whom Witzenberg has a long-term twinning agreement.

The volumes of garden waste generated by the public are however insufficient to cost-effectively implement a composting facility and it is foreseen that Witzenberg will enter a **partnership with local private composting companies**. The strategy will also seek to implement more cost-effective operational methods as it is expected that the establishment of new RDP housing projects will put more pressure on the existing workforce and vehicles. Over the past 15 years, **residential households increased by approximately 30%** and it is expected that the trend will continue over the next 10 years mainly due to the implementation of RDP housing projects. The existing workforce and vehicles will therefore have to be increased to ensure a sustainable service.

▪ PROGRAMME 1.1 (C): TRANSPORT MANAGEMENT AND ROAD MAINTENANCE

Integrated Transport planning

The Witzenberg Local Integrated Transport Plan (LITP) 2022-2027 was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there

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was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects.
The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The Witzenberg Integrated Development Plan for 2019-2020 indicates that 56.6% of the population are low income earners (R1 – R50 514 per annum) with 6.4% of the 56.6% receiving no income. 38.0% of the population are middle income earners (R50 515 – R404 111 per annum) and the remaining 5.4% are the high-income earners, earning more than R404 112 per annum.

The service levels maintained in the Witzenberg LM is very positive. The main challenge is the ingress of people from outside the area that keeps the housing need constant. Housing currently have a high priority in Witzenberg LM.

In summary, the progress made in the development of "new areas" as earmarked in the 2012 SDF is slow. The focus is understandably on housing settlements as this is often where political pressure is focused.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were

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proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervision to guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most others in the transportation field handle problems and challenges as it arises. The provincial roads and some bridges were identified as critical assets.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

It can be expected that projects will be shifted forward or backwards as priorities change. These priorities are often influenced by political influences as pressure mounts from communities. It could also be that co-funding becomes available or some developments are happening faster than expected.

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The OLS document (August 2020) includes the following recommendations:

- The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications.
- Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.
- Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to supplement the existing operating licences and accommodate the increased demand.
- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
- Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips.
- Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.
- No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.
- Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.
- Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established.
- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

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Stormwater Master Planning

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Stormwater Plan.

The Vision for Witzenberg LM Stormwater Plan was formulated to be “To provide a database for the Witzenberg Municipality where all stormwater data can be viewed, queried, stored, added, maintained and expanded.

The Stormwater Master Plans must identify upgrades to the existing stormwater system and propose new infrastructure in order to meet

current and future infrastructure needs to accommodate growth. It must include a funding model and a programme for the implementation of all the projects identified and prioritized. It must evaluate the long-term viability of existing infrastructure to cope with expansion and augmentation."

The Witzenberg LED Strategy (2004) stated that flooding of stormwater pipes is common in winter as these pipes are not inspected for blockages in the summer as required. The Draft Reviewed IDP 2019-2020 indicated that some areas within the Witzenberg Municipality have inadequate stormwater systems.

The existing stormwater infrastructure within Witzenberg is made up of 68.6 km of reticulation and 35.6 km of open channel.

The condition of the stormwater infrastructure was assessed based on blockage and structural integrity. 92% were found to be less than 25% blocked, 3% were found be partially blocked, and 5% were full of material (litter or debris). 46% of the structures were in a good condition, 39% were found to be in fair condition, and 15% were found to be in poor (damaged or broken) condition.

For the study area 28% of the Witzenberg PCSWMM model (existing minor system) require new stormwater infrastructure (upgrades, replacements and additional stormwater systems).

Pipe replacement and new minor systems for resolving the problem areas are proposed in this report, together with preliminary cost estimates. Costs have been calculated for each conduit that requires upgrading or new infrastructure to increase the capacity of the existing stormwater network.

The total cost estimate for the installation and upgrading of the local minor stormwater network to either the 1:2 year and 1:5 year return period standard amounts to R180.8 million, excluding long-term upgrade proposals, and R190.2 million including long-term upgrade proposals.

The hydrological analyses have indicated that the future developments requires the inclusion of detention facilities in the modelling in order to reduce the estimated post-development flood peaks to the predevelopment flood peaks.

Where practically possible, developments should be required to accommodate the difference between the pre and post-development run-offs up to the 1:50 year flood, on the development. This will reduce major and minor stormwater run-off and improve water quality.

The detention ponds modelled and proposed to be implemented to reduce the future peak floods within Witzenberg Municipal area. The high level cost estimate to construct these detention ponds amounts to R159.9 million. The bulk stormwater infrastructure required to connect the future developments to existing watercourses or the existing stormwater network amounts to R19.7 million. The proposed bulk stormwater
The main concern is that developments within Ceres and Wolseley are within the 1:50 Koekedow Flood lines.

Infrastructure Investment: Roads & Storm water (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***
Upgrade Van Breda bridge	***Ceres***	***R 20 113 000***	***2023/2024***
Upgrade Van Breda bridge (Own funding)	***Ceres***	***R 2 500 000***	***2023/2024***
Network Streets	***Witzenberg***	***R 2 500 000***	***2024/2025***

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II. OBJECTIVE 1.2: PROVIDE FOR THE NEEDS OF INFORMAL SETTLEMENTS THROUGH IMPROVED SERVICES

The Constitution of South Africa sets out in Section 152.1 the responsibilities of local government with the emphasis on the provision of services to communities in a sustainable manner. The provision of services to formal billed households is covered under the previous strategic objective.

The provision of services to informal settlements create another type of challenge as informal communities are usually made up of the more vulnerable groupings with limited access to services, which usually consist of communal infrastructure.

It is for this reason that Witzenberg has identified informal settlements as one of its strategic objectives to ensure that the provision of services and upgrade of informal areas receive priority attention. This objective addresses the provision of services to existing informal settlements and the upgrade of informal areas through the Department of Human Settlements programme for the development of serviced sites.

The implementation of housing programmes such as RDP and FLISP is discussed under the Strategic Objective – "Support the poor and vulnerable through programmes and policy" as it relates to the construction of top structures.

PROGRAMME 1.2 (A): IMPLEMENTATION OF HUMAN SETTLEMENT PLAN (SERVICED SITES)

Serviced sites are funded by the Department of Human Settlements under the Upgrading of Informal Settlements Programme at approximately R60 000 per site. Services included are a water connection, toilet with washbasin and surfaced roads.

Electrical networks are funded by the Department of Energy. Serviced sites projects were recently completed at Prince Alfred's Hamlet (242 sites) and Pine Valley, Wolseley (158 sites). Although 605 serviced sites were completed in 2016/17 in Vredebes with a further 635 sites planned for 2018/19, these sites are earmarked for the construction of top structures. It is expected that serviced sites will be developed in the N'Duli informal settlement for beneficiaries who would not qualify for a housing subsidy at the Vredebes development.

At this stage the number of non-qualifiers is unknown as surveys are presently in process amongst the approximately 1096 families living in the N'Duli informal settlement. The N'duli housing project were planned to be implemented in 2021/22 to ensure alignment with the Vredebes construction of houses but due to the delay in construction on Vredebes the N'duli project could not start yet because of ESCOM's inability to provide electricity due capacity contrains on the grid. It is expected that some of the approved qualified beneficiaries in the N'Duli informal settlement will be accommodated at Vredebes. The informal areas in N'Duli are planned to be upgraded for top structures for those that qualify as well as serviced sites for the non-qualifiers.

Infrastructure Investment (Note: Refer to final approved/adjusted budget for correct figures)			
Project Name	***Area***	***Budget***	***Year***

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Vredebes Access Collector	***Ceres, Vredebes***	***R 10 909 000*** ***R 2 284 454***	***2022/2023*** ***2023/2024***

The provision of serviced sites for non-qualifiers does create a problem as a number of the non-qualifiers are foreign citizens with the result that these can't be upgraded with top structures in the future. It is further experienced in areas such as Prince Alfred's Hamlet and Pine Valley where serviced sites were occupied in the past, that the sites are occupied by more than one family, in some cases as many as six families, which also hampers the upgrade to top structures as the additional families will have to be accommodated in a new project. A service provider was appointed by the DoHS so assist the municipality with the enumeration
of the informal settlements in Tulbagh and N'duli over the period 1 April 2019 to 31 March 2021.

- **PROGRAMME 1.2 (B): PROVISION AND MAINTENANCE OF COMMUNAL SERVICES**

The informal areas of N'Duli, Pine Valley and Tulbagh are serviced with communal toilets and water points.

The table below gives an indication of the number households and services ratio:

Informal household with communal services

Informal area	***Households***	***Water points***	***Toilets***
N'Duli, Ceres	**1114**	***25***	***14***
Tulbagh	**2440**	***102***	***145(including chemical toilets)***
Pine Valley, Wolseley	**2266**	***9***	***43 in total*** ***Only 15 in working condition***

Note: The number of service points as at end of June 2020. Tulbagh service points include serviced sites occupied by more than one household.

The aforementioned informal areas have limited access to an electrical network. The main reason being that the Department of Energy does not fund electrical networks in informal areas. The upgrade of informal areas to serviced sites is however funded. The maintenance of the communal facilities is managed by the housing section. Due to limited capacity and on-going vandalism, facilities are not always in a working order with blockages resulting in sewer overflows that lead to unhygienic conditions. It remains one of the biggest challenges for the Housing Department to provide education on the hygiene and usage of the public facilities. These conditions are further examples of the urgent need to upgrade the informal settlements. Refuse bags are distributed for weekly door-to-door collections. The system is not always effective with illegal dumping and littering ongoing. Skips are also placed at some areas with regular cleaning operations by the cleansing department.

- **PROGRAMME 1.2 (C): MANAGEMENT AND CONTROL OF INFORMAL SETTLEMENTS AND ILLEGAL OCCUPATION**

The programme focuses on the management and control of informal settlements in relation to in-migration and unlawful occupation especially in the informal settlements of N'Duli,

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Tulbagh and Pine Valley (Wolseley). The growth of informal settlements is monitored through a bi-annual count by officials from the Housing Department. The demolishing of illegal structures through a legal process is however costly and time consuming. Capacity of law enforcers is limited and they have to work after hours and over weekends. Eight additional EPWP workers were utilised from 16 December 2018 to assist the housing officials and law enforcement to demolish illegal structures.

Two additional EPWP workers were appointed as from 1 April 2018 to assist with the cleaning of ASLA Camp p and these contract are still ongoing. However because of the constant growth of the settlement an additional 4 EPWP staff members were appointed in July 2022 to assist the daily cleaning of the toilets, streets and area around these settlements.

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Key Performance Area 2

GOVERNANCE

OBJECTIVE 2.1:

SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

OBJECTIVE 2.2:

ENSURE FINANCIAL VIABILITY

OBJECTIVE 2.3:

MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL – AND INTER-GOVERNMENTAL PARTNERS AS WELL AS THE LOCAL COMMUNITY

Key Performance Area 2

B. GOVERNANCE

I. OBJECTIVE 2.1 SUPPORT INSTITUTIONAL DEVELOPMENT AND TRANSFORMATION

▪ PROGRAMME 2.1 (A) HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT

The Witzenberg Municipality employs 561 officials (30 June 2016) (permanent and temporary employees) excluding councillors, who individually and collectively contribute to the achievement of the municipality's objectives.

The primary objective of Human Resource Management is to render an innovative HR service that addresses both skills development and an administrative function. There were 49 vacant positions at the end 2015/16, resulting in a vacancy rate of 5,7%. Measurements are to be put in place to ensure that vacant positions are filled as soon as possible for service delivery to continue.

Witzenberg has put in place a set of human resource (HR) management and development processes, including performance management, personal development plans and workplace skills planning, all of which guide staff training and development. These also deliver effective talent management by creating a 'fit for purpose' organisation that is service delivery-oriented.

Performance management

The TASK process needs to be completed as a matter of urgency with proper job descriptions for all positions on the approved organogram. Witzenberg will further start with the roll-out of operating procedures in certain departments with evaluation measures to ensure effective personnel performance management. The latter will ensure more effective disciplinary action, and policies and measures will be put in place to ensure that disciplinary actions are timeously finalised.

Equity

The Employment Equity Act (1998), Chapter 3, Section 15 (1) states that affirmative action measures are measures designed to ensure that suitable qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to: "Number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan".

EE targets/Actual by racial classification

Development

Section 68(1) of the MSA states that a municipality must develop its human resource capacity to a level that enables it to perform its functions and exercise its powers in an economical, effective, efficient and accountable way. For this purpose the human resource capacity of a municipality must comply with the Skills Development Act (SDA), 1998 (Act No. 81 of 1998), and the Skills Development Levies Act, 20 1999 (Act No. 28 of 1999).

▪ PROGRAMME 2.1 (B): LAW ENFORCEMENT AND TRAFFIC

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Witzenberg aims to expand partnerships with communities, the private sector and other departments and spheres of government to improve safety and security. The aims of the Traffic Department Law Enforcement Department are as follows:

- Reduce road accident fatalities within the region and increase service delivery to all the towns within Witzenberg.
- Develop road safety initiatives and programmes aimed at educational institutions from primary to tertiary level.
- Ensure increased legal compliance to through enforcement of municipal by-laws and traffic regulations.
- Implement the Violence Prevention through Urban Upgrading (VPUU) programme
- Develop strategies to reduce road fatalities within Witzenberg

VPUU is a systemic approach to neighbourhood upgrades. It is a multilateral collaboration between Witzenberg, the Provincial Government and residents of a specific geographic area. VPUU aims to prevent violence in these areas and, consequently, to improve the quality of life of the residents. The goals include a general increase in the safety of the beneficiary population, upgrades to neighbourhood facilities, and economic and community development.

We are acutely aware that the Traffic Department is understaffed, which impacts negatively on the department's ability to effectively deal with traffic violations within the municipal jurisdictional area. It is therefore critical that the law enforcement personnel (traffic component) be progressively expanded over the next five years. The traffic infrastructure also needs to be upgraded to comply with the provincial and national regulations and requirements. It is also envisaged to purchase new traffic vehicles over the IDP term in order to render the department competitive in combating traffic- related offences. Responding to traffic-related offences as well as general law enforcement matters is not only a municipal traffic function, but also includes positive action from other law enforcement agencies. Intergovernmental relations will thus be strengthened to combat crime effectively within the Witzenberg area and to promote a proactive stance to public safety. It is further envisaged that a specialised traffic officers' component (fast response unit) be established that will lead the municipality's zero tolerance approach to speeding, reckless, negligent and drunk driving. Strategies will include specialised operations to apprehend offenders and start a name-and-shame campaign.

During October 2020 Witzenberg Municipality, together with the Department of Community Safety recruited seven peace officers to assist with the enforcement COVID 19 regulations, these learners are to be utilised on twelve month learner ship program assist the municipality render more effective and efficient by-law enforcement within Witzenberg. Coupled with the intended expansion of the fleet of traffic vehicles, the visibility and effectiveness of traffic services in all the responsible areas of Witzenberg, especially the outer towns, will improve due to this initiative.

The gradual implementation of the amended organogram will streamline the different work components and not only improve the level of service in all spheres of the department, but also present career opportunities.

During the course of the second and third quarter of the 2020 resources within the uniform component was strained mainly due to the COVID 19 Disaster Management Act and the enforcement of said regulations. Currently most of the services are decentralised to Ceres and needs to be expanded to the other towns within Witzenberg.

The intended expansion of the law enforcement component and the increased number of prosecutions, coupled with the possible impounding of items, pose a storage dilemma because at present there is no storage facility

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for impounded items. The long- term goal is to make available suitably secure storage facilities for such impoundments, which will in turn curb the present continuum of violations. For the period June 2020 until January 2021, 5 020 traffic cases, 40 arrest 58 vehicles were suspended by traffic officers. In addition for same period Law Enforcement Officers issued 789 violations with 23 arrest.

The Witzenberg Traffic Department is gradually expanding its services and operations, within all the towns however a decentralised approach will enhance service delivery to the various communities. However, this can only be done with expert planning, coupled with experienced management and the availability of adequate resources and financial provision.

▪ PROGRAMME 2.1 (C): SPATIAL AND TOWN PLANNING

The **Spatial Planning and Land Use Management Act** (Act 16 of 2013)(SPLUMA) brought about a new planning system which was implemented on 1 July 2015. The SPLUMA replaced the old 1985 Ordinance that was found to be unconstitutional. The most far-reaching changes are the following:

- Municipalities needed to regulate their own planning function within the legislative framework (SPLUMA) set by National Government. To this end the Witzenberg Land Use Planning By-Law was approved by Council and gazetted on 21 August 2015.
- Municipalities had to establish a Municipal Planning Tribunal (MPT) in order to determine land use and development applications. Witzenberg Council appointed the MPT members on 26 November 2015, consisting of 5 members; 3 internal and 2 external.
- Municipalities must adopt a single land use scheme within five years of implementation of the SPLUMA.
- The executive authority of the municipality is the appeal authority.
- Developments that will have an effect on provincial planning and agriculture will also need approval from the Provincial Department of Environmental Affairs and Development Planning.

Spatial Development Framework

Legislation requires that the Municipality adopt an SDF concurrently with the adoption of the IDP, which SDF must give spatial expression to the goals and objectives of the IDP.

Work commenced early in 2019 to review the SDF and Council approved the process plan on 31 July 2019.

Public engagements were held between 18 and 25 November 2019 at venues located in each of the towns. The draft SDF was also advertised in the press for public comment until 31 January 2020, and the Provincial Gazette with the closing date 30 March 2020.

Pursuant to section 13 of the Western Cape Land Use Planning Act, 2014 the draft SDF was presented to the Minister for comment on 4 February 2020. Comment was received from the Minister's Head of Department: Environmental Affairs and Development Planning on 5 February 2020.

On 27 May 2020 the final SDF was adopted by Council.

The MSDF has five specific focus areas.

The first is to maintain and protect the integrity, authenticity and accessibility of Witzenberg's natural environment and associated resources. The plan provides for activities enabling access to nature in a manner which does not detract from

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the functionality and integrity of nature and farming areas and landscapes.

The second is to maintain and expand the Municipality's key regional and intra-regional infrastructure. Appropriate infrastructure – whether in the form of transport routes or municipal services – is critical to support economic development, agriculture, and livelihoods.

The third is to maintain and grow the agricultural assets within the Municipality. Agriculture remains the mainstay of the regional economy and require on-going support. In a spatial sense, this specifically requires protecting high-value agricultural land from urban development. The opportunity also exists to diversify farm income in a manner which does not detract from the functionality and integrity of farming areas and landscapes, and to expand access to farming to smaller entrepreneurs and emerging farmers.

The fourth is to maintain and expand access to Witzenberg's unique sense of people and place. Important is the recognition and maintenance of unique landscapes, and diverse expressions over time of peoples' interaction with the landscape.

The fifth is to maintain and expand opportunity associated with Witzenberg's key settlements. Settlements need to be managed and provide for expansion in a manner which enables efficiency in infrastructure provision, integration and compaction to enable better thresholds and more sustainable movement, and protection of surrounding assets of nature and agriculture.

It is anticipated that a major review of the MSDF will occur every five years.

Land Use Management

Under the previous planning system, the municipality had three zoning schemes. The Spatial Planning and Land Use Management Act, 2013 stipulates in Section 24(1) that a municipality must adopt a single land use scheme for its entire municipal area within 5 years from the commencement of said Act.

Consequently, on 30 September 2020 Council adopted the Zoning Scheme By-law.

Land Use Management at Witzenberg focus on:

- Capacity of engineering services;
- Community facility needs;
- Demographic conditions;
- Transportation and road network master planning;
- Urban and rural problems;
- Visual form;
- Biodiversity and heritage resources;
- Environmental opportunities and constraints;
- Current land use;
- Housing market;
- Agricultural resources;
- Land availability;
- Growth potential;
- Existing and anticipated private and public development.

The SDF is the primary means by which the above-mentioned land use management aspects are addressed and which provides appropriate guidance as necessary.

▪ PROGRAMME 2.1 (D): ADMINISTRATION

The Administration Section aims to ensure good governance, administrative transparency and openness. To promote clean and sound administration and to ensure access and information in respect of Council resolutions, minutes, policies and by-laws. Witzenberg has started to implement a paperless policy to reduce use of paper with Council agendas and minutes.

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▪ PROGRAMME 2.1 (E): FLEET MANAGEMENT

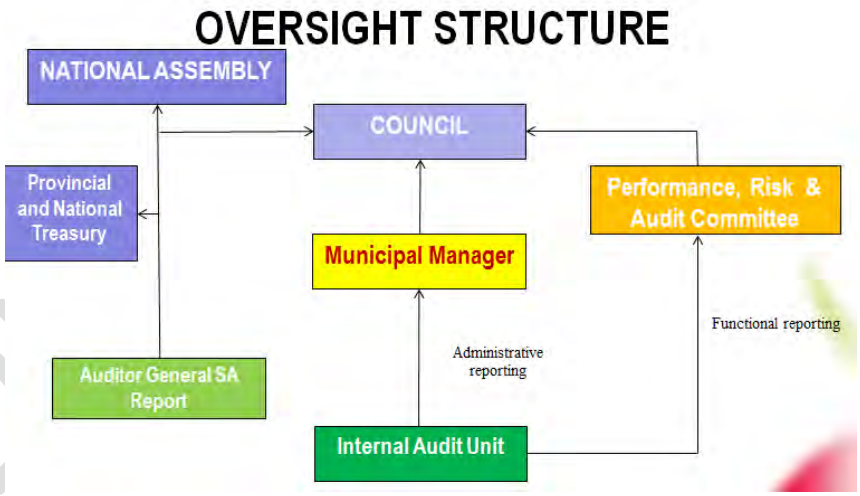
Witzenberg will develop a vehicle replacement policy that will entail the effective maintenance of vehicular resources and a well-planned replacement programme for ageing vehicle fleets spanning five, 10 and 15 years. Witzenberg is currently in the process of investigating the financial implications of long-term leasing. A vehicle tracking system will be implemented during 2017/18 to ensure effective monitoring and cost-effective usage of the municipal fleet.

▪ PROGRAMME 2.1 (F): TRANSPARENT GOVERNMENT (OVERSIGHT)

According to Section 62(c) of the MFMA, the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control and **internal audit** operating in accordance with any prescribed norms and standards

Section 165 further states that a municipality must have an internal audit unit that advises the accounting officer and reports to the audit committee on the implementation of the internal audit plan and matters relating to -

- internal audit and internal controls; accounting procedures and practices;
- risk and risk management and performance management;
- loss control; and compliance with this Act, the annual Division of Revenue Act and any other applicable legislation.



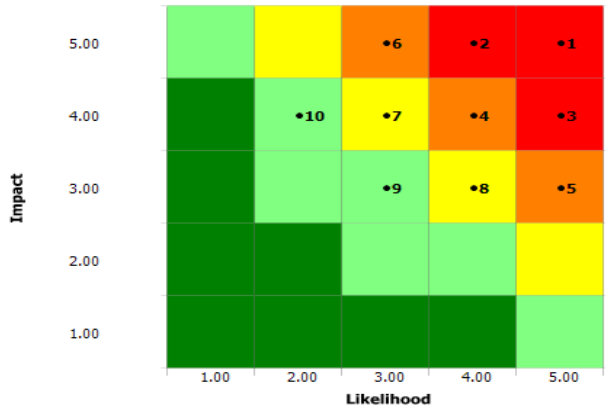
The Witzenberg Internal Audit unit must evaluate the adequacy and effectiveness of controls in responding to risks within the organisation's governance, operations and information systems regarding the:

- reliability and integrity of financial and operational information
- effectiveness and efficiency of operations and programmes
- safeguarding of assets; and
- compliance with laws, regulations, polices, procedures and contracts.

Internal Audit assists the organisation in maintaining effective controls (of which management is the custodian) by evaluating the effectiveness and efficiency and by promoting continuous improvement. A "fraud hotline" (0800 701 701) has been implemented and is communicated on a regular basis through newsletters.

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

Inherent risk heat map for Witzenberg Municipality indicating the top major risks applicable.



Title	II	IL	IR	Pt
Major unplanned not disaster related interruptions to service deliver	5.0	5.0	25.0	1
Inadequate supply for electricity to meet existing and future demands	5.0	4.0	20.0	2
Un-recoverability of outstanding receivables	5.0	4.0	20.0	2
Uneconomical utilization of assets (Klipriver Park)	4.0	5.0	20.0	3
Poor growth in revenue base	4.0	5.0	20.0	3
Non-compliance to rehabilitate closed landfill site	4.0	5.0	20.0	3
Deteriorating electrical infrastructure	4.0	5.0	20.0	3
Deteriorating water and sanitation pipe infrastructure	4.0	5.0	20.0	3
Solid waste management ineffective	4.0	5.0	20.0	3
Inability to implement provincial approved budgeted housing projects	4.0	5.0	20.0	3
Increase in unaccounted water and electricity losses	4.0	5.0	20.0	3
Inability to create a safe environment for communities	4.0	5.0	20.0	3
Escalation in vulnerable households	4.0	5.0	20.0	3
Deteriorating road infrastructure	4.0	5.0	20.0	3
Community is dissatisfied with slow progress towards services delivery	4.0	5.0	20.0	3
Growth in informal settlements	4.0	5.0	20.0	3

II – Inherent Impact; IL – Inherent Likelihood; IR – Inherent Rating; RR – Residual Rating; Pt – Map Indicator.

▪ PROGRAMME 2.1 (G): DISASTER MANAGEMENT AND FIREFIGHTING

2.1.1 Fire and Rescue Services

The CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA (ACT 108 OF 1996) establishes fire-fighting services as a Local Government matter. The FIRE BRIGADE SERVICES ACT (99

OF 1987) provides for the Witzenberg Municipality as a local authority to establish and maintain a fire brigade service for the following different purpose:

a. Preventing the outbreak or spread of a fire;
b. Fighting or extinguishing a fire;
c. The protection of life or property against a fire or other threatening danger;
d. The rescue of life or property from a fire or other danger;
e. Subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
f. The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

The Witzenberg Municipality therefore has the duty to perform the following firefighting functions:

- Coordination and regulation of local authority fire services, designated fire authorities and volunteer fire associations;
- Development of specialised fire services capacity to deal with specialised fire risks prevalent in the area such as veld fires, chemical incidents, informal settlement fires, etc.;
- Facilitation and coordination of the training and development of practitioners;
- Development and facilitation of the implementation of standardised municipal By-laws;
- Coordinate planning for the provision of fire safety and prevention;
- Development, support and implementation of community-based fire safety and Prevention programs;
- Preventing the outbreak and or spread of a fire;
- The provision of information, publicity, training, education and encouragement in respect of the steps to be taken to prevent fires and death or injury by fire;
- Conduct regular and random fire safety inspections;
- Provide advice on the means of escape from buildings and other property in case of fire;
- Fighting and extinguishing a fire; by making arrangements amongst others for having sufficient staff, equipment and vehicles at its disposal to deal with the fire risks in its area of jurisdiction;
- Provide for call taking and dispatching facilities to deal with incoming calls to report emergencies and summoning personnel and resources amongst others;
- Control and stabilisation of dangerous goods incidents;
- Protection of life and or property against fire or other related danger;
- Rescue of life and or property from fire or another form of entrapment;
- Rendering of an emergency medical care.
- Participation in special events planning;
- Provision of fire resilience training to fire practitioners and civil society at large;
- Conducting fire risk assessments;
- Provision of training and to fire services practitioners;

The SOUTH AFRICAN NATIONAL STANDARD for COMMUNITY PROTECTION AGAINST FIRE, SANS 10090:2018, is a measurement tool that indicates whether a fire service is meeting the minimum mandatory community fire protection standard, which in turn is indicative of whether a fire authority is indeed contributing to the objects of local government. The Witzenberg Municipality Fire and Rescue Service is currently classified as a category 5(b) which mean that we meet the performance criteria for staff availability and appliance availability by only 35% to 45%.

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2.1.2 Disaster Management Services

DISASTER MANAGEMENT ACT (57 OF 2005), Sections 52 and 53 require each municipality and municipal entity to prepare a Disaster Management Plan (DMP). The Witzenberg municipality has a legislated duty to:

- Establish a functional Disaster Management Centre.
- Appoint of a Head of Centre and suitably qualified persons.
- Responsible for the implementation and maintenance of an all-hazard, full-spectrum comprehensive disaster management programme, ensuring:
  - Prevention
  - Mitigation
  - Preparedness
  - Response.
  - Rehabilitation and reconstruction
- Monitor progress with post-disaster recovery & rehabilitation.
- Serve as repository of and conduit for, disaster information.
- Be the advisory and consultative body on disaster issues.
- Make recommendations regarding DM funding.
- Make recommendations on legislation affecting DM.
- Promote the recruitment, training and participation of volunteers in DM.
- Promote disaster management capacity building, training and education throughout the republic, including in schools.
- Promote research into all aspects of disaster management.
- Liaise and coordinate its activities with other relevant DM Centres.

II. OBJECTIVE 2.2: ENSURE FINANCIAL VIABILITY

The objective is to ensure that Witzenberg Municipality is financially viable over the short term and sustainable over the long term, while tariff increases are kept as low as possible to ensure that tariffs are affordable to the community at large and competitive to ensure that new businesses and/or industries are attracted.

The development of plots and building of RDP houses are challenges to the financial viability and sustainability of Witzenberg Municipality as most of the beneficiaries will qualify for indigent support and will not contribute financially to the municipality, but will be entitled to municipal services. The current workforce also needs to be extended to ensure service delivery to the new houses.

The maximum electricity demand of the Witzenberg Municipality reached the maximum supply by Eskom. Increased demand can only be supplied by Eskom in 2030. The lack of available electricity supply has a negative effect on economic growth, which also has an effect on the creation of work opportunities and the financial viability and sustainability of the municipality.

The collection rate of the municipality has decreased from 94% to 88%. This was primarily due to credit control measures not being implemented as a form of Covid-19 relief to the community. It is expected that the collection rate will increase again as we have started to implement credit control measures and have thus

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estimated that the budgeted collection rate for the new financial year will reach 91%.

▪ PROGRAMME 2.2 (A): INCOME AND DEBT MANAGEMENT

The revenue must be increased to ensure that Witzenberg Municipality can meet all its financial obligations and to improve service delivery. A policy providing for rebates on municipal services is available to new businesses/industries or extension of existing businesses/industries where new jobs are created.

New businesses and/or industries will not only increase the revenue base of the municipality but will also assist in reducing unemployment – one of the largest challenges for Witzenberg Municipality.

Witzenberg Municipality's revenue stream is modelled on a combination of past trends, forecasted economic and fiscal conditions. The revenue sources are monitored and determined to ensure sustainable medium-term to long-term cash flows.

Consumers are billed once a month for services rendered. In addition to the current practice of printing and mailing, technology will be utilised to implement an e-billing solution (**Citizen Mobile Portal**), using e-mail technology to make invoices more accessible and to encourage online transacting for citizens with internet access. Witzenberg will implement a Geospatial Information System to display billing information on maps to determine whether all users receive accounts and to easily view outstanding discrepancies.

The biggest problems exist in the towns of N'Duli, Prince Alfred's Hamlet and Op-die-Berg. The main reason being that effective debt collection through the cutting of electricity can't be implemented as Op-die-Berg and Prince Alfred's Hamlet are serviced by Eskom and in N'Duli illegal electricity connections can't be addressed due to safety issues of personnel.

▪ PROGRAMME 2.2 (B): EXPENDITURE MANAGEMENT

The financial goal was to pay off the external long-term loans and to finance new infra-structure. The bulk of the loans were redeemed and the future interest and redemption burden has been reduced significantly. The salary budget was kept below 30% of total expenditure. Controls are in place to mitigate the possibility of unauthorised, irregular and fruitless and wasteful expenditure being incurred.

▪ PROGRAMME 2.2 (C): SUPPLY CHAIN

Witzenberg Municipality is a large procurer of goods and services and as such it has enormous buying power to support economic growth through procurement. The supply chain unit will be revising their policies and procedures to ensure that goods and services are first secured locally. Unfortunately current legislation does not provide for any preference for local suppliers. The municipality will ensure that local SMMEs and local

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businesses are adequately empowered to provide these goods and services.

▪ PROGRAMME 2.2 (D): MSCOA

The Municipal Standard Chart of Accounts (MSCOA) regulation will be implemented from 1 July 2017. To achieve this, the 2017/2018 budget must be tabled in the MSCOA format. The tendency of National Treasury to move the goalpost makes it even more difficult to achieve compliance with the regulation.

III. OBJECTIVE 2.3: MAINTAIN AND STRENGTHEN RELATIONS WITH INTERNATIONAL AND INTER-GOVERNMENTAL PARTNERS AND THE LOCAL COMMUNITY

▪ PROGRAMME 2.3 (A): COMMUNICATION AND MARKETING

Local government has a legal obligation and a political responsibility to ensure regular and effective communication with the community. The Constitution of the Republic of South Africa Act 1996 and other statutory enactments all impose an obligation on local government communicators and require high levels of transparency, accountability, openness, participatory democracy and direct communication with the community to improve the lives of all.

Good customer care is of fundamental importance to government organisations due to their constant interaction with members of the public. All local government entities strive to uphold the following constitutional ideals towards the development of acceptable policy and legislative framework regarding service delivery in public service:

- Promoting and maintaining high standards of professional ethics.
- Providing service impartially, fairly, equitably and without bias.
- Utilising resources efficiently and effectively.
- Responding to people's needs; citizens are encouraged to participate in policy making.
- Rendering accountable, transparent, and development-oriented public administration.

The Witzenberg Municipality Communication Strategy is a vital document which illustrates the views of local residents regarding communication as well as their perceptions of the municipality. Many of the views expressed display dissatisfaction with aspects related to elements beyond the scope of local government, such as access to housing, employment opportunities, education and healthcare.

However, local government acts as the conduit to expedite issues of this nature to the correct government entities, while supporting and investing in various programmes aimed at skills development, youth development, social development and short-term temporary employment. Levels of literacy and education,

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understanding of language, public apathy, knowledge of government processes and access to communication tools can also affect how the public formulates perceptions of local government A successful communication strategy therefore links local demographics to the municipality's programme for the year, and influences budgetary expenditure according to the needs of the public. The aims of Witzenberg Municipality's Marketing and Communication Department are:

- To integrate communication.
- To offer service that communicates commitment, loyalty and interest.
- To generate content that engages the public with openness and positivity.
- To become proactive with communication instead of reactive.

and can potentially hamper how local government communicates and assimilates information, especially within rural environs.

- To make ease of access to communication and relaying information easier for the public.
- To effectively engage with international stakeholders and clients.
- To perform oversight and development of tourism expenditure and activities to promote the various towns within the municipality.
- To manage operations for contact centre query management and emergency services relay.

Communication is managed in the following ways:

▪ PROGRAMME 2.3 (B): INTEGRATED COMMUNICATION TECHNOLOGY

Witzenberg is in the process of developing an IT Governance Policy and will implement the following projects over the next five years:

Wide Area Network:
The establishment of a high speed backbone linking Ceres, Tulbagh, Wolseley and Op-die-Berg using AirFiber Micro towers. This will increase our network speed from 0,5 Mbps to 700Mbps which will greatly improve our footprint in these towns. Phase 1 is already completed. Phase 2 will be the upgrading of all client sites. Phase 3 configuration and qOs.

Disaster Recovery Site:
We have established a DR site at Traffic Services where we replicate from our live site. At the moment we are using virtualisation to replicate and synchronise our mission critical servers including our exchange, file, document servers. We are planning to increase these to include all servers. On completion of the WAN backbone, the movement of the site to Wolseley and the upgrading of the equipment to centralised storage. This project is critical as it would ensure business contingency during a disaster.

Citizen Mobile Portal:
We need to be able to provide all services to customers on a digital platform accessible via Mobile device or a PC/Laptop. This will include internet portals or mobile apps where users can access their accounts, perform payments, apply for services, fault reporting, procure prepaid services, refuse removal programmes, etc.

▪ PROGRAMME 2.3 (C): BUILDING STRATEGIC PARTNERSHIPS

Witzenberg is committed to working closely with the provincial and national spheres of government to put the needs of our community first. To achieve this, we engage with Provincial-

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and National Government on various formal and informal platforms.
Witzenberg will formally engage Province and other municipalities through the Premier's Coordinating Forum at a political level, as well as by means of the IDP indabas and MTECH committees at an administrative level. Witzenberg is an active partner in the Consolidated Rural Development Programme (CRDP) with regular engagements with the Department of Rural development in this regard.

Witzenberg will continue with a long-term twinning agreement with Belgium Municipality, Essen.

Several projects relating to youth development and the environment were implemented successfully in the past. Current projects include a Flemish Programme on Youth development and upgrading of open spaces. A Federal Programme focusing on Waste Management will be implemented in 2017/18.

The **Thusong Centre** is a decentralised government access hub available to the public, allowing easier access to government services such as Social Development, Home Affairs, etc., eliminating the need for clients to travel great distances to their closest office.

Being a public hub, this building experiences high volumes of public visitors, placing much pressure on the building. The government stakeholders making use of the building are tenants to the municipality and the rental generated is used to manage the overheads of the centre. As a result, a frequent expenditure for this building is maintenance. There are also capital requirements at this site, as we need to reinforce the security of the building as well as look into the expansion of the centre to accommodate more offices for rental, and provide space in the form of a sports hall for training and conferencing, recreation, cultural or sports activities for the youth and the aged.

The staff at the site is appointed on a temporary basis and we require an administrator to be appointed on a permanent basis in order to address the needs of this facility.

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Key Performance Area 3

COMMUNAL SERVICES

OBJECTIVE 3.1:

PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME.

Key Performance Area 3

C. COMMUNAL SERVICES

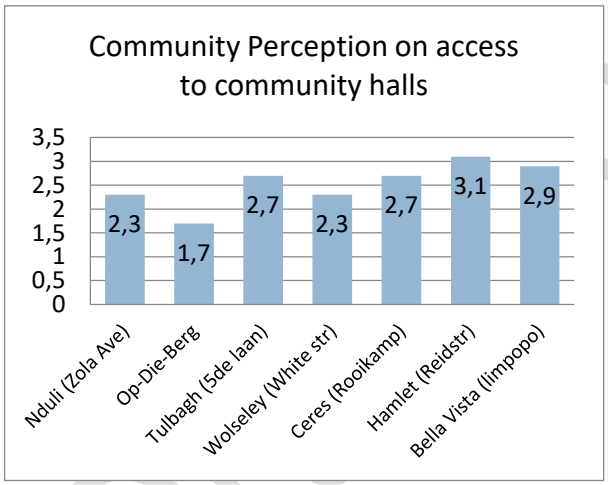
I. OBJECTIVE 3.1: PROVIDE AND MAINTAIN FACILITIES AND AN ENVIRONMENT THAT MAKE CITIZENS FEEL AT HOME

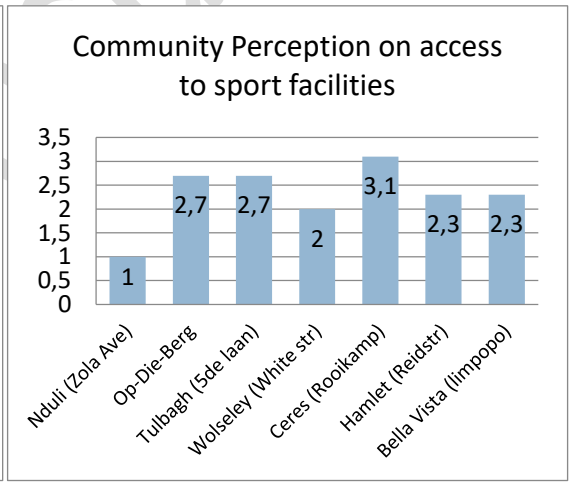
▪ PROGRAMME 3.1 (A): UPGRADING AND MAINTENANCE OF FACILITIES

Backlogs in repairs and maintenance (reactive maintenance) will be addressed, and proactive maintenance programmes for ageing infrastructure (community facilities, cemeteries, park equipment, small plant and machinery) will be investigated and implemented to meet minimum maintenance standards. The municipality aims to maintain all 55 community parks to the set standards. A five-year budgeted maintenance for communal facilities will be developed with standard operating procedures to ensure a cost-effective management of facilities.

Witzenberg will continue partnerships with local sport forums and will continue with the establishment of new sport forums in all towns. The planning and development of sport facilities will be done accordingly the Sport Master Plan.

Witzenberg has implemented a community satisfaction survey for public facilities and amenities and achieved an overall score of a "fair" perception on facilities from the community. The survey is an important tool to determine perceptions across communities and where focus and attention are required.





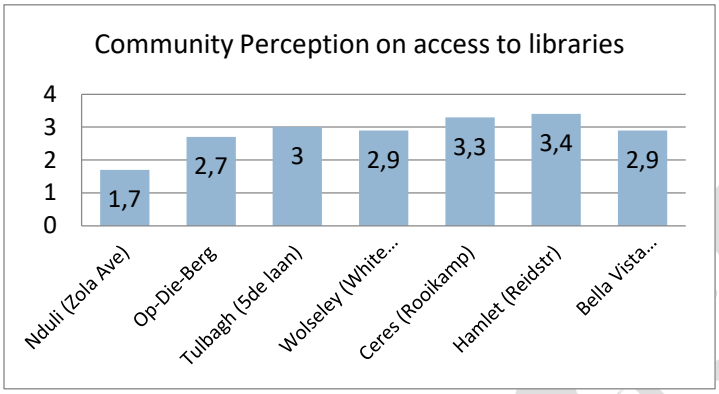
Perception scores: 1-poor, 2- fair, 3-good, 4-very good, 5-excellent

To address the escalating city burial demand resulting from population growth and over capacity of existing **cemeteries**, an approximate total of 4 ha of land is required for new cemeteries. It is especially the areas of Ceres, Bella Vista, N'Duli and Op-die-Berg that are in urgent need. To address the escalating burial demand, Witzenberg will identify suitable land and establish new burial sites for the areas as mentioned. Due to scarce suitable land, the possibility exists that a regional burial site might be developed for the greater Ceres area. The cemeteries of Wolseley and Tulbagh can be extended but proper fencing is required to cope with increasing vandalism and theft. Witzenberg will also implement an electronic booking system for burials.

Libraries are generally in a good state in terms of equipment with the exception of the John Steyn Library where urgent upgrading is required.

The libraries' core functions are primarily the:

- dissemination of information
- collection building of local, indigenous and international material
- provision of reference services
- creating awareness campaigns through exhibitions
- preserving and maintaining assets



Perception scores: 1-poor, 2- fair, 3-good, 4-very good, 5-excellent

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- **PROGRAMME 3.1 (B): ENVIRONMENTAL MANAGEMENT**

The Witzenberg area is well-known for its scenic beauty being surrounded by mountain ranges, natural surroundings, fauna, and flora. The Witzenberg local municipality (WLM) is situated within the Cape Floristic region and is rich in biodiversity and associated ecosystem services. The livelihood of Witzenberg is totally dependent on its biodiversity and ecosystem services which are essential to ensure sustainable socio-economic development and also to support human well-being. However, WLM experiences a lot of environmental challenges such as rapid urbanization, limited resources such as water, land, energy, etc.; air, land & freshwater ecosystems pollution; drought, and climate change. The risks of environmental and ecosystem degradation, social and economic challenges, and a polluted environment that is unhealthy for the local community will increase the occurrence of epidemics, and viruses. The development of an integrated environmental strategy or framework to address complex environmental, social, and economic issues that will be essential to promote sustainability and sustainable development. The composition of an environmental steering committee which include internal and external stakeholders will ensure good and effective governance.

Biodiversity and the degradation of declared nature reserves and Critical Biodiversity Areas (CBAs) are at risk due to various anthropogenic activities such as but not limited to illegal land occupants, littering, overharvesting of indigenous vegetation, illegal sand mining, illegal overgrazing of animals, uncontrolled fires. Ungoverned nature reserves and CBAs lead to biodiversity loss, extinction of endemic fauna and flora,

increased climate change impacts, soil erosion, spreading of diseases and virus outbreaks, increased fire risks. Nature reserves, CBAs and Ecological Support Areas (ESAs) under the jurisdiction of the Witzenberg municipality must be maintained/restored and degraded areas must be rehabilitated to sustain biodiversity patterns and processes and the functionality of ecosystem services. The development of nature reserve management plans followed with the appointment of a nature reserve management team for protected areas is essential to ensure the conservation and sustainability of our natural environment. Stewardship agreements between the municipality and other governmental institutions (Cape Nature) or private entities will also assist to ensure the conservation of CBAs. The acquisition of vehicles to transport teams and equipment will be essential to ensure effective and efficient management of the reserves, and CBAs. Outdated nature reserve and municipal commonage by-laws must be reviewed. Collaborative and collective action between the municipality and other governmental and non-governmental institutions, adjacent landowners, local farmers, businesses, etc should be encouraged. Co-management and public-private partnerships to ensure resilience must be promoted. Promote community-based natural resource management to enhance disadvantaged communities' socio-economic development and prevent illegal exploitation of natural resources and environmental degradation.

- Law enforcement needs to expand to include monitoring of protected areas and commonage areas. Invasive alien vegetation is controlled and managed in terms of the control plans for the Ceres Mountain Fynbos nature reserve (CMFNR) and the Wolseley, Prince Alfred Hamlet and Op-Die-Berg commonage. Draft Invasive alien species control plans for the Prince Alfred Hamlet and Op-Die-Berg commonages have been developed and to ensure effective implementation of these plans, external funding is essential. Biological control methods will also be implemented for invasive aquatic and terrestrial plants. The main goal of the alien vegetation projects is to conserve water at mountain catchment areas, water source areas and riverbanks and also to conserve and promote biodiversity in the Witzenberg. Ceres Business Initiative (CBI) funds follow-up alien clearing and areas of low infestation projects in the CMFNR. The Environmental section is continuously liaising with national and international funders to support alien vegetation clearing projects in the Witzenberg area. Rivers in our urban areas are degrading due to illegal dumping, illegal water extractions, illegal land occupation, erosion, agricultural and industrial activities. The loss of important freshwater ecosystems, erosion can also lead to flooding, and biodiversity loss. The Ceres River Restoration Program (CRRP) is a 3-year pilot project funded by WWF. The aims of the project are to tackle the current negative impacts and challenges identified at the Dwars, Modder and Titus rivers. The aim of the program is to improve the integrity of the Dwars, Modder and Titus River sections within the Ceres peri-urban areas by developing a collaborative understanding of the activities and impacts, as well as a shared level of responsibility to restore, protect, and conserve the water resources and ecological infrastructure upon which all local businesses and farmers depend. Part of the program is to develop a sustainable integrated river management plan. Other interventions are removing invasive alien vegetation, replanting indigenous vegetation, and

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developing partnerships with private landowners that will ensure the program's sustainability. The same type of program will be extended to the other degraded rivers in the Witzenberg area. Monitoring and awareness programs in conjunction with governmental institutions must be implemented with farmers, local community, factories and private owners to ensure the conservation and sustainability of our river ecosystems. Specialist studies have to be done to identify erosion control methods at rivers and rehabilitation of the Dwars River will continuously be implemented. Environmental education will be supported through the "Green Fingers" as well as an "adopt a river" project in conjunction with Cape Nature. The focus will be on "excercising respect for the nature". Other awareness campaigns include Arbor Week and Water Week.

Climate Change

The municipal climate change response has been identified in the National Climate Change response plan (NCCRP) for inclusion into IDP planning (DEA, 2010). Municipalities, especially, play a vital role in addressing the country's social, economic and environmental needs. Local government is tasked with the provision of services in a sustainable and equitable manner which includes climate change resilience, the facilitation of socio and economic development and the promotion of a safe and healthy environment for all. Climate change and climate variability already have a direct impact on the ability of municipalities to meet these objectives. Services that have a great impact on climate change within the WM is the Energy/Electricity, Town planning, Stormwater & roads, water & sanitation, waste management, human settlements, fire & disaster management, Environment, Parks & Amenities. LED & SD. The development of a climate change response strategy and climate adaptation and mitigation plan is essential. The establishment of a steering committee from a cross sector of departments to address the relevant climate change issues is important. The appointment of a champion official to drive the climate change planning process will be vital.

Air quality

Principal functions of municipalities as per National Framework for AQM

Air Quality is a function of all spheres of government, ranging from local, district, provincial and national government.

The setting of municipal standards for emissions from point, non-point or mobile sources in respect of identified substances or

mixtures of substances in ambient air, which through ambient concentrations, bioaccumulation, deposition or in any other way present a threat to health, wellbeing or the environment in the municipality. Municipalities have to monitor ambient air quality and point, non-point and mobile source emissions. The second generation Air Quality Management Plan review was approved by Council on 30 September 2020. The review takes place every five years. It is important to expand the plan parallel with economic growth and spatial development. It is therefore imperative that the plan be included in the IDP. Air Quality have budgetary implications as air emission monitoring appliances in this field is expensive and needs to be budgeted for. Work on the Air Quality By-law for the Municipality has been completed and needs to be approved by Council. The municipality is also in need of audio measuring equipment for the control of noise in its jurisdiction in terms of the Western Cape Noise Control Regulations PN200/2013. Monitoring of compliance in respect of offensive

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odors caused by any activity is essential for the compilation of an atmospheric impact report. A new approach will be taken towards the development of an emissions inventory for unlisted fuel burning appliances in the Witzenberg Municipality. Currently stack observations are done on a weekly basis to observe efficient burning at boilers.

Wellbeing of communities

The application and regulation of the requirements of Section 24 of the Constitution must be complied with to ensure an environment that is not harmful to any person's health or wellbeing. Offensive odours, noise and dust by means of the use of monitoring equipment should be prioritized. The municipality currently does not own any monitoring equipment, thus there is a need for obtaining measuring equipment to combat offences in this regard sufficiently and thereby secure the wellbeing and safety of all inhabitants.

Roaming animals

Roaming animals are still problematic in some residential areas and of great concern for the municipality. Despite of efforts to control the problems, there are still many challenges. The Municipality currently employs 21 animal monitors in Ceres, Nduli, Tulbagh, PA Hamlet and Wolseley which brought some relief to a certain extent in combatting the problems. These problems varies from lack of land for grazing, keeping of too many animals by emerging farmers, ability to feed their animals and the lack of supervising their animals. Further problems of roaming animals occurs after working hours when these animals goes into the residential areas, entering private properties, destroying peoples gardens and also creates unsafe situations for residents and vehicles. The absence of an impoundment facility in the Municipal jurisdiction, hampers the successful control of these animals.

Parks and Urban Greening Program

Through 2022 Urban Forest Management Plan (UFMP) identified the issues and values that are crucial to the Witzenberg municipality (highlighting the central business district), describe a vision for the future of an urban forest, and provide approaches to achieve that vision. The Urban Forest Management Plan (UFMP) consists of several trees inventories (indigenous and common trees) from residential and municipality properties. Tree maintenance and planting needs have been identified. The plan extends beyond planting and pruning schedules to include a variety of long-term goals, strategies and priorities that address tree canopy in a comprehensive, systematic manner. It also requires that all tree works decisions have a focus on always retaining and protecting the current and future tree investments.

Vision

The vision is to establish urban forest that provides maximum benefit while sustaining a healthy, vital canopy over the residential and governmental zones and coexisting and adapting to the expanding development of the central business district.

Goal of The UFMP Include:

Develop, promote and maintain strong community involvement for the urban forest by increasing awareness among municipality staff, local/ private landowners, and residents about the benefits and services provided by the urban forest and how to care for it.

Outcome: Passionate, knowledgeable staff, landowners and residents.

Strategic Plan

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STRATEGIC GOALS, OBJECTIVES, ACTIONS

SG 1: Grow the Urban Forest Through New Planting to Maximize (the Social, Economic and Environmental) Benefits of Trees and Urban Greening. Address disparity between soft-scapes and hardscapes.

OBJECTIVE	ACTION (HOW)
Maximise sustainable planting of trees in order to increase percentage canopy cover	• 1 Encourage and educate through workshops on value and benefits of trees
	• 2 Revise 5-year tree planting plan focused on access to alternative water sources
	• 3 Propagate and procure high quality plant material in line with 5 Year Tree Demand Plan
	• 4 Establish a committed tree planting team for big tree planting at focal points and visible sites

SG2: Protect the urban forest from threats and loss by preserving the town's existing trees

OBJECTIVE	ACTION (HOW)
Develop and give input into guiding documents for Tree Protection	• Review Tree Policy – conduct review workshops
	• Give input into Tree Bylaw (Environmental Bylaw)
Recognize trees for their special contributions to the City's landscape	• Invite nominations for Trees of Significance, implement higher level of protection and maintenance
Monitor and control diseases and pests	• Develop strategies to combat diseases and pests

SG3: Manage, monitor, measure and maintain the urban forest to ensure sustainability

OBJECTIVE	ACTION (HOW)
Maintain urban forest according to accepted best practice - including skill and competency development of staff and service providers	• Revise the Tree Work Procedures (TWP)
	• Workshop TWP to ensure skilled and trained staff and to minimize tree loss through comprehensive maintenance of trees
	• Revise / develop specifications for external contractors (minimum technical requirements and service standards)
	• Enforce Tree Work Procedures
Collect and use data to measure and monitor the urban forest	• Tree Inventory through GIS mapping that contains data for each tree • Procure and process Infrared Imagery to establish a baseline for urban forest canopy cover and to define canopy targets for future
	• Tree Planting Register maintained

SG4: Secure Resources

OBJECTIVE	ACTION (HOW)
Committed funding and resources for tree related programs and activities	Assess existing resources and identify gaps e.g. • Equipment / tools: mobile tankers, fixed tanks, pumps • Identify key technical positions and motivate for appropriately skilled and trained staff • Funding for special projects • Ensure sufficient operating funding is available for tree maintenance

SG5: Stakeholder Engagements and Awareness campaigns

OBJECTIVE	ACTION (HOW)
Source Urban Forest training and education opportunities	• Identify specialized training needs and facilitate training

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OBJECTIVE	ACTION (HOW)
Experiential opportunities	• Engage with groups to establish partnerships to transfer special skills and knowledge • Utilize Nursery as training facility e.g. Bonsai training
Encourage participation in the planting, establishment and maintenance of trees	• Community Gardens • Participate in Friends Group initiatives where feasible
Participate in national, international awareness	• Arbor Month • Arbor City

OBJECTIVE	ACTION (HOW)
campaigns related to trees	
Increase knowledge and engagement (residents, community groups, private sector, public agencies)	• Establish External and Internal Reference Group/ Tree Committee • Press and media releases • Tree-Talk internal publication

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Key Performance Area 4:

SOCIO-ECONOMIC SUPPORT SERVICES

OBJECTIVE 4.1:

SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

OBJECTIVE 4.2:

CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY

Witzenberg Day for the Aged

Key Performance Area 4

D. SOCIO-ECONOMIC SUPPORT SERVICES

I. OBJECTIVE 4.1: SUPPORT THE POOR AND VULNERABLE THROUGH PROGRAMMES AND POLICY

▪ PROGRAMME 4.1 (A): SOCIAL DEVELOPMENT PROGRAMMES

Witzenberg is committed to the development of its **youth,** and recognises the important part they play in society. Young people living in Witzenberg face a number of challenges on a daily basis: Not only are youth unemployment levels high, but substance abuse, particularly drug abuse, is on the increase. In order to facilitate youth development and support, Witzenberg will improve its capacity to deliver on its various programmes. The programme interventions supporting youth development are multifaceted, taking into account the many challenges facing the youth.

An Implementation protocol has been signed with Western Cape Department of Social Development for the implementation of projects and initiatives in the Witzenberg Municipal area. The Protocol aims to address gaps in social development in the Witzenberg Municipal area. The Implementation Protocol agreement declare the Municipality and the Department of Social Development's shared commitment to the following in the context of social and community development:

- Building strategic partnerships towards developing communities in the Witzenberg Municipal precinct
- Promotion of the ideals of integrated governance
- Integrated, sustainable and community centred policies and programmes
- Co-ordination of shared work areas, responsibilities, skills and capacity, resources and concerns
- The Witzenberg Municipality & Department of Social Development will support, within its available resources, the following initiatives, with a special focus on Gender Based Violence (GBV) in building sustainable communities:
  - Gender Based Violence
  - Substance Abuse
  - Disability Programmes
  - HIV Programmes
  - Early Childhood Development
  - Homelessness
  - Community Development
  - Youth Development

A Joint District Approach (JDA) Social Cluster has been established that will aim to facilitate discussion around social development service delivery aspects in the various Municipal towns of Witzenberg. It will also aim to address developmental gaps in areas in order that a collaborative approach can be implemented, therefore strengthening initiatives across Government service delivery Departments and ensuring the majority of needs of the most vulnerable can be met. The JDA Social cluster meets quarterly and will be focussed on action and not duplication. The members of the Social cluster will encompass all relevant social development service delivery orientated government departments and related stakeholders.

The following major youth programmes will be implemented, in association with Government, private sector and public organisations:

- Skills development, including personal assessment, development plans and career pathing, entrepreneurial skills, income opportunity skills, technical training and computer skills development.

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- Youth programmes with the focus on building physically, emotionally and spiritually healthy citizens who can contribute meaningfully to the community in a socio-economic context by means of nation-building programmes
- Establishing partnerships with private, public and government sector to strengthen youth initiatives for bigger, collaborative impact
- Identifying youth recreational infrastructure needs and funding opportunities for implementation
- Capacity building in the fields of organisational development, leadership skills training, moral regeneration and train-the-trainer initiatives.
- Greater awareness of youth at risk, teenage pregnancy, HIV/Aids, substance abuse, the risks of gang involvement, etc.
- Getting youth involved in public participation processes
- Creating platforms for youth to engage around topical issues that affect them, so that they can take ownership and advocate for change, where necessary.
- Putting practical monitoring and evaluation mechanisms in place to ensure that programmes and interventions are relevant and that those doing youth work are held accountable.
- Innovative IT development solutions to facilitate access.
- Creating linkages between corporate entities and assessed youth with a view to possible permanent employment.
- Creating platforms and opportunities for the youth to grow in various art forms such as dancing, drama and craft skills
- Linking the youth with skills training opportunities such artisan related training
- Conducting youth dialoque with vulnerable youth about social challenges and inspiring them
- Creating opportunities for youth to showcase their arts and crafts talents
-

Substance abuse is a priority area, given the high incidence of drug and alcohol abuse in Witzenberg. The substance abuse programme focuses on prevention, intervention, suppression and coordination services with other spheres of government It also include tackling the root cause of drug abuse and social dialogue regarding the impact that it have on society.

HIV is a reality in Witzenberg and thus the HIV programme focuses on awareness, early intervention and prevention, in association with Department of Health and other stakeholders. It include preventative actions, measures & discussions with the community.

Poverty alleviation requires a targeted effort to care for the marginalised and vulnerable in Witzenberg. Given the current economic environment of ever-higher unemployment and the increasing number of residents living below the poverty line, indigent programmes and other economic enabling measures require urgent attention. The main thrust of the programme is to facilitate the resources and conditions required to satisfy poor communities' physical, social and psychological needs. The current focus of the programme is to support food production and security through the establishment and maintenance of food gardens. Food gardens help improve household food security and people's nutritional status, and also offer an opportunity for a group of people to come together and produce food collectively.

People living with disabilities programme recognises the various challenges experienced by people with disabilities. Witzenberg focuses on awareness-raising initiatives concerning disability in order to break down the barriers and promote and foster social integration and opportunities for persons with disabilities. The programme interventions are aimed at empowering and promoting a fully inclusive society for persons with disabilities. Support to caregivers and parents of disabled children is another goal of this programme. Life skills, hand skills and social skills are some of the main areas of intervention

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for youth who are differently disabled. Disability access discussions will also be facilitated for municipal buildings and then also with the private sector.

The **Gender programme** create an enabling environment that celebrates women rising above adversity, Witzenberg seeks to raise awareness of domestic and gender-based violence as well as the support services on offer to both women and men. The following programmes are provided in collaboration with numerous partner organisations:

- Women's Day events celebrating women rising above adversity
- Training to create greater awareness of domestic and gender-based violence
- Fatherhood training programmes, which entail the training and education of young men and fathers to improve gender relations and to facilitate prevention and early intervention in respect of domestic and gender-based violence
- Discussions regarding facilitating of establishment of safe house
- Awareness programme on domestic and gender-based violence during the 16 Days of Activism campaign

The **Protection of vulnerable children programme** is focused on coordinating services of all NGOs/FBOs and government departments in the field of working with children and their families.

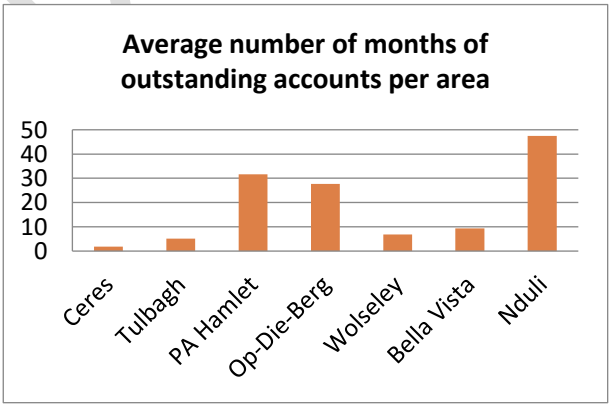
- Awareness and prevention of child abuse and child neglect.
- Fire, water and road safety awareness campaigns in collaboration with the relevant stakeholders.
- Support and assistance to other departments/stakeholders working with children.
- Assistance with addressing the problem of children under 16 who are roaming around in towns under supervised

The **Early childhood development** (ECD) programme supports quality ECD services with a variety of development components, such as ECD training, expansion and awareness, as well as the construction of ECD facilities. This also includes supporting and strengthening the role and function of the Witzenberg ECD Forum.

Furthermore, discussions must occur between the various education roleplayers regarding the need for more Model C schools on primary and secondary level.

▪ PROGRAMME 4.1 (B): INDIGENT SUPPORT

Witzenberg supports the poor through its Indigent Policy and subsidises municipal services to approved households with an income of R3 000 or less per month or R5 000 or less. The total subsidy value per month is approximately R1, 8m. The outstanding debt of indigents of around R20m remains a challenge as no credit control procedures are currently implemented against indigents.



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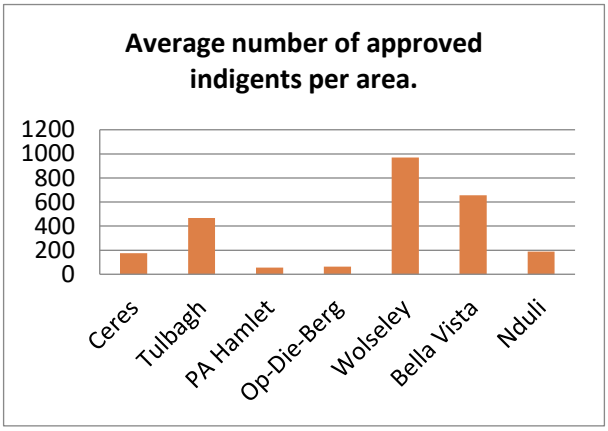
The table below gives an indication of the number



of indigents per area. The low numbers for areas such as Prince Alfred's Hamlet, Op-die-Berg and N'Duli are particularly clear. The main reason being the ineffectiveness of debt control measures as discussed under programme 2.2(a). The table above indicates the outstanding debt per area to show how it compares with the number of indigents per area.

- **PROGRAMME 4.1 (C): HOUSING PROGRAMME**

One of the Witzenberg's biggest challenges relates to growing informality – the expansion of informal settlements and the rising number of households living in makeshift shelters in backyards. Witzenberg needs to ensure integrated sustainable human settlements and access to housing for those in need in an incremental manner.

Interventions will require significant additional capital investment, together with a fundamental reconsideration of how to deliver more opportunities to access housing in an incremental, more rapid and more integrated, sustainable manner. Key elements for successful urban restructuring include higher-density housing developments in well-located areas, major improvements in public transport to link fragmented places, and higher employment levels in townships and informal settlements.

The table below gives an indication of the number of people on the municipals housing waiting list. Although the statistics includes farm residents and people from informal settlements, it is expected that the need might be much higher. The total of people on the waiting list amounts to approximately 8 300 with the agricultural sector indicating that the need of farm dwellers to obtain houses could also amount to approximately 9 000. There are approximately 17 000 residential consumers that receives services from the municipality and if the need indicated are to be accommodated all towns in the Witzenberg will have to be doubled. Currently the existing resources and infrastructure are not available to accommodate such a growth and it is not expected that it would be able in the near to medium future.

Housing Waiting List

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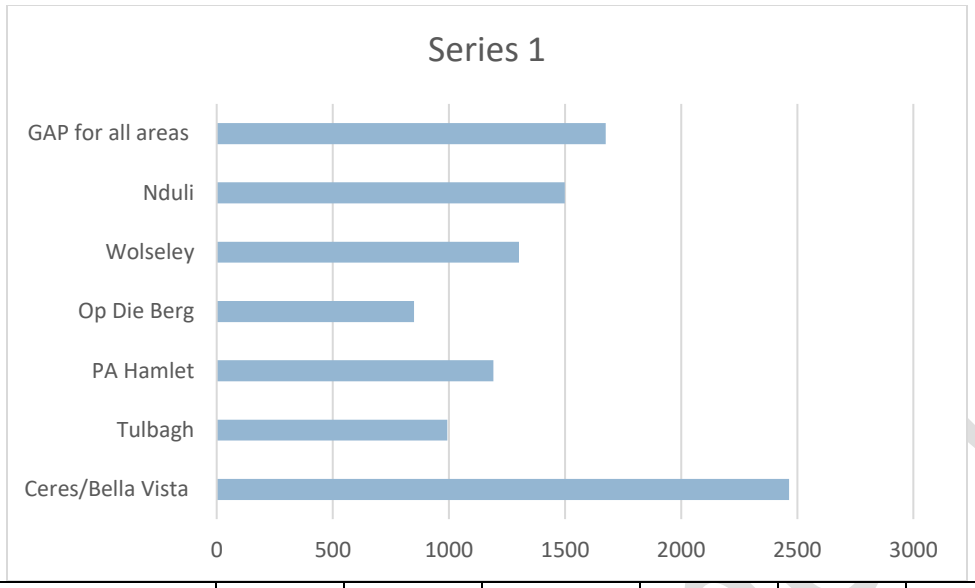

	Ceres/Bella Vista	Tulbagh	PA Hamlet	Op Die Berg	Wolseley	Nduli	GAP for all areas
Series 1	2465	993	1191	850	1302	1499	1675

Witzenberg will implement the following projects over the next couple of years:

Project	***2018/19***			***2019/20***			***2020/21***		
	Sites	***Houses***	***Funds***	***Sites***	***Houses***	***Funds***	***Sites***	***Houses***	***Funds***
Vredebes (2911)		***30***	***R3.9 m***		*200 (IRDP)* *50 (FLIPS)*	*R26 m* *R3 m* *R12 m*	*200*	*200 (IRDP)* *50 (FLIPS)*	*R26 m* *R3 m* *R12m*
N'Duli (planning money only)	***0***	***0***							*R558*

Dependant on the allocation of funding from Provincial Government.

Gap (affordable) housing

The term 'gap housing' refers to houses that are provided to households earning between R3 501 and R22 000 per month, who are not provided for by the private sector or the state. The number of people seeking homes in the R150 000 to R350 000 price range has been growing steadily in the past years. The municipality recognises the critical importance of supplying houses within this price range for the proper functioning of the overall residential housing market. In this spirit, Witzenberg has undertaken the sale of serviced plots at reduced prices to enable buyers to build their own homes on a piecemeal basis via access to short-term loans or with employer assistance. The table below gives an indication of progress made in terms of the provision of housing over the past couple of years and the planning for the future.

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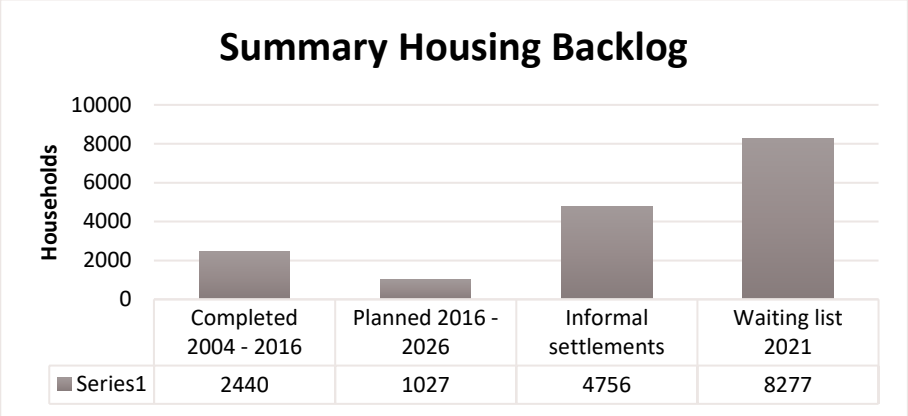

Resources and bulk infrastructure remains a major challenge in achieving planned targets. Witzenberg is in process of implementing the Bella Vista (307 units) and Vredebes (2 800 units) housing projects. Both these projects require significant bulk infrastructure upgrades. The Bella Vista project were completed in 2017 with the Vredebes project being developed over the next couple of years depending on the availability of funding to complete bulk infrastructure. Currently 229 top structures were completed until the end of 2020 in Vredebes and 529 sites serviced and completed in 2022.

All bulk water and sanitation infrastructure required should be completed by 2018 with the construction of houses can start. The upgrading of the adjacent R44, bus routes, bulk stormwater, and link road however require in the access of R150m. It should also be noted that the project's electricity requirements are approximately 5MVA of which Eskom cannot supply due to insufficient bulk capacity as discussed under Programme 1.1(a).

Witzenberg is committed to creating sustainable, integrated human settlements rather than merely providing low-cost housing. The Vredebes project when completed will have a significant influence on the municipal financial viability, service delivery, transport network and Ceres CBD. The Provincial Government will assist Witzenberg through the Regional Social and Economic Programme (RSEP) to develop an implementation plan for Vredebes to ensure an integrated and sustainable community. The main focus would be to ensure the buy-in of all sectors such as education, social and economic development, security, etc. and to align the construction of houses with the availability of social and technical infrastructure.

The table below gives an indication of the size of Vredebes. It also provides the number of beneficiaries per town over the past couple of years.

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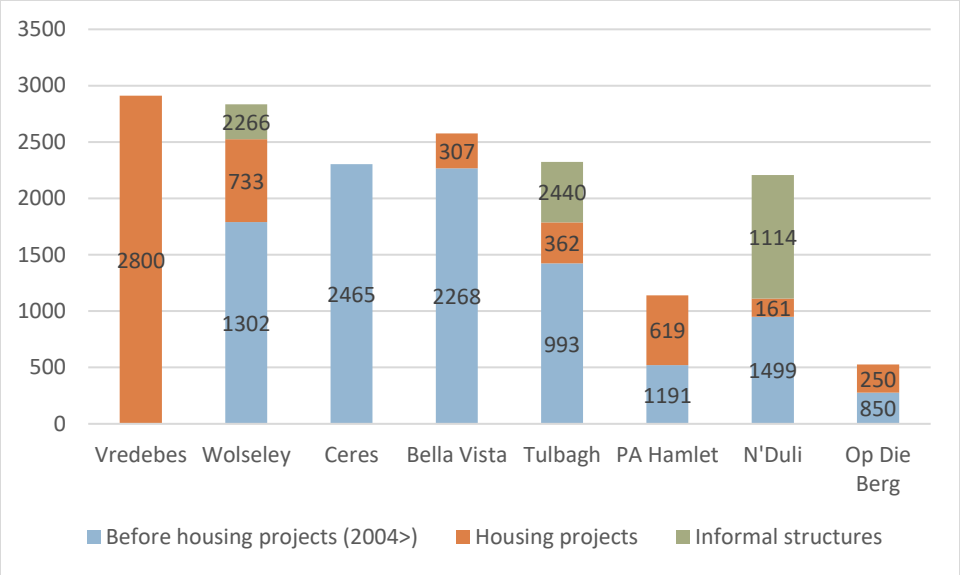

Rental stock disposal programme

During the 1980s, government initiated the discount benefit scheme to encourage tenants and sales debtors to acquire ownership of their saleable housing units. An asset management improvement programme will soon be finalised, which will enable Witzenberg to better manage and maintain its assets especially in terms of rental stock. To meet this need, Witzenberg will assess the possible sale or transfer of rental stock to clearly identified beneficiaries according to prescripts of the National Housing Codes. This will allow for a sense of ownership for community members and support economic independence for beneficiaries. Approximately 240 of these rental units are earmarked for transfer to tenants over the next three years.

- **PROGRAMME 4.1 (D): JOB CREATION**

The Expanded Public Works Programme(EPWP) is a national government programme that aims to provide social protection through the creation of jobs. The programme's mandate is "to contribute to development by providing work opportunities to poor and unemployed people in the labour-intensive delivery of public and community assets and services". EPWP programmes in Witzenberg will complement existing municipal service delivery and will also aim to provide unemployed persons with experience in environmental cleaning initiatives, infrastructure and maintenance projects, as well as social sector programmes. An existing operating procedure are regularly updated that would include the maintenance of an unemployed database for job seekers to be utilised with EPWP recruitment. The Department of Public Works Conditional Grant will be utilised to complement service delivery in the municipality, such as assistance to youth, maintenance of parks, rivers and open spaces, neighbourhoods, the various CBD (Central Business District), as well as road & storm water maintenance. There is also a focus on maintenance projects where unemployed persons can grow in their skills and obtain experience. At the same time municipal infrastructure are being maintained on a regular basis. Workers on the programme can also benefit from training initiatives (where funding is available).

The Municipality will aim to prioritize persons with disabilities, youth and women.

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II. OBJECTIVE 4.2: CREATE AN ENABLING ENVIRONMENT TO SUPPORT LOCAL ECONOMY

▪ PROGRAMME 4.2 (A): LOCAL ECONOMIC DEVELOPMENT

Local Economic Development (LED) is concerned with promoting participation and local dialogue, as well as connecting people and their resources for better economic opportunities, job creation and a higher quality of life for both men and women.

LED is thus a participatory process and can be regarded as the process whereby the wealth in local communities is created not by government alone, but by the complement of private enterprise. These enterprises depend on favourable local business conditions to create prosperity, while the local governments have the key role of providing the enabling environment for businesses to succeed.

Witzenberg Municipality is committed to support local economic development not only through various Inter-governmental. The Witzenberg Local Economic Development Strategy is currently in its final stages of review. The implementation of the existing strategy is measured on a bi-annual basis.

Witzenberg Municipality will be supporting SMME developments through the following projects.

1. Small Business development

Facilitation of:

- Business training (entrepreneurship, business plans, marketing, financial management, customer service)
- SARS workshops (tax clearance, benefits for small business, business registration options)
- Contractor development (Construction & site compliancy)
- International business capacity building missions
- Mentorship programmes
- SMME email network establishment to distribute information and opportunities
- Business advice
- Business dialogue with small businesses in town to disseminate information, discuss challenges and tackle solutions together
- Liaison with small business forums
- Collaboration with Ceres Business Initiative

2) Linking entrepreneurs with funding opportunities by means of: information sharing, workshops& online application assistance:

- District Municipality, Provincial &National Government funding
- Corporate /Private (Company linked funding)

3) Linking clients with Supplier database registrations

- Municipal supplychain & Western Cape supplier database (assistance with completion of application forms)
- Central supplier database (online registrations at local E-Centre's)
- Small business consultations
- Referrals to organisations or State Departments

4) Facilitating access to markets

- Small Business infrastructure (construction of business centres)
- Small business expo's
- Linkages with government department procurement opportunities
- Linkages with tourism related opportunities at festivals

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- Linking local contractors with construction opportunities
- Procurement input during tender supplychain processes
- Linkages with local established businesses

5) Application & processing of informal trader permits & business licence registrations

- Include an informal trader programme to provide training and support on a business level to informal traders
- Establishment of informal trader forum
- Assisting with red tape challenges/ blockages
- Identifying new & better trading space

6) Providing SMME opportunities in new developments

- Assistance with expediting business applications for municipal land
- Waste entrepreneurship interventions and capacity building
- Investigating possible land for business development
- Development of a policy for film production companies for permits to enable, attract and to streamline applications

7) Red tape reduction

- Implementation of municipal wide case management system that aim to fast track business and public complaints, solutions and swift implementation

Tourism

Witzenberg Municipality has a service level agreement (SLA) with three local tourism associations that conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area. Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct.

Their functions include:

- Marketing the area, events and activities.
- Creating opportunities for transformation, niching, diversification and support of new stakeholders.
- Ensuring that tourism development remains on trend.
- Promotion and development of Accessible Tourism.
- To enlist new members and plan for the growth of both operations and market.

Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through attraction of tourists, awareness campaigns, roadshows, expos, events and festivals. Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

As per our SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, we have the following strategic priorities:

- Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas, mountains, snow, and skylines.)
- Promotion and protection of the local towns, events and the municipal brand.
- Promotion of conservation and Green Tourism. Provision of statistical research and data outputs.
- Promotion of Agri-Tourism.

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- The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist attractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality.

Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites. Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.

Witzenberg Tourism also conducts quarterly educational visits of the areas to tourism authorities outside of our borders as well as to journalists, media groups and bloggers, in order to review and publicise the activities and services offered in the area. A significant area of focus in the IDP for tourism is access to qualitative and quantitative research, specific to our area.

Ceres Business Initiative

The Ceres Business Initiative was originally founded as the Ceres Chamber of Commerce in 1936. The institution represents various business and enterprise areas in the Witzenberg area. The Witzenberg Municipality has a good relation with the CBI and plays an important supporting role in achieving the following goals of CBI:

- Building bridges between the municipality & the business community.
- Ensure that the town is clean & safe
- Accomplish economic growth, create opportunities for entrepreneurs
- To consult with the municipality regarding service delivery.

CBI has initiated several opportunities for small and upcoming entrepreneurs with support from its members and other role-players.

-

- **PROGRAMME 4.2 (B): UTILISING MUNICIPAL AND PUBLIC PROPERTY TO SUPPORT ECONOMIC GROWTH AND SUSTAINABLE DEVELOPMENT**

Witzenberg completed a land audit in 2009 indicating all municipal and public properties. These properties are categorised with the focus on underutilised properties. The land audit is updated regularly and an implementation plan was developed with annual implementation targets. The purpose is mainly to sell or make available underutilised municipal property to leverage growth, support economic development and job creation with the focus on sustainable development especially in poor communities.

Economic benefits include:

- small-business development through support initiatives stimulating local economic activity and possible job creation
- the creation of potential opportunity streams through mixed-use activities

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- encouraging and enhancing entrepreneurship across various key sectors.

Witzenberg will, in conjunction with the Department of Rural Development and Land Reform and the Department of Agriculture, investigate the utilisation of **commonage land as part of the Agri-Park development**. The main purpose would be to grow the local economy, job creation and empowerment of the previously disadvantaged.

The investigation should give an indication of the preferred commodity as determined by soil conditions and available markets, but also water availability and support by existing commercial farmers.

Large tracks of commonage has been identified as Critical Biodiversity Areas. These areas are however not managed and protected as it is being overgrazed and illegal dumping occurs in some areas.

It is therefore necessary to investigate if the land

INTERNAL MONITORING AND REPORTING

Measuring of performance on Strategic Objectives is measured through the Service Delivery and Budget Implementation Plan as included in Chapter 7. The results are published in the Annual Report.

Departmental indicators are included in the Departmental SDBIP with monthly internal reporting to managers

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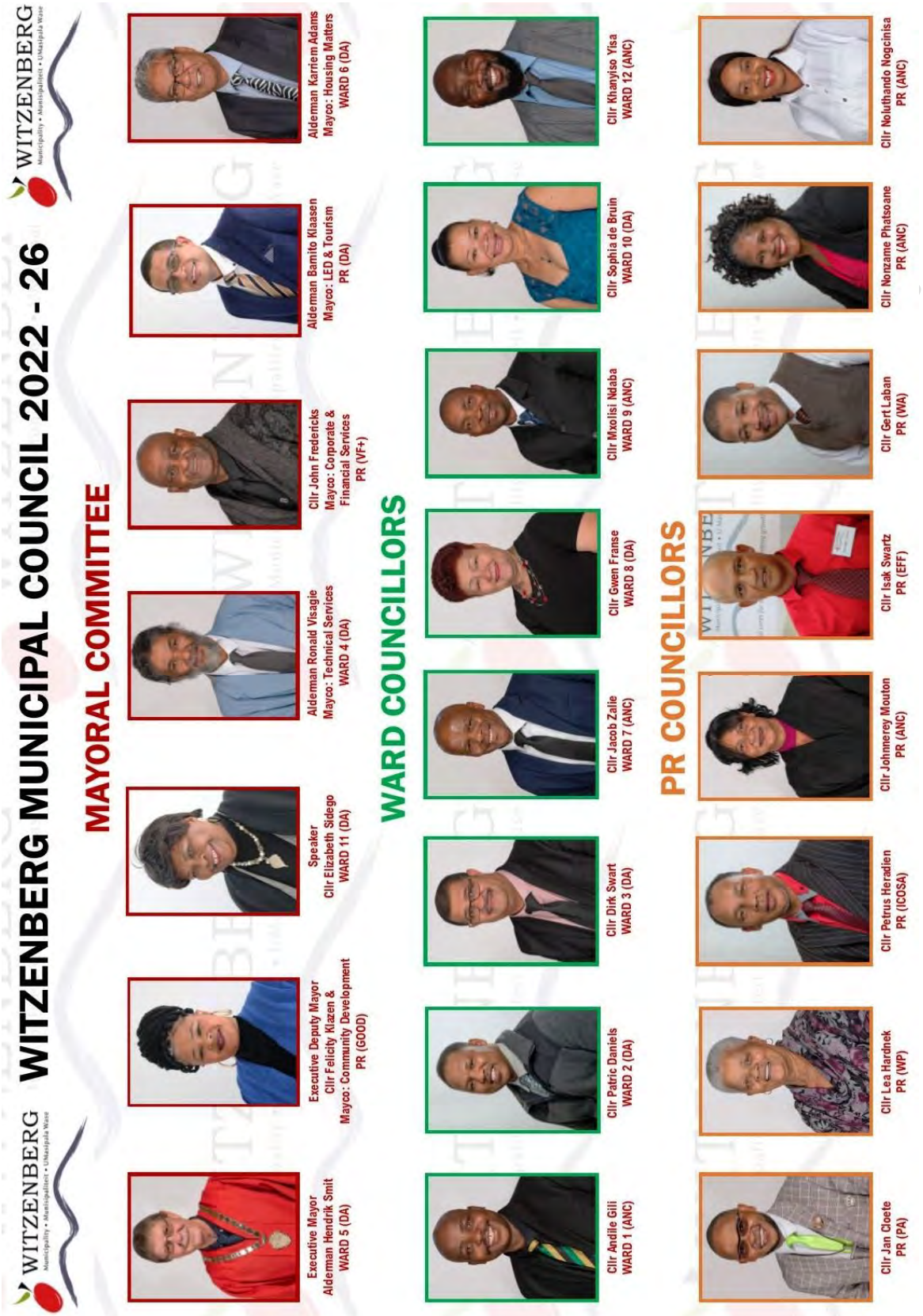
5 MANAGEMENT AND GOVERNANCE

A. COUNCIL STRUCTURE



B. AUDIT COMMITTEE

Members of the Performance, Risk and Audit Committee	
Mr J George (Chairperson) 2 Dickens Close, Somerset Park, Van der Stel, SOMERSET-WEST Cell: (062) 655-0455 E-mail: jonathang@quantumadvisory.co.za	Ms Mohlekhu Constance Fagan Corner Trumali and Strand Road Parmalat Park STELLENBOSCH Cell: (082) 927-6548 / 22 Email: m.connie.fagan@gmail.com
Ms Jacqueline Lapoorta 17 Driebergen Street, Highbury KUILSRIVER Cell: E-mail: jacquilap@gmail.com	Mr Jacobus J Swarts 6 Bass Street, Soneike KUILSRIVER Cell: E-mail: jacobus.swarts@enslins.co.za

C. ESTABLISHMENT OF WARD COMMITTEES

Through the establishment process, it is intended that members of the community will understand the purpose and potential benefits of the Ward Committee System. Community members would also be in a better position to make informed decisions with regard to nominating and electing appropriate members of Ward Committees and be able to hold Ward Committees accountable once they are established.

For the months of February and March 2022 Witzenberg Municipality had an intensive mobilisation campaign on the process for the establishment of Ward Committees. On 30 March 2022 the nomination process closed.

The verifications on nominations were done, some candidates were only disqualified after verifications were done. Candidates were disqualified if they were not registered voters, if they were nominated in the wrong voting district, if they were not nominated by a registered voter, if they were nominated by a voter that was not registered in the same voting district as the candidate, and if nominations were received after the deadline of 30 March 2022.

The election process was facilitated by contract workers who also did duty as contract workers for the Independent Electoral Committee (IEC) during the 2021 Local Government Elections. The elections in the different wards took place on 4, 5, 6 and 7 April 2022. **The newly elected Ward Committee inauguration took place on [redacted].**

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D. MACRO MANAGEMENT

David Nasson

Municipal Manager

Email: david@witzenberg.gov.za

Monwabisi Mpeluza

Director: Corporate Services

Email: monwabisi@witzenberg.gov.za

Joseph Barnard

Director: Technical Services

Email: joseph@witzenberg.gov.za

Cobus Kritzinger

Director: Finance

Email: cobus@witzenberg.gov.za

Directors Community Services vacant

6 STRATEGIC FINANCIAL OUTLOOK

A. EXECUTIVE SUMMARY

The National Treasury projects real economic growth of 5.3 per cent in 2023, following an expected growth estimate of 4.4 per cent in 2022. Real GDP growth is expected to moderate to 0.9 per cent in 2023. Over the next 3 years, GDP growth is expected to average 1.4 percent.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook. Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state

The main risks to the economic outlook are weaker-than-expected growth, continued deterioration in the public finances and a failure to implement structural reforms. Electricity remains a binding constraint on economic recovery, with power interruptions expected to continue into 2023.

These factors may jeopardize South Africa's prudent macroeconomic and fiscal policies, which include inflation targeting and a flexible exchange rate, the local economy's ability to adjust to global volatility and the stable investment platform.

The Russia-Ukraine War continues to have a negative impact on key global markets. Fruit Exports in the Witzenberg Region has also been negatively affected and this may pose a real risk to job security in the area.

The municipality's notional maximum demand (NMD) ceiling has also been reached and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality's NMD.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years. The expansion of Informal settlements within the municipal area supports this argument and this places pressure on the municipality to provide basic services within these areas.

The municipality followed a conservative approach for projecting revenue. The municipality will have to improve their efforts to limit non-priority spending and to implement stringent cost-containment measures. South Africa's economy is increasingly vulnerable to a recession in the next 12 months, with an ongoing electricity crisis seen further curbing activity.

The probability of a recession stands at 68% in February 2023, up from odds of 45% in January 2023, according to various news agencies,

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based on economist polls conducted in February 2023.

B. FINANCIAL STRATEGIC APPROACH

The 2023/24 MTREF process commenced with a technical analysis of previous years' performance outcomes, an assessment of the economic outlook, and consultation with various role-players. The process encompassed the following:

- Framework for and strategic direction of the budget provided by the MAYCO
- Long-term Financial Plan presentations to Council.
- Eskom's application for electricity tariff increases to the National Energy Regulator of South Africa (NERSA).

C. FINANCIAL MODELLING AND KEY PLANNING DRIVERS

The outcome of the LTFP modelling incorporated the assumptions outlined in the paragraphs below on which the 2023/24 MTREF was compiled. The principles applied to the MTREF in determining and maintaining an affordability envelope included:

- Higher-than-inflation repairs and maintenance provision to attain nationally benchmarked levels, thereby ensuring and enhancing the preservation of Witzenberg Municipality assets;
- Higher increases to selected cost elements subjected to higher-than-average inflationary pressure, such as employee related costs;
- The assumption of a 95% capital expenditure implementation rate;
- Credible collection rates based on collection achievements to date, and also incorporating anticipated improvements in selected revenue items;
- National and provincial allocations as per the 2023 Division of Revenue Act (DORA); and
- Province's 2023/24 MTREF allocations circular to municipalities.

D. ECONOMIC OUTLOOK/EXTERNAL FACTORS

The sluggish growth experienced in the South African economy is aggravated by the drought conditions, constraints in electricity supply decline in business confidence, Covid-19 pandemic, increase in living cost, increase in transportation cost and an increase in delivering basic services. The markets is also heavily constraint with imports and exports being hampered by the Russia-Ukraine War. The total impact on the economy of the Witzenberg area is not currently known, but we are of the opinion that there will be a definite impact as the area contribute heavily towards exports. This may result in increase in unemployment, social decline, criminal activity may increase during the coming months which will put the municipality under pressure in terms of collections

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E. NATIONAL AND PROVINCIAL INFLUENCES

Conditional grant funding targets delivery of national government's service delivery priorities. It is imperative that Witzenberg Municipality understands and complies with the conditions stipulated in the Division of Revenue Act (DoRA) in order to access this funding. The equitable share constitutes unconditional funding, and is designed to fund the provision of free basic services to disadvantaged communities.

F. EXPENDITURE ANALYSIS – A THREE-YEAR PREVIEW

I. GENERAL INFLATION OUTLOOK AND ITS IMPACT ON MUNICIPAL ACTIVITIES

The MFMA Budget Circular for 2022/2023 indicates the following inflation forecasts:

2023/2024	5,3%
2024/2025	4,9%
2025/2026	4,7%

II. INTEREST RATES FOR BORROWING AND INVESTMENT OF FUNDS

Changes in interest rates will not affect the budget over the medium term as the interest rates on most of the existing loans are fixed. The interest and redemption expenses will decrease as loans are being redeemed.

III. COLLECTION RATE FOR REVENUE SERVICES

The collection rate for revenue service will be under more pressure due to the weak economic outlook. Prepaid water meters will be installed to reduce the provision for impairment of water debtors.

IV. SALARY, WAGES AND RELATED STAFF EXPENSES

The increase in employee-related costs is expected to be more than the inflation forecast as per collective agreement. The 2,5% notch increase will increase the employee-related costs even further. The job descriptions of all employees are in the process of being re-evaluated – the outcome of the evaluations is still unknown but it is expected that the salaries of some employees will increase.

V. REPAIRS AND MAINTENANCE

Higher-than-inflation repairs and maintenance provision is made in the budget to attain nationally benchmarked levels, thereby ensuring and enhancing the preservation of Witzenberg Municipality assets.

VI. DEPRECIATION

Depreciation charges will increase on an annual basis due to new assets being added to the asset register through the capital budget.

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G. REVENUE ANALYSIS – A THREE-YEAR PREVIEW

I. GROWTH OR DECLINE IN MUNICIPAL TAX BASE

The revenue base is growing but the rate is not sufficient to support improved service delivery. The majority of the economic development in Witzenberg occurs in the rural areas where the municipality is not the service provider. The Skoonvlei area is being developed as an industrial area with assistance from Rural Development to attract industries to the town areas and to create job opportunities.

II. MAJOR TARIFFS AND CHARGES: ECONOMIC AND TRADING SERVICES

Witzenberg Municipality strives to keep tariff increases below inflation. The three-year indicative tariffs are determined for major services to illustrate the financial effect of medium-term operational and investment plans.

III. PROPERTY RATES

Property rates revenue is used to finance municipal functions other than economic and trade services. Property rates revenue is subsidised by the surpluses from economic and trade services. Property rates tariffs are therefore increased with more than the inflation forecasts. A new valuation roll will be implemented from 1 July 2023. The average valuations will be higher than those of the previous roll, but tariffs will be adjusted downward to limit the effect of the increased valuations. The limitations on property rates tariffs of Agricultural Property, Public Service Infrastructure and Public Benefit Organisation Property has a negative effect on the possible rates revenue.

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H. IMPACT OF NATIONAL, PROVINCIAL AND LOCAL POLICIES ON OPERATING REVENUE

I. 2022 DORA

Allocations and grants to Witzenberg Municipality are included in the DoRA.

The equitable share allocation is utilised to fund the provision of free basic services to indigent households.

The Municipal Infrastructure Grant is mainly allocated to the provision of bulk service infrastructure to new low cost housing projects.

The Regional Bulk Infrastructure Grant is earmarked for Bulk Water Storage for the Tulbagh area.

II. MAJOR PARAMETERS

The following table summarises the major parameters applied to the operating budget:

Description	Budget year 2023/2024	Budget year +1 2024/2025	Budget year +2 2025/2026
CPI	5.3%	4.9%	4.7%
Collection rate	92%	92%	92%
Tariff Increases:			
Rates	6%	6%	6%
Electricity - Residential	20.7%	15.7%	17.7%
Electricity - Business	20.7%	15.7%	17.7%
Water consumption - Residential	6%	6%	6%
Water consumption - Business	6%	6%	6%
Sewerage	6%	6%	6%
Refuse removal	6%	6%	6%
Equitable share allocation	R 136 mil	R 149 mil	R 166 mil
Total grant allocations	R 211 mil	R 194 mil	R 215 mil

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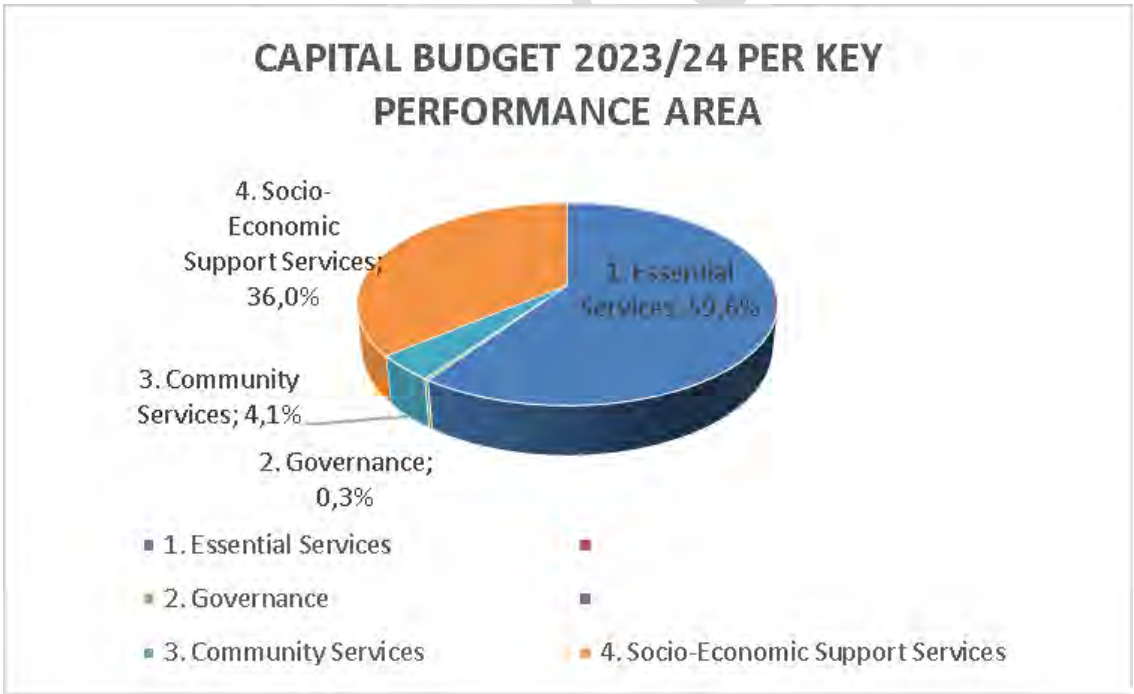
I. CAPITAL INVESTMENT FRAMEWORK

The past couple of financial years, capital investment were dominated by bulk infrastructure projects linked to especially the Vredebes subsidized housing project. The majority of the required bulk infrastructure has been completed and construction of houses and servicing of sites has commenced. No top structures will be constructed in the next two years due to the incapacity of Eskom bulk supply electricity network to Witzenberg as well as a policy change from the National Department of Housing where the focus will be more on serviced sites. It was indicated that upgrading of the electricity supply lines would only commenced by 2030. With regards to housing, 520 sites at Vredebes was completed with the purpose to accommodate the informal settlement at Nduli which should be upgraded the year after. Major projects mainly include the construction of a storage dam in Tulbagh that will be phased over 2 years, and other network upgrading for water/sanitation and electricity services.

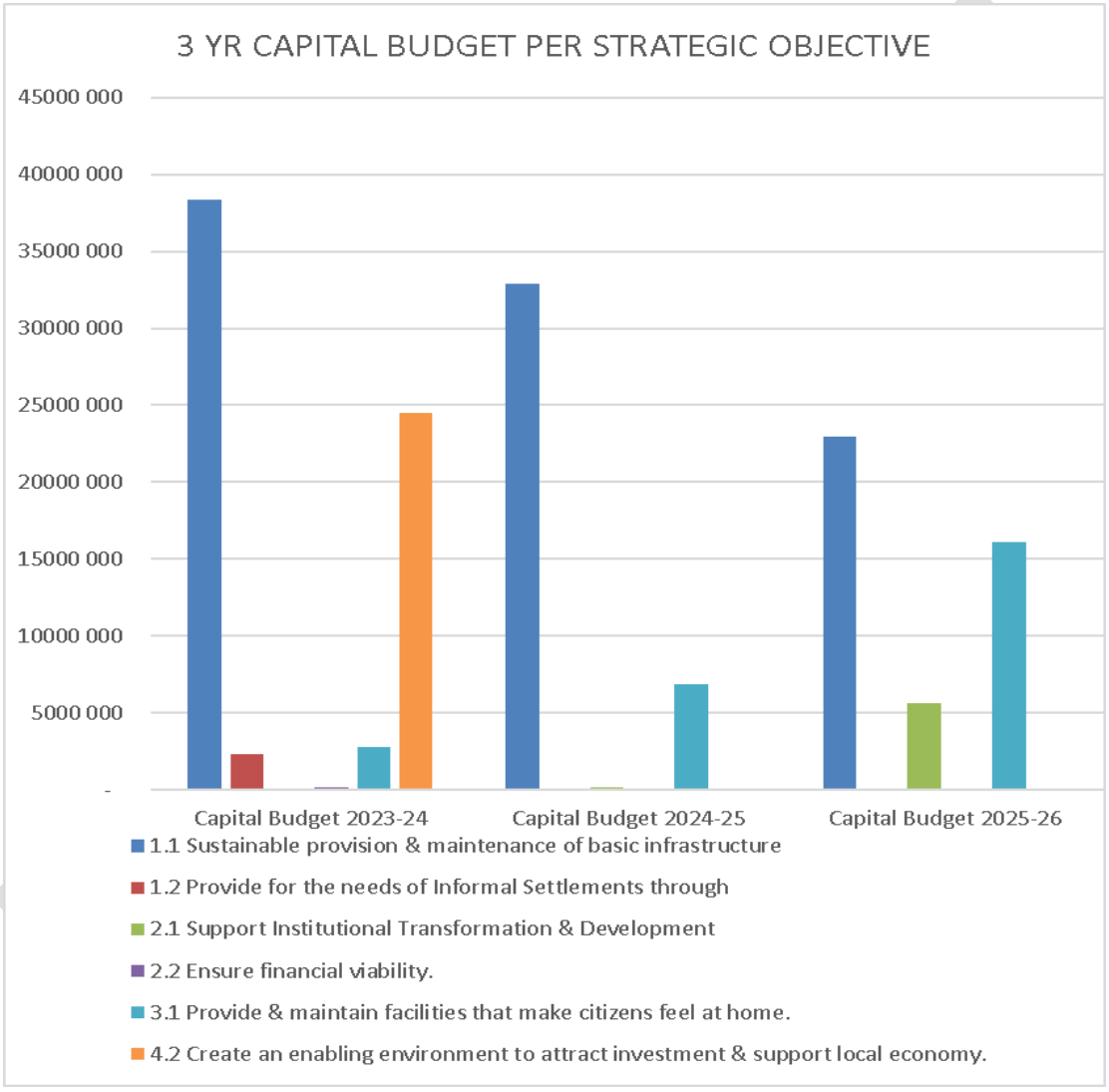
The construction of a new Material Recovery Facility where solid waste will be recycled will be completed by July 2022 followed by the construction of drop-off points and transfer stations in various towns. The upgrading of the Van Breda Bridge in Ceres has commenced and expected to be completed by 2023/24.

In terms of the Witzenberg Strategic Map, the bulk of the funding is allocated to the key performance area of Essential Services with the strategic objectives related to the provision of services receiving the majority of capital funding as indicated in the graphs below.

NOTE: PLEASE REFER TO APPROVED BUDGET AND ADJUSTED BUDGET FOR UPDATED FIGURES IN TABLES BELOW.



Key Performance Area	Strategic Objective	Capital Budget 2023-24	Capital Budget 2024-25	Capital Budget 2025-26
1. Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure	38 323 372	32 890 434	22 935 652
	1.2 Provide for the needs of Informal Settlements through	2 284 454	-	-
2. Governance	2.1 Support Institutional Transformation & Development	0	190 000	5 650 000
	2.2 Ensure financial viability.	180 000	-	-
3. Community Services	3.1 Provide & maintain facilities that make citizens feel at home.	2 779 522	6 866 522	16 130 000
4. Socio-Economic Support Servic	4.2 Create an enabling environment to attract investment & support loca	24 513 043	-	-
Total		68 080 391	39 946 956	44 715 652

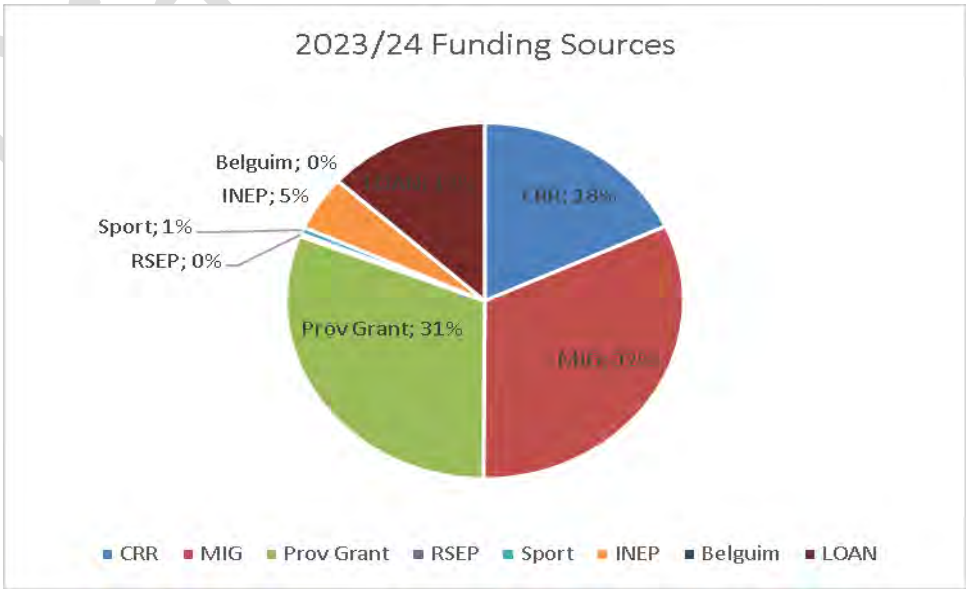


Funding Sources

The Capital Budget is funded by the following sources:

Funding Source Name		Institution	Purpose
Capital Replacement Reserve	CRR	Municipality	Mainly upgrading and equipment
Integrated Housing and Human Settlements Development Grant	IHHSDG	Dept. of Human Settlements	Capital funding for internal social housing developments' infrastructure networks as well as related bulk infrastructure. *Funding for top structures (houses) is included in the operational budget.*
Municipal Infrastructure Grant	MIG	Dept. of Cooperative Governance	Infrastructure that supports the poor, mainly bulk infrastructure related to social housing projects.
Regional Bulk Infrastructure Grant	RBIG	Dept. of Water Affairs	Bulk water and sanitation related projects.
Integrated National Electrification Programme	INEP	Dept. of Energy	Electrical networks for social housing projects.
Regional Socio-Economic Programme	RSEP	Provincial Government	Socio-economic upgrading – non-motorised transport – walkways.
Twinning agreement with Essen, Belgium	Belgium	Belgium Federal Government	Support in implementation of Waste Management Strategy
CWDM	District	Cape Winelands District Municipality	Identified projects. Non-motorised Transport such as walkways & pavements
Provincial Government	Prov Grant	Western Cape Provincial Government	Various Grant related to upgrading of main roads (bridges), fire fighting vehicles, libraries
Water Services Improvement Grant	WSIG	Department of Water and Sanitation	Upgrade to Waste Water Treatment Works
Loans	Loans	Financial Institution	Landfill Site Fencing & Transfer/Drop-off Facilities

The graph below gives an indication of the contribution value of the different funding sources to the capital budget:



Detailed five-year Capital Budget

The following tables show the individual budgeted projects as allocated per ward (note that outer years are indicative and only for planning purposes).

KEY PERFORMANCE AREA: **1. ESSENTIAL SERVICES**

Strategic Objective: **1.1 Sustainable provision and maintenance of basic infrastructure**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	MV Substation Equipment	CRR	All		1 500 000		1 500 000
Electricity Adminis	Upgrade of LV Network Cables	CRR	All		1 000 000		1 000 000
Electricity Adminis	MV Network Equipment	CRR	All	100 000	1 000 000		1 000 000
Electricity Adminis	Upgrade of MV Cables	CRR	All		600 000	1 500 000	1 500 000
Electricity Adminis	Tools & Equipment	CRR	All		150 000	250 000	200 000
Electricity Adminis	Electrical Network Refurbishment	CRR	All		1 500 000		
Electricity Streetli	Upgrade of Streetlights	CRR	All		350 000	500 000	400 000
Electricity Adminis	Fencing Tulbagh Deport	CRR		2 000 000			
Roads	Network streets	CRR	All			2 500 000	
Roads	Rehabilitation - Streets Tulbagh	CRR	11			3 500 000	
Roads	Tools & Equipment	CRR	All		50 000		
Roads	NMT Sidewalks Ceres	CRR	3,5		500 000		
Roads	Tulbagh, Rossouwstr upgrade	MIG	11		1 381 653	9 053 130	
Roads	Tulbagh upgrade roads north of Steinthal	MIG	11		7 826 087		
Roads	Tulbagh Taxi Rank (Ph1)	RSEP	11	173 913			
Roads	Road maintenance & upgrade	MIG	All			2 712 957	
Sewerage	Aerator replacement programme	CRR	All		500 000		700 000
Sewerage	Refurbishment WWTW	CRR	All		750 000		1 000 000
Sewerage	Sewer Pumps-replacement	CRR	All		250 000		500 000
Sewerage	Sewer Network Replacement	CRR	All	100 000	2 000 000		2 000 000
Sewerage	Security upgrades	CRR	All		300 000		116 000
Sewerage	Plant & Equipment	CRR	All				344 000
Solid Waste Dispo	Transfer stations & related infrastructure (	CRR	3				5 817 400
Solid Waste Dispo	Fencing Landfill site	Loan	4,10	3 000 000			
Solid Waste Remo	Drop-offs Transfer stations Tulb/PAH/BV	Loan	All	6 000 000			
Solid Waste Remo	Waste Management Vehicles	MIG	All	5 047 826			
Storm Water	Network - Storm Water Upgrading	CRR	All		450 000		
Water Distribution	Infrastructure Management System	CRR	All		200 000		
Water Distribution	Plant & Equipment	CRR	All		50 000		
Water Distribution	Security upgrades	CRR	All		450 000		
Water Distribution	Network- Water Pipes & Valve Replaceme	CRR	All	100 000	2 000 000		
Water Distribution	Grey Water System	CRR	All		500 000	1 000 000	
Water Distribution	Tulbagh Reservoir	MIG	7,11	3 533 998	3 692 714		
Water Distribution	Tierhokskloof bulk pipeline	MIG	2,7	10 919 809			
Water Distribution	Tierhokskloof bulk pipeline (own contributi	CRR	2,7	2 956 522			
Water Distribution	Vredebes Bulk internal water pipeline	MIG	5		907 372		
Water Distribution	Nduli: Upgrade & replace water pipe line a	MIG	5		3 913 043		

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Strategic Objective: **1.2 Provide for the needs of Informal Settlements through improved services.**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Electricity Adminis	Electrical Network Housing Project	INEP	All	3 391 304	869 565	869 565	
Roads	Nduli Infill Internal Roads	IHHSDG	1,12				
Roads	Vredebes Access Collector	MIG	5	2 284 454			
Sewerage	Nduli Infill Internal Sewerage	IHHSDG	1,12				
Sewerage	Toilets for informal settlements	Prov Grant	7				
Storm Water	Nduli Infill Internal Storm water	IHHSDG	1,12				
Water Distribution	Nduli Infill Internal Water	IHHSDG	1,12				

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: **2.1 Support Institutional Transformation and Development**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Fire Fighting & Pr	Capex Fire Fighting Equipment	CRR	All		350 000	150 000	400 000
Fire Fighting & Pr	Firefighting Response Vehicle	Prov Grant	All	856 522		350 000	
Administrative & C	Furniture & Equipment	CRR	All				
Administrative & Corporate Support		CRR	All			500 000	
Dir Comm	Office Equipment	CRR	All		30 000		
Dir Corp	Office Equipment	CRR	All		50 000	500 000	
Dir Tech	Office Equipment (Director)	CRR	All		30 000		
Information Techr	IT Equipment	CRR	All	50 000		650 000	215 000
Information Techr	IT Equipment	CRR	All			2 500 000	
Municipal Manage	Office Equipment	CRR	All		30 000	30 000	
Traffic	Security Cameras	Prov Grant	All				
Traffic	Vehicle Replacement Programme	CRR	All			500 000	240 000
Fleet Managemer	Vehicle Replacement Program	CRR	All	1 000 000		400 000	
Fleet Managemer	Vehicle Replacement Program	Belgium	All			300 000	
Fleet Managemer	Tools & Equipment	CRR	All				
Fleet Managemer	Workshop Building Upgrade	CRR	3			300 000	
Roads	Traffic Calming	CRR	All		200 000	50 000	

Strategic Objective: **2.2 Financial Stability**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Dir Fin	Office Equipment	CRR	All		30 000		
Finance	Furniture & equipment	Equitable Share	All				40 000
Finance	Furniture & equipment	CRR	All	100 000			711 157
Finance	Furniture & equipment	CRR	All	30 000			50 000
Finance	IT Equipment	Grant	All				75 000

Strategic Objective: **2.3 Maintain and Strengthen Relations**

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Communication	Access Control - Furniture and Equipment	CRR	All			1 000 000	
Communication	Signage & Billboards	CRR	All				
Communication	Camera equipment	CRR	All		20 000		

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KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Cemeteries	Expanding of Cemetery	CRR	All		300 000		
Cemeteries	New regional cemetery	MIG	All		4 956 522	6 000 000	
Community Halls	Fencing Nduli Comm Hall	CRR	1, 12				
Community Halls	Townhalls Equipment	CRR	All				
Community Parks	Chainsaws	CRR	All		90 000		100 000
Community Parks	Brushcutters	CRR	All		120 000		120 000
Community Parks	Irrigation equipment for parks	CRR	All			500 000	
Community Parks	Truck 1.3 ton	CRR	All			1 350 000	
Community Parks	Landscaping of parks	CRR	All		300 000	500 000	
Community Parks	Parks equipment	CRR	All			600 000	
Community Parks	Tools & equipment	CRR	All				
Libraries	Library Nduli	CRR	1,12	1 000 000			
Swimming Pools	Swimming Pool Nduli	CRR	1,12			30 000	
Libraries	IT Equipment	MRF	All				
Sport Grounds &	Ablution facilities at Hamlet (Breestr) spor	RSEP	4,10				695 652
Sport Grounds &	Containers 3x3m	CRR	All		100 000	500 000	
Sport Grounds &	Ceres upgrade Of Leyell Str Sport Facilitie	MIG	3				
Sport Grounds &	Vredebes sportsgrounds	MIG	5			1 000 000	15 000 000
Sport Grounds &	Tulbagh sports facilities upgrade	MIG				4 500 000	
Sport Grounds &	Kliprug sportfield change rooms	CRR	4				
Sport Grounds &	Sportsground development	CRR	All			400 000	600 000
Sport Grounds &	Resurface netball courts	CRR	All		200 000	250 000	
Sport Grounds &	Upgrade Sportsgrounds	Prov Grant	4	423 000			
Sport Grounds & Stadiums		CRR	All				
Public Toilets	Wolseley Public Toilets	District	2,7				
Public Toilets	Wolseley Public Toilets	CRR	2,7				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor and vulnerable through programmes and policies

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Housing	Fencing of Trichardtstr Flats	CRR	3	500 000			

Strategic Objective: 4.2 Create an enabling environment to support local economy

Department	Description	Funding Source	Ward	Budget 2023_2024	Budget 2024_2025	Budget 2025_2026	Budget 2026_2027
Resorts	Chalet Furniture	CRR	3		450 000		
Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	20 113 043			
Roads	Upgrade Van Breda bridge (own contribut	CRR	3,5	4 400 000			

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Provincial Investment

Below is a table - Summary of Planned and Funded Provincial Infrastructure Projects & Programmes in the Witzenberg Municipality for the MTEF period 2023/24 – 2025/26.

Sector	No of Projects	Value of Infrastructure Projects & Programmes (R'000)						Total (R'000)
		Infrastructure Transfers - Capital	Maintenance and Repairs	New or Replaced Infrastructure	Non-Infrastructure	Rehabilitation, Renovations & Refurbishment	Upgrading and Additions	
DEA&DP (Cape Nature)	2	0	0	0	0	0	7 000	7 000
Education	1	0	0	35 000	0	0	0	35 000
Health	8	0	0	241	13 800	51 472	271	65 784
Human Settlements	4	13 264	0	0	0	0	0	13 264
Transport & Public Works	4	0	242 745	0	0	468 000	0	710 745
Grand Total	**19**	**13 264**	**242 745**	**35 241**	**13 800**	**519 472**	**7 271**	**831|793**

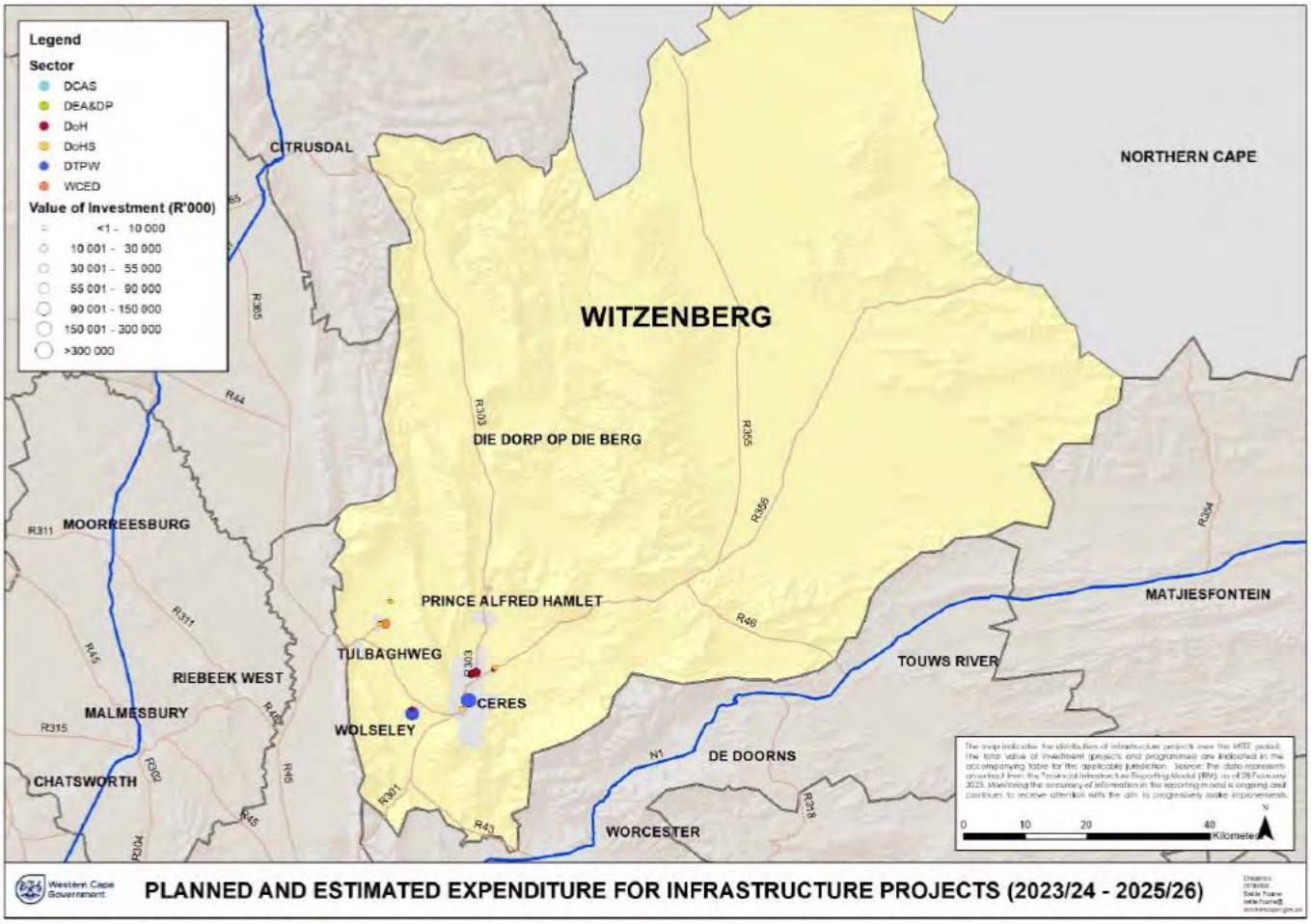
Summary: Infrastructure Projects in Witzenberg MunicipalitySource: Western Cape Government:

List of Provincial Infrastructure Investment Projects in the Witzenberg Municipality for the MTEF period 2023/24 – 2025/26

Sector	Nature of Investment	Funding Source	Project Name	Project ID	IDMS Gate	Delivery mechanism	MTEF 2023/24 (Rand)	MTEF 2024/25 (Rand)	MTEF 2025/26 (Rand)	MTEF TOTAL (Rand)
DEA&DP (Cape Nature)	Upgrading and Additions	Equitable Share	Wolwekloof-Management facilities	217710	Stage 1: Initiation/ Pre-feasibility	Individual Project	2 000 000	0	0	2 000 000
DEA&DP (Cape Nature)	Upgrading and Additions	Equitable Share	Wolwekloof-Tiger flats	217702	Stage 1: Initiation/ Pre-feasibility	Individual Project	5 000 000	0	0	5 000 000
Education	New or Replaced Infrastructure	Education Infrastructure Grant	Waveren SS	4171	Stage 5: Works	Individual Project	35 000 000	0	0	35 000 000
Health	New or Replaced Infrastructure	Health Facility Revitalisation Grant	Wolseley - Wolseley Clinic - Replacement	17012	Stage 7: Close out	Individual Project	241 000	0	0	241 000
Health	Rehabilitation, Renovations & Refurbishment	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - Hospital and nurses home repairs and renovations	51169	Stage 3: Design Development	Individual Project	426 000	4 285 000	6 761 000	11 472 000
Health	Rehabilitation, Renovations & Refurbishment	Health Facility Revitalisation Grant	Ceres - Ceres CDC - Rehabilitation of acquired building	213624	Stage 2: Concept/ Feasibility	Individual Project	36 000 000	4 000 000	0	40 000 000
Health	Upgrading and Additions	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - New Acute Psychiatric Ward	51070	Stage 6: Handover	Individual Project	164 000	97 000	0	261 000
Health	Upgrading and Additions	Health Facility Revitalisation Grant	Ceres - Nduli Clinic - Upgrade and Additions (Alpha)	213666	Not Applicable	Individual Project	0	0	10 000	10 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres CDC - HT - Enabling work for Hospital OPD	184445	Not Applicable	Individual Project	0	950 000	1 425 000	2 375 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres Hospital - HT - Hospital and Nurses Home Repairs and Renovation	196126	Not Applicable	Individual Project	475 000	950 000	0	1 425 000
Health	Non-Infrastructure	Health Facility Revitalisation Grant	Ceres - Ceres CDC - HT - Rehabilitation of acquired building	215160	Not Applicable	Individual Project	950 000	7 600 000	1 450 000	10 000 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Witzenberg: Tulbagh (500) UISP	64940	Packaged Programme	Packaged with Sub-Contracts	0	884 000	0	884 000

Sector	Nature of Investment	Funding Source	Project Name	Project ID	IDMS Gate	Delivery mechanism	MTEF 2023/24 (Rand)	MTEF 2024/25 (Rand)	MTEF 2025/26 (Rand)	MTEF TOTAL (Rand)
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Ceres Vredebes Phase H (529) Basic Services ESS UISP	200281	Stage 3: Design Development	Individual Project	5 600 000	0	0	5 600 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	ISSP Ceres Nduli Infills ESS (188 sites) UISP	200515	Stage 3: Design Development	Individual Project	0	0	5 280 000	5 280 000
Human Settlements	Infrastructure Transfers - Capital	Informal Settlements Upgrading Partnership Grant	Tulbagh IBS - Chris Hani & Die Gaatjie (1000) UISP	200518	Stage 3: Design Development	Individual Project	0	1 500 000	0	1 500 000
Transport & Public Works	Maintenance and Repairs	Equitable Share	Routine Maintenance CW DM	51727	Packaged Programme	Packaged with Sub-Contracts	77 000 000	80 850 000	84 895 000	242 745 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Provincial Roads Maintenance Grant	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	206158	Stage 2: Concept/ Feasibility	Individual Project	50 000 000	150 000 000	100 000 000	300 000 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Equitable Share	C1116.1 Reseal Wolseley - Ceres - Touwsrivier 86km	215120	Stage 4: Design Documentation	Individual Project	30 000 000	20 000 000	0	50 000 000
Transport & Public Works	Rehabilitation, Renovations & Refurbishment	Provincial Roads Maintenance Grant	C1116.1 Reseal Wolseley - Ceres - Touwsrivier 86km	217939	Stage 4: Design Documentation	Individual Project	70 000 000	48 000 000	0	118 000 000
GRAND TOTAL							**312 856 000**	**319 116 000**	**199 821 000**	**831 793 000**

Map showing the spatial distribution of Provincial infrastructure investment projects in the Witzenberg Municipality for the MTEF period 2023/24 -2025/26



7 PERFORMANCE MONITORING AND EVALUATION

The Municipal Systems Act requires that the IDP be reviewed every five years in line with municipal elections, with an annual review of the budget and progress. A Performance Management Policy Framework has been approved by Council.

The IDP is considered as the five-year strategic plan for the municipality and therefore provides an outline of Witzenberg Municipality's vision, mission, objectives and operational and service delivery indicators that are realistic and attainable.

The Municipal Finance Management Act 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council as included in the IDP will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulations.

The SDBIP serves as a "contract" between the administration, council and community; expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councilors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

The SDBIP sets in-year information, such as quarterly service delivery and monthly budget targets, and links each service delivery output to the budget of the municipality, thus providing credible management information and a detailed plan for how the municipality will provide such services with the inputs and financial resources that will be utilised.

The SDBIP will determine the performance agreements of the municipal manager and senior managers, including the outputs and deadlines for which they will be held responsible. Expenditure information (for capital projects and services) per municipal ward is provided so that each output can be broken down per ward, where it is possible to support ward councilors to provide feedback to their communities on progress with service delivery.

Reporting on achievements are done through a mid-year report and combined in the Annual Performance report included in the Annual Report.

Circular 88 indicators, output & outcome included.

The tables below indicate the following (**Note: refer to approved SDBIP for final indicators & targets):**

- Strategic Map – Strategic Objectives and linkage to Key Performance Areas.
- Five-year Scorecard – Key Performance Indicators with targets linked to the Strategic Objectives
- Definitions of Key Performance Indicators

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A. STRATEGIC MAP

WITZENBERG MUNICIPALITY: STRATEGIC MAP 2023/24					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

B. 5 YEAR SCORECARD

A. KEY PERFORMANCE INDICATORS: 5 YEAR SCORECARD

(Refer to 2023/24 SDBIP for Quarterly targets)

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department	Technical	95%	98%	98%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes of technical department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
TecDir3	% Expenditure on Capital Budget by Technical Directorate	Technical	90%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the technical directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.
WS1.11 (Cir88)	Number of new sewer connections meeting minimum standards	Technical	New	10	10	12	12	14	The total number of new sewer connections (defined as connections to a flush toilet connected to the sewerage system or a septic tank or a VIP toilet) made as part of state-subsidised human settlements development. This is inclusive of new sewer connections to communal facilities that meet basic sanitation standards.
WS2.11 (Cir88)	Number of new water connections meeting minimum standards	Technical	New	10	10	12	12	14	Total number of new water connections meeting minimum standards (supply of water is Piped (tap) water inside dwelling/institution, Piped (tap) water inside yard, and/or Community stand: <200 m) as part of state-subsidised human settlements development. This is inclusive of new water connections to communal facilities that meet minimum standards.
WS3.1 (Cir88)	Frequency of sewer blockages per 100 KMs of pipeline	Technical	New	500	500	490	490	480	Number of blockages in sewers per 100km of sewer length per year. Blockages are defined as reported or logged blockages that result in an obstruction of system flow which may be caused by roots, obstructive items or other pipeline disruption.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
WS3.11 (Cir88)	Percentage of callouts responded to within 24 hours (sanitation/wastewater)	Technical	New	95%	95%	96%	96%	97%	Percentage callouts (inclusive of outages logged with the municipality and complaints related to outages) responded to within 24 hours (sanitation/wastewater). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.2 (Cir88)	Frequency of water mains failures per 100 KMs of pipeline	Technical	New	60	60	58	58	57	Number of water mains failures per 100km of mains pipe per year. "Mains" refers to all transmission and distribution pipes for water, the ownership of which is vested in the municipality for the purpose of conveying water to consumers.
WS3.21 (Cir88)	Percentage of callouts responded to within 24 hours (water)	Technical	New	95%	95%	96%	96%	97%	Percentage callouts (outages inclusive of complaints logged over outages) responded to within 24 hours (water). Responded to means that someone is on site and has initiated a process of resolving the matter within 24 hours. This does not mean the callout was resolved, only that the matter was logged, appraised and responded to within 24 hours of notification.
WS3.3 (Cir88)	Frequency of unplanned water service interruptions	Technical	New	12	12	11	11	10,5	Number of interruptions averaged per 1000 service connections per year. Interruptions are understood as occurring at the source and do not include the number of consumer units affected by an interruption.
WS4.1 (Cir88)	Percentage of drinking water samples complying to SANS241	Technical	New	98%	98%	98%	98%	98%	The percentage of water samples measured that comply with the SANS 241 requirements over a 12 month period for the defined parameters. See the SANS 241 requirements for a detailed breakdown of the various tests involved and the associated standard limits for application.
WS4.2 (Cir88)	Percentage of wastewater samples compliant to water use license conditions	Technical	New	85%	86%	86%	87%	87%	Percentage of Wastewater Quality Compliance to specified licence/permit/authorisation requirements tested during the municipal financial year. The percentage is calculated on the basis of aggregated results per Water Use License determinant.
WS5.1 (Cir88)	Percentage of non-revenue water	Technical	New	20%	20%	19%	19%	18%	Non-revenue water is defined as the sum of unbilled authorized consumption, apparent losses (unbilled unauthorised consumption and meter inaccuracies) and real losses (from transmission mains, storage facilities, distribution mains or service connections).
WS5.2 (Cir88)	Total water losses	Technical	New	30	30	28	28	27	Total (apparent and real) losses, expressed in terms of annual volume lost per service connection per day.
WS5.31 (Cir88)	Percentage of total water connections metered	Finance	New	99%	99%	99%	99%	99%	The number of metered water connections as a percentage of the total number of connections in the municipality.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
EE1.11 (Cir88)	Number of dwellings provided with connections to mains electricity supply by the municipality	Technical	New	10	10	12	12	14	Number of residential supply points commissioned and energised by the municipality
EE3.11 (Cir 88)	Percentage of unplanned outages that are restored to supply within industry standard timeframes	Technical	New	95%	96%	96%	96%	97%	The proportion of MTTRs that are within industry standards where MTTR is the average time it takes to restore unplanned outages. The following five categories of restoration time are applied as industry standards NSR 047: X=1.5, 3.5, 7.5, 24 and 168
EE3.21 (Cir88)	Percentage of planned maintenance performed	Technical	New	90%	90%	90%	90%	90%	This is a measure of the actual executed maintenance jobs planned as a percentage of budgeted planned maintenance effort in scheduled 'jobs'. A 'job' is a planned maintenance task scheduled by the municipality.
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Finance	13 465	13 465	13 500	13 550	13 570	13 590	The objective of the KPI is to report on the number of residential properties that have access to the service according to the number of properties billed for the service on the SAMRAS financial system Proxy measure for National Key Performance Indicator.
TecWat20	Percentage unaccounted water losses	Technical	14%	18%	17%	17%	16%	16%	Unaccounted-for water (UFW) is the difference between the quantity of water supplied to the municipality's network and the metered quantity of water used by the customers. UFW has two components: (a) physical losses due to leakage from pipes, and (b) administrative losses due to illegal connections and under registration of water meters. The reduction of UFW is a crucial step to improve the financial health and to save scarce water resources.
FM5.21 (Cir88)	Percentage of total capital expenditure on renewal/upgrading of existing assets	Finance	New	37%	38%	39%	40%	42%	This indicator measures the extent to which the municipality prioritise or protect its existing infrastructure assets. Renewal/Upgrading of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as restoration of the service potential of the asset.
FM5.22 (Cir88)	Renewal/Upgrading of Existing Assets as a percentage of Depreciation/Asset impairment	Finance	New	72%	75%	75%	78%	78%	This indicator measures the extent at which the municipality prioritise or protect its existing infrastructure assets. Renewal, Upgrading or Replacement of Existing Assets refers to costs incurred in relation to refurbishment, rehabilitation or reconstruction of assets to return its desired service levels. It is also referred to as replacement of an asset.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
FM5.3 (Cir88)	Percentage change of repairs and maintenance of existing infrastructure	Finance	New	30%	10%	10%	15%	15%	This indicator measures the extent to which the municipality spent on repairs and maintenance of infrastructure assets. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
FM5.31 (Cir88)	Repairs and Maintenance as a percentage of property, plant, equipment and investment property	Finance	New	2,0%	2,2%	2,2%	2,8%	2,8%	This indicator measures the extent at which the municipality spent on repairs and maintenance of infrastructure assets relative to its asset base. Repairs and maintenance is a group of accounts consisting of labour costs, material costs, secondary costs and etc.
EE4.4 (Cir88)	Percentage total electricity losses	Technical	New	10,0%	10%	10%	10%	10%	Electricity losses have two components: technical and non-technical. Technical losses occur naturally and consist mainly of power dissipation in electricity system components such as transmission and distribution lines, transformers, and measurement systems. Non-technical losses are caused by actions external to the power system and consist primarily of electricity theft, faulty or inaccurate meters, and errors in accounting and record-keeping. Losses is a measure of unaccounted for energy. Thus non-payment is not included as losses.
TR6.11 (Cir88)	Percentage of unsurfaced road graded	Technical	New	75%	75%	80%	80%	85%	The length of unsurfaced road which has been graded as a percentage of overall unsurfaced road network. Unsurfaced road is understood as a road without a prepared, durable surface intended to withstand traffic volume, usually a tar macadam (asphalt) or concrete surface. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.. Usually dirt, gravel or natural surface. Road "graded" is the process of restoring the driving surface of a gravel or natural surface road to a desired smoothness and shape by removing irregularities such as corrugations and pot holes and redistributing gravel.
TR6.12 (Cir88)	Percentage of surfaced municipal road lanes which has been resurfaced and resealed	Technical	New	1%	1,0%	1,5%	1,5%	2,0%	The distance of surfaced municipal road lanes (class 3-5) in kilometres which has been resurfaced and resealed in relation to the total road lane length. A lane is part of a carriageway that is designated to be used by a single line of vehicles to control and guide drivers and reduce traffic conflicts. Lane widths may vary in width from 3.1m at their narrowest, to 5.5m lanes in higher-order mixed-usage streets. Total municipal road length is measured on a per lane basis, so a road that is four-lanes wide for 1 km has a total network length of 4kms for the purpose of this indicator.

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Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
TR6.13 (Cir88)	KMs of new municipal road network	Technical	New	No Target	2	3	3	3,5	The distance of municipal road network built in kilometres within the municipal area, by the municipality (inclusive of all its departments and implementing agents). This is inclusive of both surfaced and unsurfaced roads built by the municipality. A surfaced road refers to road installed with a durable surface material intended to sustain traffic, usually pavement or concrete. Total municipal road network length is measured irrespective of the road lanes for this indicator.
TR6.2(Cir88)	Number of potholes reported per 10kms of municipal road network	Technical	New	100	100	95	95	90	The indicator measures the number of potholes reported to the municipality normalised for the length of the municipality's surfaced road network. A municipal road network typically consists of residential roads and roads in built-up areas within its borders, that allow for the movement of goods, services and people that are the responsibility of the municipality to maintain. Potholes are defined as a depression in a road surface, usually asphalt pavement, where traffic has removed broken pieces of the pavement. It is usually the result of water in the underlying soil structure and traffic passing over the affected area. This indicator does not count multiple reports of the same pothole at the same location. This indicator is worded such that potholes are counted once and only once they have been reported, signalling awareness of and dissatisfaction with road quality by the public. Each municipality may have different systems or protocols to determine when it receives multiple reports for the same pothole. The Standard Operating Procedure by the municipality for the indicator should be instructive in this regard.
TR6.21 (Cir88)	Percentage of reported pothole complaints resolved within standard municipal response time	Technical	New	90%	90%	92%	92%	93%	The percentage of reported pothole complaints resolved within the standard time, as a percentage of all potholes reported. A reported pothole complaint refers to the report as the incidence, not the number of potholes that may be referred to in a given report. Municipal standard response times and operating procedures for service providers who may undertake this work for the municipality are confirmed at the municipal level in terms of the municipality's standard operating procedure for measuring the indicator.

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Target 2027/28	Definitions
Tec Dir2	Number of subsidised serviced sites developed.	Technical	529	No target	130		50	50	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Incremental Housing which provides a serviced site with or without tenure. A serviced site is being defined as a demarcated site with access to water & sanitation services located adjacent to a road.
Tec Wat 22	Percentage of households in demarcated informal areas with access to a water point (tap)	Technical	100%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a water point (tap). Access are being defined as households within 200m of a water point (tap). Certain taps may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
Tec San 13	Percentage of households in demarcated informal areas with access to a communal toilet facility.	Technical	100%	95%	97%	97%	97%	97%	This indicator reflects the percentage of households in demarcated informal areas with access to a communal toilet facility. Access are being defined as households within 200m of a communal toilet facility. Certain toilets may however have been vandalised or removed after provision. Excluding areas that was illegally occupied and not part of the municipalities planning initiatives. Proxy for National KPI.
ENV 3.11 (Cir88)	Percentage of known informal settlements receiving basic refuse removal services	Technical	90%	90%	90%	90%	90%	90%	The proportion of recognised informal settlements within the municipal area which are receiving at least a basic standard of service for refuse collection and cleaning services.

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
Corp HR13	Percentage budget spent on implementation of Workplace Skills Plan.	Corporate	93%	96%	96%	96%	96%	96%	A Workplace Skills Plan is a document that outlines the planned education, training and development interventions for the organisation. Its purpose is to formally plan and allocate the budget for appropriate training interventions which will address the needs arising out of Local Governments' Skills Sector Plan, the municipality's strategic requirements as contained in the IDP and the individual departmental staffing strategies and individual employees' PDP's. The WSP shall also take into account the Employment Equity Plan, ensuring incorporation of relevant developmental equity interventions into the plan. Kpi measures percentage expenditure of vote allocated towards training needs as arise from WSP. Proxy for National KPI.
Corp HR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Corporate	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly reports on the percentage of people from employment equity target groups employed in the three highest levels of management in compliance with the municipality's approved employment equity plan. Quarterly report submitted to Municipal Manager. National Key Performance Indicator.
GG1.1 (Cir88)	Percentage of municipal skills development levy recovered	Corporate	New	80%	85%	85%	90%	90%	The indicator is a measure of the R-value of the municipal skills development levy recovered for the financial year as a percentage of the total municipal skills development allocation which the municipality could have claimed. The skills development levy is a levy imposed to encourage learning and development in South Africa as a percentage of the municipal salary bill. The funds are paid to the South African Revenue Service and

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									can be recovered on the completion of successful skills development.
GG1.2 (Cir88)	Top management stability	Corporate	New	79%	79%	100%	100%	100%	Top management is defined as Section 56 and 57 Managers, as per the Municipal Systems Act (2000). This refers to the number of working days in which all of the top management positions in the municipality are filled by full-time employees not in an acting position, as a percentage of the total number of possible working days for those positions in a calendar year.
GG1.21 (Cir88)	Staff vacancy rate	Corporate	New	10%	8%	8%	7%	7%	The number of unfilled posts in the municipal organisational structure as a percentage of the total number of employee posts in the municipality's organisational structure. (Only budgeted positions on organigram)
GG1.22 (Cir88)	Percentage of vacant posts filled within 3 months	Corporate	New	80%	85%	85%	90%	90%	The percentage of posts for which an appointment decision has been made within three months of the authority to proceed with filling the post. 'Vacant posts' in this instance, refers to all budgeted posts on the municipal organogram for which a recruitment process has been initiated. A position is considered 'filled' when a recruitment decision is made and an offer of appointment formally accepted by a recruit, regardless of the start date. 'Authority to proceed with filling a post' refers to the point of time at which the relevant official authorises the filling of a vacancy in terms of relevant municipal policies and procedures. This refers to an individual post and does not apply to bulk recruitments.
GG5.11 (Cir88)	Number of active suspensions longer than three months	Corporate	New	2	2	2	2	2	Refers to the total number of active suspensions at the time of reporting that were initiated more than three months prior and had not yet been resolved.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
GG5.12 (Cir88)	Quarterly salary bill of suspended officials	Corporate	New	R0	R0	R0	R0	R0	The sum of the salary bill for all officials suspended from work or employment for the municipality for misconduct during the reporting period.
GG3.12 (Cir88)	Percentage of councillors who have declared their financial interests	Corporate	New	100%	100%	100%	100%	100%	The percentage of all councillors that have declared their financial interests for the financial year being reported against. Financial interests refers to all relevant financial matters or dealings which may create the potential for a conflict of interest.
GG4.1 (Cir88)	Percentage of councillors attending council meetings	Corporate	New	75%	80%	80%	85%	85%	The average percentage of members of the municipal council that attended council meetings.
GG2.31 (Cir88)	Percentage of official complaints responded to through the municipal complaint management system	Corporate	New	90%	92%	92%	93%	93%	The number of official complaints responded to as per the municipality defined norms and standards, as a percentage of the number of official complaints received. A complaint is any formal grievance, concern or issue registered with municipality as per its established systems and protocols. An official complaint, in this instance, should be formally logged within the Municipal Complaints Management System. “Norms and standards” refer to a municipality's agreed ability to respond promptly and appropriately to the complaints from the public, in line with protocols determined by the municipality, whether or not this is consistent with any external guidance or benchmarking. Note that resolution refers to an official municipal response to the complaint and does not provide for a determination of "satisfaction" with the municipal response on the part of the public.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 2021/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FD1.11 (Cir88)	Percentage compliance with the required attendance time for structural firefighting incidents	Community	New	90%	90%	91%	91%	92%	Structural fire incidents are defined as incidents of fire outbreaks in habitable formal structures (buildings that have approved building plans) and habitable informal structures (informal residential dwellings where no approved building plans exist). The indicator measures the percentage of times that these incidents receive a response within the 14 minute standard. This measure of the attendance time is the difference between the time of call (the time an official call or notice is received at the official call or reporting centre) and the arrival time (refers to the time captured for the first arriving firefighting response unit regardless from where dispatched or regardless of order of dispatch). The indicator therefore measures the number of all incidents where the attendance time was 14 minutes or less as a percentage of all incidents.

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FinFAdm10	Financial viability expressed as Debt-Coverage ratio	Finance	431	350	350	350	350	350	This indicator measures debt coverage as (total operating revenue – operating grants received) / debt service payments due within the year. This means the municipality is able to cover its debt service payments from operating revenue excluding grants number of times. Proxy for National KPI.
FinFAdm9	Financial viability expressed as Cost-Coverage ratio	Finance	3,22	2,8	2,8	2,8	2,8	2,8	This indicator measures: (available cash + investments) / monthly fixed operating expenditure. This indicates that with the available cash the municipality is able to pay its fixed

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									operating expenditure for certain amount of months. Proxy for National KPI.
FinFAdm11	Financial viability expressed outstanding service debtors	Finance	69%	60%	60%	60%	60%	60%	These indicator measure service debtors to revenue (total outstanding service debtors / revenue received for services). This means that a % of revenue in the SFP is still outstanding as at year end. Proxy for National KPI.
LED3.31 (Cir88)	Average number of days from the point of advertising to the letter of award per 80/20 procurement process	Finance	New	150	140	130	120	120	The average number of days from the point of advertising to the letter of award per 80/20 procurement process. An 80/20 procurement process refers to public procurement as per the terms of the Preferential Procurement Regulations in terms of the Preferential Procurement Policy Framework Act for bids where an 80/20 Broad-Based Black Economic Empowerment (B-BBEE) thresholds of between R30 000 and R50 million applies. This would apply to tenders awarded within the financial year, and where disputes to the outcome of the tender process were not raised. This does not apply to requests for quotations.
LED3.32 (Cir88)	Percentage of municipal payments made to service providers who submitted complete forms within 30-days of invoice submission	Finance	New	97%	97%	98%	98%	98%	The percentage of municipal payments made to service providers within 30-days of complete invoice submission. The indicator measures the number of payments made on the basis of invoice submissions to the municipality within the accepted standard of 30 days or less. This measures 30 calendar days from the time of submission of an accurate invoice.
FM1.1 (Cir88)	Percentage of expenditure against total budget	Finance	New	92%	92%	93%	93%	94%	The indicator measures the percentage of expenditure in relation to the municipal budget. Expenditure refers to costs incurred by the municipality in the applicable financial year, inclusive of all capital and operational spending. The municipal budget refers to the municipal

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									council approved annual budget for a particular financial year.
FM1.11 (Cir88)	Total Capital Expenditure as a percentage of Total Capital Budget	Finance	New	95%	95%	96%	97%	97%	This indicator measures the extent to which budgeted capital expenditure has been spent during the financial year. Capital expenditure is all costs incurred by the municipality to acquire, upgrade, and renew physical assets such as property, plants, buildings, technology, or equipment.
FM1.12 (Cir88)	Total Operating Expenditure as a percentage of Total Operating Expenditure Budget	Finance	New	98%	99%	99%	99%	99%	The indicator measures the extent to which operating expenditure has been spent during the financial year. Operating Expenditure (non-capital spending) is costs which the municipality incurs through its normal operations.
FM1.13 (Cir88)	Total Operating Revenue as a percentage of Total Operating Revenue Budget	Finance	New	94%	94%	95%	95%	96%	The indicator measures the extent of actual operating revenue (excl. capital grant revenue) generated in relation to budgeted operating revenue during the financial year. Operating revenue is revenue generated from sale of goods or services, taxes or intergovernmental transfers
FM1.14 (Cir88)	Service Charges and Property Rates Revenue as a percentage of Service Charges and Property Rates Revenue Budget	Finance	New	94%	94%	95%	95%	96%	The ratio measures the extent of actual Service Charges and Property Rates Revenue generated in relation to budgeted Service Charges and Property Rates Revenue during the financial year. Service Charges includes revenue generated from sale of water, electricity, refuse and sanitation. Property rates includes revenue generated from rates and taxes charged on properties.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
FM1.21 (Cir88)	Funded budget (Y/N) (Municipal)	Finance	New	Yes	Yes	Yes	Yes	Yes	A municipality considers inputs from the National Treasury and adopts a budget that is funded in line with Section 18 of the MFMA which states that a budget is funded from either revenue realistically to be collected and accumulated cash backed reserves not committed for other purposes. Accumulated cash backed reserves refers to surpluses accumulated from previous years not committed for other purposes. A budget is funded when a municipality reflects a surplus of R0 or more on budget table A8.
FM2.1 (Cir88)	Percentage of total operating revenue to finance total debt (Total Debt (Borrowing) / Total operating revenue)	Finance	New	0,30%	0,30%	0,35%	0,35%	0,40%	The purpose of the indicator is to provide assurance that sufficient revenue will be generated to repay Liabilities. Alternatively, it assesses the municipality's affordability of the total borrowings.
FM2.2 (Cir88)	Percentage change in cash backed reserves reconciliation	Finance	New	0%	0%	0%	0%	0%	The indicator measures the extent to which a municipality increases its reserves and the basis of cash backing of reserves. Data elements, for the purpose of this indicator, are drawn from the data contained in the budget table A8.
FM3.11 (Cir88)	Cash/Cost coverage ratio	Finance	New	3,00	3,00	3,00	3,00	3,00	The ratio indicates the municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue, during that month.
FM3.12 (Cir88)	Current ratio (current assets/current liabilities)	Finance	New						The ratio is used to assess the municipality's ability to pay back its short-term liabilities (Debt and Payables) with its short-term assets (Cash, Inventory, Receivables).
FM3.14 (Cir88)	Liquidity ratio	Finance	New	1,00	1,00	1,00	1,00	1,00	This ratio only considers a municipality's most liquid assets – cash and investments. These are the assets that are most readily available to a municipality to pay short-term obligations. It is a stricter and more conservative measure because

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
									cash and cash equivalent is only used in the calculation.
FM4.2 (Cir88)	Percentage of total operating expenditure on remuneration	Finance	New	32%	32%	32%	32%	32%	The indicator measures the extent of remuneration costs to total operating expenditure. To control this indicator, an organisational review needs to be performed to address duplications and inefficiencies. The municipality needs to implement a proper remuneration policy and performance management system. Remuneration includes employee related costs (permanent and short term contracts) and remuneration for councillors.
FM4.3 (Cir88)	Percentage of total operating expenditure on contracted services	Finance	New	5%	5%	5%	6%	6%	This indicator measures the extent to which the municipality financial resources are committed towards contracted services to perform municipal related functions. Contracted services refers to costs incurred by the municipality in relation to services performed on behalf of the municipality by another agency or personnel. This includes outsourced Services, Contractors and Professional and Special Services.
FM4.3 1 (Cir88)	Creditors payment period	Finance	New	30 days	30	30	30	30	This indicator reflects the average number of days taken for trade creditors to be paid. It is a useful indicator to measure the cash flow or liquidity position of a municipality. Total outstanding creditors is total amount owed (capital and operating expenditure) by the municipality. Section 65 of the MFMA clearly prescribe municipalities to pay all monies owed within 30 days of receiving an invoice.
FM5.1 1 (Cir88)	Percentage of total capital expenditure funded from own funding (Internally generated	Finance	New	43%	42%	42%	40%	40%	The ratio measures the level to which municipality's total capital expenditure is funded through Internally Generated Funds and Borrowings. It also assess the level at which a municipality is able to generate own funds to finance revenue generating assets to enhance and sustain revenue streams.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
	funds + Borrowings)								
FM6.13 (Cir88)	Percentage of tender cancellations	Finance	New	30%	25%	25%	20%	20%	This indicator measures the percentage of tender cancellations in relation to the total number of tender business cases that was recorded, advertised and closed.
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.	Finance	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	This indicator measures good governance and accounting practices and will be evaluated and considered by the Auditor General in determining his opinion. An unqualified audit opinion refers to the position where the auditor having completed his audit has no reservation as to the fairness of presentation of financial statements and their conformity with General Recognised Accounting Practices.
FM7.11 (Cir88)	Debtors payment period	Finance	New	30 days	30	30	30	30	Net Debtor Days refers to the average number of days required for a municipality to receive payment from its consumers for bills/invoices issued to them for services.
FM7.12 (Cir88)	Collection rate ratio	Finance	New	92%	92%	92%	91%	90%	The ratio measures the revenue collection level of a municipality. It considers the level of increase or decrease of gross debtors relative to annual billed revenue. In addition, in order to determine the real collection rate bad debts written-off is taken into consideration
FM7.2 (Cir88)	Percentage of Revenue Growth excluding capital grants	Finance	New	10%	10%	12%	12%	14%	This Ratio measures the overall Revenue Growth excluding Capital Grants. In addition, this ratio will assist in determining if the increase in Expenditure will be funded by the increased Revenue Base or by some other means.

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
MMID P9	Number of IDP community engagements held.	Municipal Manager	Changed	14	14	14	14	14	Bi-annual community engagements as per IDP Process Plan held in each of the 7 towns.
GG2.1 (Cir88)	Percentage of ward committees that are functional (meet four times a year, are quorate, and have an action plan)	Municipal Manager	New	80%	80%	90%	90%	90%	The percentage of ward committees that are deemed to be 'functional' out of all wards in the municipality. Functional is defined as- they have an agreed annual ward committee action plan by end of Q1 of the year under review and had at least four quorate meetings in that year.
GG2.11 (Cir88)	Percentage of ward committees with 6 or more ward committee members (excluding the ward councillor)	Municipal Manager	New	80%	80%	90%	90%	90%	The percentage of ward committees that had 6 or more members, excluding the ward councillor, as a proportion of the total number of wards at the last day of the reporting period.
GG2.12 Cir88)	Percentage of wards that have held at least one councillor-convened community meeting	Municipal Manager	New	80%	80%	90%	90%	90%	The number of wards where ward councillors convened at least one community meeting in the quarter as per statutory requirements, as a percentage of all the wards in the municipality. Community meetings refer to any public meeting for which public notice is given, held in the councillor's ward, and at which the ward councillor convenes the meeting.
ComSoc49	Number of meetings with inter-governmental partners.	Community	12	12	12	12	12	12	Number of Inter-Governmental meetings attended.

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComAm34	Analysis report on customer satisfaction questionnaires on community facilities.	Community	1	1 Report	1 Report	1 Report	1 Report	1 Report	This indicator measures the submission of an analysis report on a customer satisfaction questionnaire on community perception and satisfaction in respect of the access to and maintenance of certain community facilities. Result of completed questionnaires available at Community Halls and other identified facilities.
HS3.5 (Cir88)	Percentage utilisation rate of community halls	Community	New	70%	70%	70%	80%	80%	The percentage of available hours across all community halls that are booked in a year.
HS3.6 (Cir88)	Average number of library visits per library	Community	New	8000	8000	8000	8200	8200	The average number of library visits per library per year. This measures only municipality managed libraries. (1) Total number of library visits / (2) Count of municipal libraries
HS3.7 (Cir88)	Percentage of municipal cemetery plots available	Community	New	35%	35%	30%	70%	70%	The number of burial plots currently available within active, municipal-owned cemeteries as a percentage of the total amount of burial plots in all municipal-owned cemeteries.
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Community	81%	98%	99%	99%	99%	99%	Percentage reflecting year to date spend /preventative- & corrective planned maintenance budget votes for the Community Department. Maintenance as defined according to mSCOA and excludes emergency corrective maintenance.
ComDir2	% Expenditure on Capital Budget by Community Directorate	Community	85%	95%	95%	96%	96%	97%	Percentage reflecting year to date spend / Total capital budget less any contingent liabilities relating to the capital budget of the community directorate. The total capital budget is the council approved adjusted budget at the time of the measurement. Contingent liabilities are only identified at the year end.

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Community	2867	4500	4400	4300	4300	4300	Refers to the number of account holders subsidised through the municipality's Indigent Policy as at the end of reporting period.
LED2.12	Percentage of the municipality's operating budget spent on indigent relief for free basic services	Finance	New	5,0%	5,0%	5,0%	4,5%	4,5%	The amount municipal operating budget expended on free basic services to indigent households (R-value) as a percentage of the total operating budget of the municipality for the period. Free Basic Services are understood in terms of water, sanitation, electricity and waste removal services only.
LED1.21	Number of work opportunities created through Public Employment Programmes (incl. EPWP, CWP and other related employment programmes)	Community	401	400	405	410	410	410	Simple count of the number of short-term work opportunities provided through the municipality by Public Employment Programmes such as Expanded Public Works Programme, Community Works Programme and other related infrastructure initiatives. EPWP is a nationwide programme covering all spheres of government and SOEs. EPWP projects employ workers on a temporary or ongoing basis with government, contractors, or other non-governmental organisations under the Ministerial Conditions of Employment for the EPWP or learnership employment conditions. The CWP was established to provide an employment safety net to eligible members of target communities by offering them a minimum number of regular days of work each month. The programme targets unemployed and underemployed people. The stipends participants receive supplement their existing livelihood means and provide them with a basic level of income security. The indicator tracks the number of unique work opportunities generated within the quarter, regardless of the duration.

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComSoc 42	Number of engagements with target groups with the implementation of social development programmes.	Community	27	20	20	20	20	20	The indicator refers to the number of engagements with target groups for the implementation social developmental programmes and /or initiatives .
ComHS14	Number of housing opportunities provided per year.	Community	No target	0	80	80	80	80	A housing opportunity is incremental access to and or delivery of one of the following Housing products: Practically completed Subsidy Housing which provides a minimum 40m² house.
ComHS15	Number of Rental Stock transferred	Community	35	30	40	50	50	50	Number of rental stock transferred to approved beneficiaries, using established criteria. Rental stock is being defined as subsidised houses constructed before 1994 (scheme houses) and leased by the municipality to identified and approved beneficiaries.

Strategic Objective: 4.2 Create an enabling environment to support local economy

Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
ComLed19	Bi-annual report on investment incentives implemented.	Community	4	2 Reports	2 Reports	2 Reports	2 Reports	2 Reports	Bi-annual report on investment incentives implemented.
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Community	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Quarterly report on the Small Business Entrepreneurs Development Programme.
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the	Community	4	4 Reports	4 Reports	4 Reports	4 Reports	4 Reports	Progress reports on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.

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Ref	Key Performance Indicator	Reporting Directorate	Baseline 21/22	Target 23/24	Target 24/25	Target 25/26	Target 26/27	Target 27/28	Definitions
	Witzenberg LED Strategy.								
LED1.11	Percentage of total municipal operating expenditure spent on contracted services physically residing within the municipal area	Finance	New	6%	6%	7%	7%	7%	This indicator measures the value of municipal operating expenditure that has been spent on payments to contracted organisations with a physical address within the municipal area as a percentage of the total operating expenditure on payments to all contracted organisations. Contracted services are inclusive of consultancy services, and refer to services rendered by any entity outside of the municipality secured through a public procurement process.
LED3.11	Average time taken to finalise business license applications	Community	New	5 days	5	5	5	5	The indicator measures the average number of working days a business owner can expected to wait from the date of submission of a complete business licence application to the date of outcome of licensing decision from the municipality. Business license applications refer to those businesses registering to operate and do business within the municipal area. A 'complete application' refers to the point at which all of the required administrative information has been supplied, allowing the municipality to proceed with the processing. A 'finalised' application refers to an application where the municipality has taken a decision to approve or deny the application. An application is consider finalised at the point of the decision, regardless of the time between the decision and the communication of the application outcome.

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8 LIST OF STATUTORY, STRATEGIC AND OPERATIONAL PLANS

Operational Strategies and Sector Plans (See Annexures)

SECTOR PLAN	STATUS	ADOPTED DATE
INTEGRATED DEVELOPMENT PLAN 2017-2022	Adopted	May 2017
SPATIAL DEVELOPMENT FRAMEWORK	Adopted	May 2020
LOCAL ECONOMIC DEVELOPMENT PLAN	Adopted	In Process
FINANCIAL PLAN	Adopted	
DISASTER MANAGEMENT PLAN	Adopted	2021
WATER SERVICES DEVELOPMENT PLAN	Adopted	2022
AIR QUALITY MANAGEMENT	Adopted	
INTEGRATED TRANSPORT AND ROADS PLAN	Adopted	In Process
ELECTRICITY / ENERGY MASTER PLAN	Adopted	2018
HOUSING PIPELINE	Adopted	In Process
HUMAN SETTLEMENT PLAN	Adopted	In Process
INTEGRATED WASTE MANAGEMENT PLAN	Adopted	In Process
COMMUNICATIONS STRATEGY	Adopted	2022
IDP PROCESS PLAN	Adopted	Dec 2021
PUBLIC PARTICIPATION PROCESS PLAN	1st Draft	Dec 2020
ORGANISATIONAL PERFORMANCE MANAGEMENT SYSTEM	Adopted	

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9 ADDENDUMS AND ANNEXURES

ADDENDUMS AND ANNEXURES	STATUS	ADOPTED DATE
MFMA CIRCULAR 88: WITZENBERG MUNICIPALITY NATIONAL INDICATORS & QUESTIONS		

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10 BIBLIOGRAPHY

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    1. Du Toit – Mr Pieter Du toit
    2. Department of Health – Ceres Hospital
    3. South African Police Services – Ceres Cluster
    4. Department of Education – Mr Sarel Brown
    5. Directorate Technical Services
        i. Water and Sanitation
        ii. Streets and Storm water
        iii. Town Planning
        iv. Solid waste
    6. Directorate Community Services
        i. Human Settlements
        ii. Environmental Services and Amenities
        iii. Fire and Disaster Management
    7. Directorate Corporate Services
        i. Information and Communications Technology
        ii. Marketing and Communications
        iii. Traffic Services
        iv. Human Resources
    8. Directorate Finance
- Department of Local Government
- Provincial Treasury
- Department of Agriculture
- Department of Environmental Affairs and Development Planning
- Cape Winelands District Municipality
- Cooperative Governance and Traditional Affairs(CoGTA)
- South African Local Government Association (SALGA)
- Municipal Systems Act (No. 32 of 2000)
- Municipal Finance Management Act (No.56 of 2003)
- Municipal Structures Amendment Act (No.33 of 2000)

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WITZENBERG
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DRAFT BUDGET FOR

2023/2024 – 2025/2026

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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 spentby the Municipality, and the month end balances of cash and short term investments. Cashreceipts and payments do not always coincide with budgeted income and expenditure timings. For example, when an invoice is received by the Municipality it is shown as expenditure in the month that the services or goods are received, even though it may notbe paid in the same period.

CFO – Chief Financial Officer / Director: Finance

DORA – Division of Revenue Act. An annual piece of legislation indicating the allocations from National Government to Local Government.

Equitable Share – A general grant paid to municipalities. It is predominantly targeted toassist with free basic services.

Fruitless and wasteful expenditure – Expenditure that was made in vain and would havebeen avoided had reasonable care been exercised.

GDFI - Gross Domestic Fixed Investment

GFS – Government Finance Statistics. An internationally recognised classification systemthat facilitates comparisons between municipalities.

GRAP – Generally Recognized Accounting Practice. The new standard for municipalaccounting and basis upon which AFS are prepared.

IDP – Integrated Development Plan. The main strategic planning document of amunicipality.

KPI's – Key Performance Indicators. Measures of service output and/or outcome.

MFMA – Municipal Finance Management Act (No 53 of 2003). The principle piece oflegislation relating to municipal financial management.

MIG – Municipal Infrastructure Grant

MPRA – Municipal Property Rates Act (No 6 of 2004) as amended.

MTREF – Medium Term Revenue and Expenditure Framework as prescribed by the MFMAsets out indicative revenue and projected expenditure for the budget year plus two outer financial years to determine the affordability level. Also includes details of the previous threeyears and current years' financial position.

NT – National Treasury

Net Assets – Net assets are the residual interest in the assets of the entity after deducting all its liabilities. This means the net assets of the municipality equates to the "net wealth" of the municipality, after all assets were sold/recovered and all liabilities paid. Transactionswhich do not meet the definition of Revenue or Expenses, such as increases in values of Property, Plant and Equipment where there is no inflow or outflow of resources areaccounted for in Net Assets.

Operating Expenditure – Spending on the day to day expenses of a municipality such as general expenses, salaries & wages and repairs & maintenance.

Rates – Local Government tax based on assessed valuation of a property. To determine the rates payable, the assessed rateable value is multiplied by the rate in the rand.

RBIG – Regional Bulk Infrastructure Grant

R&M – Repairs and maintenance on property, plant and equipment.

SCM – Supply Chain Management.

SDBIP – Service Delivery and Budget Implementation Plan. A detailed plan comprisingquarterly performance targets and monthly budget estimates.

Strategic Objectives – The main priorities of a municipality as set out in the IDP Budgetedspending must contribute towards achievement of these strategic objectives.

TMA – Total Municipal Account

Unauthorised expenditure – Generally, **s**pending without, or in excess of, anapproved budget.

Virement – A transfer of budget.

Virement Policy - The policy that sets out the rules for budget transfers. Virements are normally allowed within a vote. Transfers between votes must be agreed by Council through an Adjustments Budget.

Vote – One of the main segments into which a budget is divided, usually at departmentlevel.

WM – Witzenberg Municipality

2 Mayors Report

Speaker
Aldermen
Deputy Executive Mayor
Members of the Mayoral Committee
Councillors
Representatives of Provincial Government
Municipal Manager
Directors and officials

It is my privilege to present to you the budget for the 2023/2024 financial year as well as the 2024/2025 to 2025/2026 medium term revenue and expenditure framework.

It remains a challenge to collect sufficient funds for improved service delivery while tariffs must still be affordable to the community. Debt collection will have to improve to make more funds available for capital expenditure for much needed maintenance and replacement of aging municipal infrastructure. The level of outstanding debt was also highlighted in the Audit Report. Strict credit control and stewardship from council will have to improve to enhance our ability to collect what is due to the municipality.

The collection rate of the municipality has i n creased from 88% to 90%. This is still below the norm of 94%. We believe that the collection rate will rise again as we have started to implement credit control measures and have thus estimated that the budgeted collection rate for the new financial year will reach 92%. The collection rate is under pressure as no new business or expansions of current businesses can be allowed due to the inability of Eskom to increase the electricity supply to the municipal area. The ongoing load shedding have a negative effect on the financial sustainability of businesses, which are the main sources of job creation in the municipal area. We experience an alarming decrease in electricity sales that can only be attributed to load shedding.

The inability to implement credit control measures in the Eskom supply areasof Op-Die-Berg & Prince Alfred's Hamlet is of great concern. Strategic engagements with Eskom will be required to unlock the potential revenue collection. National revenue sourcessuch as the Equitable Share is decreasing and this will urge the municipality to explore other potential sources of income.

It is estimated that 19 293 households receive basic services from the municipality. Of these households 5 807 lives in informal areas where services need to be delivered, these households are not billed for services. The current indigent register has 3 024 households listed. The remainder of 10 463 households are billed for services. A recovery rate of 90% indicate that a maximum of 9 416 of the 19 293 households pay for the services delivered by the municipality.

It will be of utmost importance that we collectively strive to ensure that at all times we receive value for money on every rand spent from the municipal coffers. We must ensure radical constitutional economic growth to expand billable services. It must also be noted that Capital expenditure funded from our own resources and expenditure on repairs and maintenance is very limited due to a limited to no increase in cash and cash equivalents over the past 3 year.

The municipality cash and cash equivalents is only sufficient to cover expenditure for about 3 months. A balance must be found between improving the available cash and cash equivalents and spending money on service delivery.

Community Relief Initiatives

The following financial relief to the community was introduced in previous budgets. These reliefs have contributed tremendously to the economic upliftment of the citizens of our valley. We continuously strive to increase these package of financial relief but are constraintby the limited financial resources to implement the necessary relief to all citizens. We have so far implemented the below:

- The Indigent policy's qualifying criteria has been amended to only include the income of the property owner or account holder and his or her spouse.
- Households earning between R3 000 and R5 000 rand may qualify for a rebate equal to 50% of the normal indigent subsidy
- A pensioner's rebate in terms of Property Rates.
- A general exemption of on the first R150 000 of residential property as previous.

The capital budget

The capital budget for the next financial year amounts to R 71.6 million of which R 15.6 million is from own revenue. The rest of the capital budget is financed from Grants of R 46.7 million and a proposed external loan of R9 million.

As can be seen from the aforementioned, the municipality is too reliant on Grants to fund its capital expenditure. That said we are thankful for the Grants allocated to Witzenberg Municipality.

The bulk of the proposed capital expenditure is in respect of service delivery and infrastructure.

The operating budget

The operating revenue budget for next year amounts to R 903 million of which R 692 million is from own revenue. The rest of the operating budget is financed from Grants.

Tariff implications of the annual budget

Electricity:

The increase in electricity tariffs will be 18.49% for all customers. NERSA approved an 18.6% tariff increase for Eskom, the increase for municipalities are expected to be 18.49% as the increase is only applicable from 1 July.

Water:

The water consumption tariff increase will be ± 6% for all consumers.

Rates:

The increase of Property Rates Revenue will be 6%. The following ratios will be applicable:

Categories	**Ratio in relation to residential Property**
Residential Property:	
Bona Fide residential	1:1
Business / Commercial property:	1:2.75
Industrial Property	1:2.75
Agricultural Properties:	
Bona Fide Agricultural	1:0.25
Other Agricultural Properties	1:2.75
Public Service Purposes	1:2.75
Vacant Land	1:2.75
Public Service Infrastructure	1:2.75
Public Benefit Organisations	1:0.25
Building clauses	1:2.75

The ratios are amended to minimise the impact of the new valuation roll on the different categories of property owners.

Sanitation:

The increase of Sanitation Tariffs will be 6%.

Refuse removal:

The average tariff increase for Refuse Removal Tariffs will be 6%.

Tabling:

Honourable Speaker, I hereby table the annual budget, budget related policies, tariffs and the reviewed Integrated Development Plan.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

3 Draft Resolutions

(a) That the annual budget of Witzenberg Municipality for the financial year 2023/2024; and indicative for the two projected years 2024/2025 and 2025/2026, as set out in the schedules contained in Section 4, be approved:

(i) Table A2: Budgeted Financial Performance (expenditure by standard classification).

(ii) Table A3: Budgeted Financial Performance (expenditure by municipal vote).

(iii) Table A4: Budgeted Financial Performance (revenue by source).

(iv) Table A5: Budgeted Capital Expenditure for both multi-year and single year by vote, standard classification and funding.

(b) Property rates reflected in Annexure 8.1.8(c) and any other municipal tax reflected in Annexure 8.1.8(c) are imposed for the budget year 2023/2024.

(c) Tariffs and charges reflected in Annexure 8.1.8(c) are approved for the budget year 2023/2024.

(d) The measurable performance objectives for revenue from each source reflected in Table A4 - Budgeted Financial Performance (revenue and expenditure) are approved for the budget year 2023/2024.

(e) The measurable performance objectives for each vote reflected in SA8 are approved for the budget year 2023/2024.

(f) That the new amended budget related policies be approved with implementationas from 1 July 2023:

(i) Tariff Policy

(ii) Property Rates Policy

(iii) Credit Control and Debt Collection Policy.

(iv) Cash Management and Investment Policy

(v) Consumer Payment Incentive Policy.

(vi) Municipal Supply Chain Management Policy.

(vii) SCM Policy for infrastructure Procurement.

(viii) Preferential Procurement Policy.

(ix) Petty Cash Policy

(x) Indigent Policy

(xi) Budget Policy

(xii) Budget Virement Policy

(xiii) Asset Management Policy

(xiv) Funding and Reserves Policy

(xv) Cellular telephone and data card policy

(xvi) Borrowing Policy

(xvii) Long Term Financial Plan Policy

(xviii) Transport, Travel and Subsistence Allowance

(xix) Post-Employment Medical Aid Contributions

(xx) Infrastructure Investment Policy

(xviiv) Cost Containment Policy

(g) That the reviewed Integrated Development Plan be approved

(h) That Council takes cognisance of the budget circulars issued by National Treasury and Provincial Treasury. (Only for noting)

(i) That Council takes cognisance of the Top Layer SDBIP

4 Executive Summary

Economic outlook

The National Treasury projects real economic growth of 5.3 per cent in 2023, following an expected growth estimate of 4.4 per cent in 2022. Real GDP growth is expected to moderate to 0.9 per cent in 2023. Over the next 3 years, GDP growth is expected to average 1.4 percent.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook. Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state

The main risks to the economic outlook are weaker-than-expected growth, continued deterioration in the public finances and a failure to implement structural reforms. Electricity remains a binding constraint on economic recovery, with power interruptions expected to continue into 2023.

These factors may jeopardize South Africa’s prudent macroeconomic and fiscal policies, which include inflation targeting and a flexible exchange rate, the local economy’s ability to adjust to global volatility and the stable investment platform.

The Russia-Ukraine War continues to have a negative impact on key global markets. Fruit Exports in the Witzenberg Region has also been negatively affected and this may pose a real risk to job security in the area.

The municipality’s notional maximum demand (NMD) ceiling has also been reached and this is hampering its ability to attract investments to the municipal area. Continued talks are underway with Eskom to increase Witzenberg Municipality’s NMD.

Population statistics suggest that the municipality has experienced a steep increase in population during the past 10 years. The expansion of Informal settlements within the municipal area supports this argument and this places pressure on the municipality to provide basic services within these areas.

The municipality followed a conservative approach for projecting revenue. The municipality will have to

improve their efforts to limit non-priority spending and to implement stringent cost-containment measures. South Africa's economy is increasingly vulnerable to a recession in the next 12 months, with an ongoing electricity crisis seen further curbing activity.

The probability of a recession stands at 68% in February 2023, up from odds of 45% in January 2023, according to various news agencies, based on economist polls conducted in February 2023.

Past performance

Witzenberg Municipality has now attained ten consecutive clean audit reports. Whilst the reports are very positive achievements one has to be honest and say that it tells the reader little about whether we have improved service delivery or even delivered on our constitutional mandate. What they do say is that the Council is reasonably honest in its operations to tax and spending on behalf of the local population.

Budget Summary

The Municipality's 2023/2024 budget amounts to R 983 million, represented by a CapitalBudget of R 71 million and an Operating Budget of R912 million.

The total 2023/2024 budget (operating and capital) will be financed from own income R 692 million, Government Grants R 212 million. Debt Impairment is estimated at R64 million

Revenue / tariff increases

- The increase of Property Rates Revenue will be ± 6%.
- The increase of Water Consumption Tariffs will be ± 6%
- The increase of Sanitation Tariffs will be 6%.
- The average tariff increase for Refuse Removal Tariffs will be 6%.
- The tariff increase for Electricity Tariffs will be 18.49%

Expenditure category increases

The budgeted increase in expenditure categories are as follows:

Expenditure by Type	**2022/2023**	**2023/2024**	**Increase**
	R'000	R'000	R'000
Employee related costs	203 981	232 587	14%
Job Creation	4 302	9 683	125%
Post-Employment Provisions	32 287	21 221	-34%
Remuneration of councilors	12 108	11 983	-1%
Depreciation & asset impairment	52 989	54 369	3%
Bulk purchases	314 411	360 544	15%
Debt Impairment	61 230	64 475	5%
Repairs & Maintenance	28 377	31 148	10%
Operational Projects	7 116	5 286	-26%
General Expenses	59 625	59 389	0%
Vehicle Expenditure	15 456	17 134	11%
Housing Top Structures	5 000	6 665	33%
Other Contracted Services	30 729	37 903	23%
TOTAL	**827 608**	**912 387**	**10%**

The increase in salary expenditure in based on an expected increase of 5.4% CPI as well as the notch increase of 2.5% for qualifying employees. This is in line with the new wage agreement. The municipality has also limited the budget for Overtime & Standby expenditure and expenditure on these items will be closely monitored.

It is estimated that the increase in bulk purchases will be 18.49%.

The financing of capital expenditure from own funds (CRR) totals R 15.6 million. This amount is earmarked to address specific infrastructural capital investment aligned to IDP focus areas. This level is considered to be affordable over the MTREF 3-year period.

Capital investment funding from Capital Grants represents a significant portion (65%) of the Municipality's Capital Budget in 2023/2024 and consist mainly of the Provincial Housing Grant, Public Transport Infrastructure Grant and the Municipal Infrastructure Grant (MIG).

The 2023/2024 Budget was compiled in terms of the Municipal Budget and Reporting Regulations and a phased-in process will be followed to include all information regarding the tables and supporting documentation.

Financial position and MTREF strategy

The financial position of Witzenberg Municipality is set out in Table A6: Budgeted Financial Position.

Integrated Development Plan & Priorities

The Strategic priorities as per the IDP I is available in Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue), Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure) and Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure).

Effect of the annual budget

The annual budget for 2023/2024 to 2025/2026 is disclosed in detail in 'Section 4: Annual budget tables' and in 'Annexure 2: Supporting budget tables'. Each of the summarised sections below is discussed in more detail later in this document.

Financial performance

The revenue by source for medium term revenue and expenditure framework can be summarized as follows:

Revenue by source	**2022/2023**	**2023/2024**	**Increase**
	R'000	R'000	R'000
Property Rates	108 503	113 917	5%
Service Charges: Electricity	341 246	403 471	18%
Service Charges: Water	53 649	56 887	6%
Service Charges: Waste Water	37 094	38 703	4%
Service Charges: Waste Management	43 839	46 173	5%
Indigent Rebate	-39 191	-36 601	-7%
Other Revenue	68 601	76 437	11%
Transfers and Subsidies	228 295	204 964	-10%
TOTAL	**842 037**	**903 952**	**7%**

The National, Provincial and District Context

The Municipality's budget must be seen within the context of the policies and financial priorities of National and Provincial Government as well as the district municipality. In essence, the spheres of Government are partners in meeting the service delivery challenges faced in Witzenberg Municipality. The Municipality alone cannot meet these challenges and we require support from the other spheres of Government through the directand indirect allocation of resources as well as the achievement of their own policies.

The following table shows the allocations to Witzenberg Municipality as set out in the National Division of Revenue Bill.

NATIONAL ALLOCATIONS	2023/2024	2024/2025	2025/2026
	R'000	R'000	R'000
UNCONDITIONAL GRANTS			
EQUITABLE SHARE	135,729	149,824	166,319
CONDITIONAL GRANTS INFRASTRUCTURE			
MIG	26,051	27,072	28,136
INEP	3,900	1,000	1,000
CONDITIONAL GRANTS SPECIFIC PURPOSE ALLOCATIONS			
LG FMG	1,550	1,550	1,688
EPWP	3,439		
NATIONAL GRANTS TOTAL	**170,669**	**179,446**	**197,143**

The following table shows the allocations to Witzenberg Municipality from the Provincial Government of the Western Cape:

PROVINCIAL ALLOCATIONS	2023/2024	2024/2025	2025/2026
	R'000	R'000	R'000
DEPARTMENT OF HUMAN SETTLEMENTS			
IHHSDG			
Municipal Accreditation and Capacity Building Grant	245	249	249
Informal Settlements Upgrading Partnership Grant: Provinces (beneficiaries)	5 600	2 384	5 280
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING			
Regional socio-economic project/violence prevention through urban upgrading	200		
DEPARTMENT OF TRANSPORT AND PUBLIC WORKS			
Maintenance of proclaimed roads	23 130	1 375	1 400
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT			
Library Services	3,367	3,498	3,655
Library services: Municipal Replacement Funding	6,406	6,295	6,571
Development of Sport & Recreation Facilities	423		
DEPARTMENT OF LOCAL GOVERNMENT			
Thusong Centre		150	145
Community Development Worker Operational Support Grant	132	132	132
Fire Service Capacity Building Grant	985		
Municipal Interventions Grant			
PROVINCIALTREASURY			
Financial Management Capacity Building	150		
PROVINCIAL GRAND TOTAL	**40,638**	**14,083**	**17,432**

Budget-related policies

Please refer to paragraph 9 for details of proposed amendments to the budget related policies.

Annual budget Tables

- A1 Budget Summary
- A2 Budgeted Financial Performance – by standard classification
- A3 Budgeted Financial Performance – by municipal vote
- A4 Budgeted Financial Performance
- A5 Budgeted capital Expenditure by vote and Funding
- A6 Budgeted Financial Position
- A7 Budgeted Cash Flows
- A8 Cash backed reserves/accumulated surplus reconciliation
- A9 Asset Management
- A10 Basic service delivery measurement

Annual budget Supporting Tables

SA1: Supporting Detail to Budgeted Financial Performance
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and dept.)
SA3: Supporting detail to Budgeted Financial Position
SA4: Reconciliation of IDP, Strategic Objectives and Budget (Revenue)
SA5: Reconciliation of IDP, Strategic Objectives and Budget (Operating Expenditure)
SA6: Reconciliation of IDP, Strategic Objectives and Budget (Capital Expenditure)
SA7: Measurable Performance Objectives
SA8: Performance Indicators and Benchmarks
SA9: Social, Economic and Demographic Statistics and Assumptions
SA10: Funding Measurement
SA11: Property Rates Summary
SA12a: Property rates by category (current year)
SA12b: Property rates by category (budget year)
SA13: Service Tariffs by category
SA 14: Household Bills
SA15: Investment Particulars by Type
SA16: Investment Particulars by Type
SA17: Borrowing
SA18: Transfers and Grant Receipts

SA19: Expenditure on Transfers and Grant Programme

SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds

SA21: Transfers and Grants made by the Municipality

SA22: Summary Councillor and Staff Benefits

SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)

SA24: Summary of Personnel Numbers

SA25: Budgeted Monthly Revenue and Expenditure

SA26: Budgeted Monthly Revenue and Expenditure (Municipal Vote)

SA27: Budgeted Monthly Revenue and Expenditure (Standard Classification)

SA28: Budgeted Monthly Capital Expenditure (Municipal Vote)

SA29: Budgeted Monthly Capital Expenditure (Standard Classification)

SA30: Budgeted Monthly Cash Flow

SA31: Entities not required

SA32: List of External Mechanisms

SA33: Contracts having Future Budgetary Implications

SA34a: Capital Expenditure on New Assets by Asset Class

SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class

SA34c: Repairs and Maintenance Expenditure by Asset Class

SA34d: Depreciation by Assets Class

SA35: Future Financial Implications of the Capital Budget

SA36: Detail Capital Budget

SA37: Projects Delayed from Previous Financial Years

Budget Circular 122 & 123 – only attached for information

6 Overview of the Budget Process

6.1 Political oversight of the budget process

Section 53 (1) of the MFMA stipulates that the mayor of a municipality must provide general political guidance over the budget process and the priorities that guide the preparation of the budget.

Section 21(1) of the MFMA states that the Mayor of a municipality must coordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.

Furthermore, this section also states that the Mayor must at least 10 months before the start of the budget year, table in municipal council, a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget.

This time schedule provides for political input from formal organizations such as portfolio Committees.

6.2. Schedule of Key Deadlines relating to budget and IDP process [MFMA s 21(1) (b)]

The IDP and Budget time schedule of the 2023/2024 budget cycle was adopted by Council during August 2022, 10 months before the start of the budget year in compliance with legislative directives.

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.

Public budget and IDP meetings will be held throughout Witzenberg and all members of the public are urged to attend.

6.3. Process used to integrate the review of the IDP and preparation of the Budget

Updating the IDP and Budget is an evolving and re-iterative process over a 10-month period. The initial parallel process commenced with the consultative process of the IDP in 2022 and the update of the MTREF to determine the affordability and sustainability framework at the same time.

6.4. Process for consultation with each group of stakeholders and outcomes

Following tabling of the draft budget in March 2023, local input has been solicited via notices published in the media and budget meetings held in the different towns. The budget documentation was also made available on the municipal website: witzenberg.gov.za

The majority of the comments from the community relates to service delivery issues which has already been included in the budget, subject to financial affordability. The rest of the inputs is already part of the IDP process and will, subject to financial affordability, be included in future budgets.

6.5. Stakeholders involved in consultations

The tabled budget was provided to National Treasury and Provincial Treasury in March/April 2023 for their consideration in line with S23 of the MFMA. Comments on the budget were received via Provincial treasury's SIME engagement and its overall assessment concluded that the budget is funded.

6.6. Process and media used to provide information on the Budget to the community

The Municipality's consultation process on its draft IDP and budget was published in the relevant media during April/May 2023, where input from various stakeholders were requested.

6.7. Methods employed to make the Budget document available (including websites)

In compliance with the Municipal Finance Management Act and the Municipal Systems Act with regards to the advertising of Budget Documents (including the Tariffs, Fees and Charges for 2023/2024), advertisements were placed in the media. The information relating to budget documentation was displayed at the notice boards in the municipal offices as well as libraries.

In compliance with S22 of the MFMA, the Budget documentation was published on the municipality's website.

7 IDP Overview and Amendments

- **VISION**

A Municipality that cares for its community, creating growth and opportunities

- **MISSION**

The Witzenberg Municipality is committed to improve the quality of life of its communityby:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

- **VALUE SYSTEM**

- Driven by the aspirations of our Community, we will respect and uphold the Constitution of the Republic of South Africa.
- We commit ourselves to the Code of Conduct for Councillors and officials in the Municipal Systems Act.
- We commit ourselves to the principles of sound financial management.

- **Alignment with Provincial and National Government**

Witzenberg Municipality's development plan needs to align with National and Provincial initiatives to ensure optimal impact from the combined efforts of government. In this regard there are six critical elements: Accelerated and Shared Growth-South Africa (ASGI-SA), National Spatial Development Perspective (NSDP), National Strategy for Sustainable Development (NSSD), Provincial Growth and Development Strategy (PGDS) andProvincial Spatial Development Framework (PSDF).

All these feed into and influence the Integrated Development Plan.

- **Witzenberg Municipality Budget Priorities (Key Performance areas)**

The Municipality's 2023/2024 to 2025/2026 integrated development plan focuses on four strategic focus areas. The concrete objectives for each strategic focus area have been outlined and elaborated on. These objectives will be used to further develop key performance

indicators against which performance implementation monitoring andreporting will be done. The corporate scorecard outlines these indicators and targets.

The four focus areas are:

- Essential Services
- Governance
- Communal Services
- Socio-Economic Support Services

8 Measurable performance objectives and indicators

(a) KEY FINANCIAL INDICATORS AND RATIOS

Information regarding key financial indicators and ratios are provided on Supporting Table SA8.

(b) MEASURABLE PERFORMANCE OBJECTIVES

Information regarding revenue is provided as follows:

Revenue for each vote - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Revenue for each source - Table A4 Budgeted Financial Performance (revenue and expenditure)

Provision of free basic services:

(i) Cost to the Witzenberg Municipality in rand value for each of the free basic services provided to indigent households:

	2023-2024	2024-2025	2025-2026
DESCRIPTION	**R'000**	**R'000**	**R'000**
Property rates	1 050	1 113	1 180
Water	3 887	3 939	3 993
Sanitation	10 658	11 297	11 975
Electricity	4 378	5 022	5 911
Refuse	9 114	9 661	10 241
Total	**29 087**	**31 032**	**33 299**

More detail is provided in Table A10 Basic service delivery measurement,

(ii) Level of service to be provided

The first R 150 000 of the municipal valuation of property in Town areas are exempt from property rates.

Indigent households will receive 50 kWh of electricity and 6 kilolitre of water per month while their basic charges for water refuse and sewerage will be subsidized.

(iii) Number of households to receive free basic services

There is budgeted for 3 000 households that will receive 50 kWh electricity per month as well as 6 kilolitre water per month. Provision has also been made for households earning between R3000 and R5000 which may qualify for 50% of the indigent subsidy

A further 5 807 households in informal areas receive all services excluding electricity free of charge.

9 Overview of Budget Related Policies and Amendments

The following budget related policies are tabled with the budget documentation for comments and inputs:

Budget Policy
Tariff Policy
Property Rates Policy
Credit Control and Debt Collection Policy
Cash Management and Investment Policy

Consumer Payment Incentive Policy
Petty Cash Policy
Indigent Policy
Budget Virement Policy
Asset Management Policy
Funding and Reserves Policy
Borrowing Policy
Cellular the phone and data card policy
Municipal Supply Chain Management Policy
Preferential Procurement Policy
Long Term Financial Plan Policy
Transport- travel- and subsistence allowance Policy
Post-Employment Medical Aid Contribution Policy
Infrastructure Investment Policy

Policies will be available at libraries in the municipal area and the website of the municipality.

The budget related policies were reviewed by management. The amendments recommended are explained below:

BUDGET POLICY

The aim of the policy is to set out the principles which the municipality will follow in preparing each medium term revenue and expenditure framework (budget) and the responsibilities of the mayor and officials.

No amendments are recommended.

TARIFF POLICY

The Municipal System Act requires Council to adopt a Tariff Policy. The general financial management functions covered in section 62 of the MFMA includes the implementation of a tariff policy. Specific legislation applicable to each service has been taken into consideration when determining this policy.

It is recommended that a paragraph be added to provide for the levying of deposits to cover possible damages losses or to cover expenses incurred due to the actions of the applicant.

PROPERTY RATES POLICY

A new Rates Policy is included in the budget documentation to give effect to the amendments of the Municipal Property Rates Act (No 6 of 2004) and to provide for rates to be levied in terms of the new general valuation.

The policy guides the annual setting of property rates.

It is recommended that the rebate in terms of section 12.3 for residential property be adjusted from R120 000 to R150 000. Thus, the Municipality will not levy a rate on the first value up to R 150 000 of the market value of Residential Property.

CREDIT CONTROL AND DEBT COLLECTION POLICY

This Policy has been formulated in terms of section 96 (b) and 98 of the Local Government: Municipal Systems Act, 2000 and the Credit Control and Debt Collection By-Law.

No amendments are recommended.

CASH MANAGEMENT AND INVESTMENT POLICY

The underlying cash is managed and invested in accordance with the Municipality's approved Cash Management and Investment Policy, which is aligned with National Treasury's municipal investment regulations dated 01 April 2005.

No amendments are recommended.

CONSUMER PAYMENT INCENTIVE POLICY

The purpose of the policy is to encourage residents of Witzenberg to pay for services and also to promote the culture of payment amongst its citizens.

Amendments recommended:

Verified debt as at 30 June 2021 to be "parked" and written-off in instalments as the conditions are met. Verified debt accrued after 1st July 2021 to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.

PETTY CASH POLICY

The policy provides for the cash purchases up to a transaction value of R 2 000.00

No amendments are recommended.

INDIGENT POLICY

The aim of the policy is to ensure a sound and sustainable manner to provide affordable basic services to the poor by means of assisting them financially within the legal framework of the powers and functions of the municipality in order to improve the livelihood, in an effort to create a prosperous municipality free of poverty.

The following amendments are recommended:

That the definition of bond expenditure to be added:

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

Add paragraph 6.1.5.1

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

Amend paragraphs 7.1 and 7.2 to the following:

7.1 Households with a joint monthly gross income less bond cost, not exceeding R 3,000.

7.2 Households with a joint monthly gross income less bond cost, between R 3,000 and R 5,000.

BUDGET VIREMENT POLICY

National Treasury has advised municipalities to implement a Virement policy to ensure that funds can be shifted for of operational requirements to ensure that service delivery is not hampered.

No amendments are recommended.

ASSET MANAGEMENT POLICY

The aim of the policy is to ensure that the assets of the municipality are properly managed and accounted for.

FUNDING AND RESERVE POLICY

In terms of section 8 of the Municipal Budget and Reporting Regulations each municipality

must have a funding and reserves policy.

The policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

No amendments are recommended.

BORROWING POLICY

The policy aims to set out the objectives, statutory requirements as well as guidelines for the borrowing of funds.

No amendments are recommended.

CELLULAR TELEPHONE AND DATA CARD POLICY

The policy aims to curb the expenditure on cellular telephones by setting maximum expenditure levels and providing processes to approve and/or recover expenditure above the levels.

It is recommended that the benefits in terms of the policy be updated to be market related.

MUNICIPAL SUPPLY CHAIN MANAGEMENT POLICY

Section 111 of the MFMA requires each Municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act. The Municipality's Supply Chain Management Policy was approved by Council.

It is proposed that paragraph 48 (9) be added to the policy in terms of National Treasury circular 62:

"48 (9) Management of expansion or variation of orders against the original contract

The accounting officer may expand contracts by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract."

PREFERENTIAL PROCUREMENT POLICY

The purpose of this policy is to provide for categories of preference in awarding of bids and to provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination.

No amendments are recommended.

LONG TERM FINANCIAL PLAN POLICY

The long term financial plan policy integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan.

No amendments are recommended.

TRAVEL MANAGEMENT POLICY

This policy applies to all Councillors and employees of Witzenberg Municipality who are travelling on official business.

It is recommended that the Travel management policy and the Transport Travel and Subsistence allowance policies be combined to reduce confusion.

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

The purpose of this policy is to determine guidelines for the management of contributions to medical aids, post-employment and to determine whether an employee is entitled to the post-employment medical aid benefit.

No amendments recommended

INFRASTRUCTURE INVESTMENT POLICY

This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source.

No amendments are recommended.

10 Overview of Budget Related By-Laws and Amendments

No amendments to any By-Laws are recommended.

11 Overview of Budget Assumptions

Expenditure

Salaries and Allowances

Provision has been made for a 5.4 % increase in salaries plus an additional notch increase (2.5%) for qualifying employees

Provision has been made for a 6% increase in councillor allowances, the councillorallowances is subject to approval by the National Minister.

General expenditure

It is assumed that costs for services will increase in line with the CPIX. The current oil price is a concern and it is expected that the fuel price hikes will have a substantial effect on expenditure. It is also assumed that the capital projects for 2023/2024 will be completed during the financial year as there were budgeted for the depreciation of such projects asper general recognized accounting practice (GRAP). Depreciation on new capital expenditure is calculated at a varying rate ranging between 3 and 100 years depending on the nature of the asset.

Repairs and Maintenance

It is assumed that municipal infrastructure and assets will be maintained as per previousyears and that no major breakages will take place during the financial year.

Capital costs

It is assumed that interest rates will be stable during the financial year, but the provision for capital has not been decreased.

Bulk Purchases

It is assumed that electricity tariffs of Eskom will increase by 20.7% as from 1 July 2023,as approved by NERSA.

The NERSA Tariff Guidelines for municipalities has not been received but it is envisaged that the bulk cost increase will be adjusted to 20.7% for the final budget for consideration.

Income

Households

It is assumed that the total households in the municipal area (the tax base) will stay stable

during the financial year. The new RDP houses to be built will be for the benefit of families residing in informal areas. The total number of households is thus not expected to increase. Care must be taken that the informal structures are removed as soon as the beneficiaries moved to the new houses.

Collection rate for municipal services

It is assumed that the collection rate (percentage of service charges recovered) for the financial year will be the same as the current payment rate.

In accordance with relevant legislation and national directives, the estimated revenue recovery rates are based on realistic and sustainable trends. The Municipality's collection rate is set at an average of 92%. Adequate provision is made for non-recovery.

Grants

It is assumed that the National and Provincial grants as per Division of Revenue Act (DORA) which has been included in the budget will be received during the 2023/2024 financial year.

Indigents

It is assumed that the number of indigents will increase to an estimated 5000 during the financial year due to Covid-19 pandemic. This significant increase is also due the additional rebate the municipality is offering to households earning between R3 000 and R5 000

Efficiencies and cost containment measures

The municipality is committed through its applications and strengthening of its existing internal controls, policies and through the use of technology to ensure that the resources at its disposal will be used to the best of its ability. Cost containment measures has been implemented and operational expenses such travelling cost, catering services and consultant services are managed within the parameters of the Cost containment measures.

12 Overview of Budget Funding

Summary

The operating budget for 2023/2024 will be financed as follows:

	2022/2023	**2023/2024**	**Increase**
	R'000	R'000	R'000
Charged for electricity, water, refuse and sewerage	436 637	508 634	16%

Property Rates	108 503	113 917	5%
Provincial and National Operating Grants	143 981	157 615	9%
Sundry charges / Other	68 601	76 437	11%
Total Operating Revenue excl. Capital Transfers	**757 723**	**856 603**	13%

The capital budget for 2023/2024 to 2025/2026 will be financed as follows:

	2023/2024	**2024/2025**	**2025/2026**
	R'000	R'000	R'000
Own Funds (Capital Replacement Reserves)	15 923	16 400	19 930
Grants	46 744	23 541	24 942
Borrowing	9 000	-	-
Total Capital Budget	**71 664**	**39 941**	**44 872**

Reserves

All the reserves of the municipality are not cash funded. The process to accumulate sufficient funds is a long term process as tariff increases must be kept to a minimum, and service delivery must be continued.

Sustainability of municipality

The way that the budget is funded will ensure that the municipality will be sustainable on the short term. The full effect of huge increases in electricity tariffs may on the long run impact negatively on the sustainability of the municipality. This is a huge concern for the municipality and the municipality has no control over the increases approved by NERSA.

Impact on rates and tariffs

The way that the budget is funded will ensure that, except for electricity, refuse removal and water tariffs, service tariff increases will be ± 6%. Property rates revenue will increase with ± 6%. The municipality has no control over the increases of electricity tariffs and the proposed 20.7% increase in electricity tariffs is subjected to NERSA approval.

<u>Property valuations, rates, tariffs and other charges</u>

The rates tariffs as well as tariffs for electricity, water, refuse, sewage together with the sundry tariffs are listed in Section B – Tariffs. The tariff increases are also indicated.

Collection Rate

Income levels for service charges and rates for the budget year were based on the following revised collection rates:

Rates	86.0%
Electricity	99.0%
Water	70.0%
Sanitation	77.0%
Refuse	70.0%

Planned savings and efficiencies

The following areas were identified for possible savings after the efficiency of the usage ofthe assets/services has been evaluated:

- Overtime
- Standby
- Operational Cost
- Contracted Services
- Materials & Supplies

Contributions and donations received

There was not budgeted for any contributions and donations to be received.

Planned proceeds of sale of assets

The municipality envisage no sale of fixed property during the 2023/2024 financial year.

Planned use of previous year's cash backed accumulated surplus

Where cash backed accumulated surplus is available, the municipality will utilize it to fund the budget.

Particulars of existing and any new borrowing proposed to be raised

Borrowing of R9 million is proposed for funding of capital expenditure relating to solid

waste management infrastructure. This expenditure is rolled over from the 2022/2023 budget.

13 Expenditure on allocations and grant programs

Particulars of budgeted allocations and grants

Please refer to Supporting Table SA19: Expenditure on transfers and grant programs.

14 Allocations or grants made by the Municipality

Please refer to Supporting Table SA21 Transfers and grants made by the municipality.

15 Councillor allowances and employee benefits

Costs to Municipality:

Councillors allowances – Budgeted amounts

Position	**2023/2024 R**
Speaker (1)	713,001
Executive Mayor (1)	816,510
Deputy Executive Mayor (1)	730,797
Executive Committee (4)	2,612,034
Chairperson MPAC (1)	411,299
Other councillors (15)	6,699,457
TOTAL	**11,983,098**

Senior Managers (Including performance bonus provision) (budgeted amount)

Position	**2023/2024 R**
Municipal Manager	1 958 600
Director: Corporate Services	1 601 060
Director: Community Services	1 601 060
Director: Technical Services	1 601 060
Chief Financial Officer	1 601 060
TOTAL Senior Management	**8 362 838**
All other staff	**255 127 784**

Number of Councillors: 23

Number of Senior Managers employed: 4

(Vacancy: Director Community Services)

Details of employee numbers can be obtained on Supporting Table SA24: Summary of personnel numbers.

16 Monthly targets for revenue, expenditure and cash flow

The monthly targets for revenue and expenditure are provided in Supporting Table SA25 Budgeted monthly revenue and expenditure.

The monthly targets for cash flows are provided in Supporting Table SA30 Budgeted monthly cash flow.

17 Capital spending detail

Information/detail regarding capital projects by vote is provided in Supporting Table SA36: Detailed capital budget.

18 List of significant amendments from Tabled to Final Budget

Operational Revenue Amendments

Item		Tabled 2023-24	Tabled 2024-25	Tabled 2025-26	Amendment 2023-24	Amendment 2024-25	Amendment 2025-26	Final 2023-24	Final 2024-25	Final 2025-26
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Property Rates		113 917	122 176	131 033	-	- 1 424	- 3 037	113 917	120 752	127 997
Service Charges-Electricity		421 620	486 032	570 001	- 18 149	- 22 776	- 29 890	403 471	463 255	540 111
Service Charges-Waste Management		41 168	42 880	45 453	-	-	-	41 168	42 880	45 453
Service Charges-Waste Water Management		38 703	41 026	43 487	-	-	-	38 703	41 026	43 487
Service Charges-Water		56 887	59 939	62 993	-	-	-	56 887	59 939	62 993
Indurstrila Effluent		5 005	5 005	5 368	-	-	-	5 005	5 005	5 368
Indigent Rebate		- 39 580	- 42 062	- 44 827	2 979	3 105	3 166	- 36 601	- 38 957	- 41 660
Agency Services		4 461	4 684	4 918	-	-	-	4 461	4 684	4 918
Fines, Penalties and Forfeits		11 194	11 254	11 816	-	-	-	11 194	11 254	11 816
Interest, Dividend and Rent on		14 985	15 575	16 193	24 564	25 952	27 410	39 549	41 527	43 603
Licences or Permits		2 327	2 444	2 566	-	-	-	2 327	2 444	2 566
Operational Revenue		1 246	1 307	1 370	-	-	-	1 246	1 307	1 370
Rental from Fixed Assets		4 648	5 084	5 563	-	-	-	4 648	5 084	5 563
Sales of Goods and Rendering o		5 722	6 009	6 310	-	-	-	5 722	6 009	6 310
Surcharges and Taxes		7 521	3 532	3 620	- 231	446	518	7 290	3 978	4 138
Transfers and Subsidies		47 349	25 437	26 046	-	-	-	47 349	25 437	26 046
Transfers and Subsidies Operational		157 615	164 925	185 274	-	-	-	157 615	164 925	185 274
		894 790	955 245	1 077 187	9 163	5 303	- 1 833	903 952	960 548	1 075 354

Operational Expenditure Amendments

Item		Tabled 2022-23	Tabled 2023-24	Tabled 2024-25	Amendment 2022-23	Amendment 2023-24	Amendment 2024-25	Final 2022-23	Final 2023-24	Final 2024-25
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Employee Related Cost		220 413	236 504	254 241	12 174	16 394	21 247	232 587	252 897	275 489
Employee Related Cost - EPWP		9 683	6 761	7 332	-	-	-	9 683	6 761	7 332
Post Employment Provisions		33 395	36 236	39 385	- 12 174	- 16 394	- 21 247	21 221	19 842	18 137
Remuneration of Councillors		11 983	13 038	14 211	-	-	-	11 983	13 038	14 211
General Expenses		49 147	51 431	53 912	807	863	920	49 954	52 294	54 831
Interest Cost Landfill Sites		9 086	9 540	10 017	-	-	-	9 086	9 540	10 017
Housing Top Structure Expenses		6 665	5 024	5 280	-	-	-	6 665	5 024	5 280
Debt Impairment		64 475	67 570	70 745	-	-	-	64 475	67 570	70 745
Bad Debts Written Off		-	-	-	-	-	-	-	-	-
Bulk Purchases		374 555	431 919	506 239	- 14 010	- 19 163	- 16 903	360 544	412 757	489 336
Repairs and Maintenance		31 148	32 656	34 231	-	-	-	31 148	32 656	34 231
Vehicle Expenditure		4 978	5 199	5 495	-	-	-	4 978	5 199	5 495
Vehicle Expenditure_Fuel		12 156	13 290	14 512	-	-	-	12 156	13 290	14 512
Other Contracted Services		17 887	18 275	19 134	-	-	-	17 887	18 275	19 134
Security Services		20 016	20 911	21 787	-	-	-	20 016	20 911	21 787
Depreciation Charges		54 369	39 319	39 319	-	-	-	54 369	39 319	39 319
Gains and Losses		-	-	-	-	-	-	-	-	-
Specific Projects		5 046	4 514	4 715	590	590	590	5 636	5 104	5 305
		925 000	992 185	1 100 554	- 12 613	- 17 710	- 15 394	912 387	974 475	1 085 161

Capital Budget

Project	Funding	Tabled 2023-24	Tabled 2024-25	Tabled 2025-26	Amendment 2023-24	Amendment 2024-25	Amendment 2025-26	Final 2023-24	Final 2024-25	Final 2025-26
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
New regional cemetery	MIG	-	4 957	6 000	-	-	- 6 000	-	4 957	-
Firefighting Vehicle	Prov Grant	857	-	350	- 857	-	-	-	-	350
Firefighting Equipment	Prov Grant	-	-	-	857	-	-	857	-	-
Ceres upgrade Of Leyell Str Sport Facilities	MIG	-	-	-	435	-	-	435	-	-
Vredebes sportsgrounds	MIG	-	-	1 000	-	-	- 1 000	-	-	-
Tulbagh Sports Facilities Upgrade	MIG	-	-	4 500	-	-	- 587	-	-	3 913
Vredebes Access Collector	MIG	2 284	-	-	- 2 284	-	-	-	-	-
Vredebes Access Collector	CRR	-	-	-	436	-	-	436	-	-
Road Maintenance & Upgrading	MIG	-	-	2 713	-	-	- 2 713	-	-	-
Op-Die-Berg Reservoir	MIG	-	-	-	2 681	-	-	2 681	-	-
Tulbagh Reservoir	MIG	3 534	3 693	-	- 833	834	-	2 701	4 526	-
Tulbagh bulk sewer lowcost housing	MIG	-	-	-	-	-	10 435	-	-	10 435
Rossouw Straat Upgrade	MIG	-	1 382	9 053	-	- 1 274	22	-	107	9 075
Library Nduli	CRR	1 000	-	-	1 000	-	-	2 000	-	-
Vehicle Replacement Program	CRR	1 000	-	-	1 000	-	-	2 000	-	-
Upgrade of Busy Bee Building- Tulabgh	CRR	-	-	-	300	-	-	300	-	-
Tulbagh upgrade roads north of Steinthal Rd	MIG	-	7 826	-	-	435	-	-	8 261	-
		8 675	17 857	23 616	2 734	- 6	157	11 409	17 851	23 773

19 Legislation compliance status

Witzenberg Municipality complies in general with legislation applicable with municipalities.

20 Municipal Manager's quality certification

Quality Certificate

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

Print name Mr D NASSON

Municipal Manager of WITZENBERG MUNICIPALITY.

Signature: _____

Date: _____

Capital Budget : MTREF 2023/2024 - 2025/2026

Department	IDP	Description	Funding Source	Ward	Budget 2023 -2024	Budget 2024 -2025	Budget 2025 -2026
Cemeteries	3.1 Provide & maintain facili	Expanding of Cemetery	CRR	All	-	300 000	-
Cemeteries	3.1 Provide & maintain facili	New regional cemetery	MIG	All	0	4 956 522	0
Community Parks	3.1 Provide & maintain facili	Chainsaws	CRR	All	-	90 000	-
Community Parks	3.1 Provide & maintain facili	Brushcutters	CRR	All	-	120 000	-
Community Parks	3.1 Provide & maintain facili	Irrigation equipment for parks	CRR	All	-	-	500 000
Community Parks	3.1 Provide & maintain facili	Truck 1.3 ton	CRR	All	-	0	1 350 000
Community Parks	3.1 Provide & maintain facili	Landscaping of parks	CRR	All	-	300 000	500 000
Community Parks	3.1 Provide & maintain facili	Parks equipment	CRR	All	-	-	600 000
Fire Fighting & Protection	3.1 Provide & maintain facili	Capex Fire Fighting Equipment	CRR	All	-	350 000	150 000
Fire Fighting & Protection	3.1 Provide & maintain facili	Firefighting Vehicle	Prov Grant	All	0	-	350 000
Fire Fighting & Protection	3.1 Provide & maintain facili	Firefighting Equipment	Prov Grant	All	856 522	-	-
Housing	3.1 Provide & maintain facili	Fencing of Trichard str Flats	CRR	3	500 000	-	-
LED	4.2 Create an enabling envi	Upgrade of Busy Bee Building-Tulbagh	CRR	7, 11	300 000	-	-
Library	3.1 Provide & maintain facili	Library Nduli	CRR	1	2 000 000	-	-
Library	3.1 Provide & maintain facili	Swimming Pool Nduli	CRR	1	-	-	30 000
Resorts	3.1 Provide & maintain facili	Chalet Furniture	CRR	3	-	450 000	-
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Containers 3x3m	CRR	All	-	100 000	500 000
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Ceres upgrade Of Leyell Str Sport Facilities	MIG	3	434 783	-	-
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Tulbagh Sports Facilities Upgrade	MIG	11	-	-	3 913 043
Roads	1.1 Sustainable provision &	Tulbagh Taxi Rank	RSEP	7, 11	173 913	-	-
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Sportsground development	CRR	All	-	0	400 000
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Resurface netball courts	CRR	All	-	200 000	250 000
Sport Grounds & Stadiums	3.1 Provide & maintain facili	Upgrade of Sport Facilities	Sport	All	423 000	-	-
Administrative & Corporate Support	2.1 Support Institutional Tra	Council chambers furniture	CRR	All	-	-	500 000
Communication	2.1 Support Institutional Tra	Access Control - Furniture and Equipment	CRR	All	-	-	1 000 000
Communication	2.1 Support Institutional Tra	Camera equipment	CRR	All	-	20 000	-
Dir Comm	2.1 Support Institutional Tra	Office Equipment	CRR	All	-	30 000	-
Dir Corp	2.1 Support Institutional Tra	Office Equipment	CRR	All	-	50 000	500 000
Dir Fin	2.1 Support Institutional Tra	Office Equipment	CRR	All	-	30 000	-
Dir Tech	2.1 Support Institutional Tra	Office Equipment	CRR	All	-	30 000	-
Information Technology	2.1 Support Institutional Tra	IT Equipment	CRR	All	-	0	650 000
Information Technology	2.1 Support Institutional Tra	IT Equipment	CRR	All	-	-	2 500 000
Municipal Manager	2.1 Support Institutional Tra	Office Equipment	CRR	All	-	30 000	-
Traffic	2.1 Support Institutional Tra	Vehicle Replacement Programme	CRR	All	-	-	500 000
Traffic	2.1 Support Institutional Tra	Testing Centre Equipment	CRR	Ceres	850 000	-	-

Capital Budget : MTREF 2023/2024 - 2025/2026

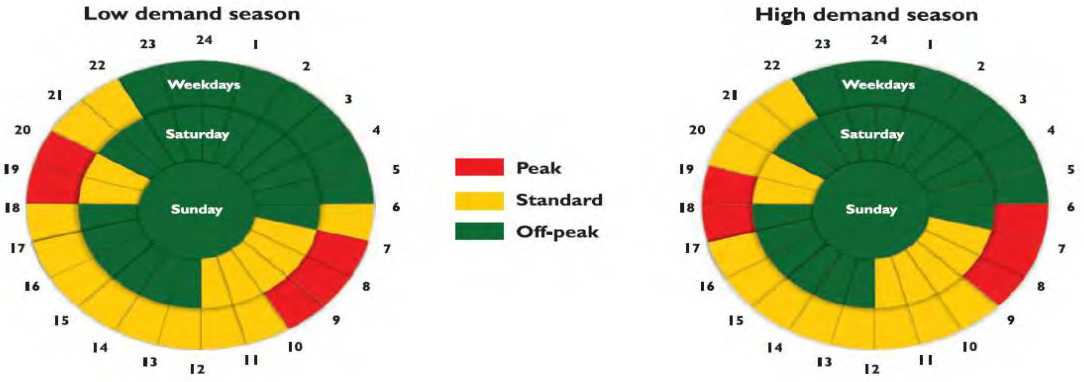
Department	IDP	Description	Funding Source	Ward	Budget 2023 -2024	Budget 2024 -2025	Budget 2025 -2026
Finance	2.2 Ensure financial viability	Furniture & equipment (Parke & Tegnies)	CRR	All	100 000	-	-
Finance	2.2 Ensure financial viability	Furniture & equipment	CRR	All	30 000	-	-
Information Technology	2.2 Ensure financial viability	Computer hardware	CRR	All	50 000	-	-
Electricity Administration	1.1 Sustainable provision &	Vredebes Electrical Network	INEP	1	3 391 304	869 565	869 565
Electricity Administration	1.1 Sustainable provision &	MV Substation Equipment	CRR	All	-	1 500 000	-
Electricity Administration	1.1 Sustainable provision &	Upgrade of LV Network Cables	CRR	All	-	1 000 000	-
Electricity Administration	1.1 Sustainable provision &	MV Network Equipment	CRR	All	100 000	1 000 000	-
Electricity Administration	1.1 Sustainable provision &	Upgrade of MV Cables	CRR	All	-	600 000	1 500 000
Electricity Administration	1.1 Sustainable provision &	Tools & Equipment	CRR	All	-	150 000	250 000
Electricity Administration	1.1 Sustainable provision &	Electrical Network Refurbishment	CRR	All	-	1 500 000	-
Electricity Streetlights	1.1 Sustainable provision &	Upgrade of Streetlights	CRR	All	-	350 000	500 000
Fleet Management	1.1 Sustainable provision &	Vehicle Replacement Program	CRR	All	2 000 000	-	400 000
Fleet Management	1.1 Sustainable provision &	Workshop Building Upgrade	CRR	3	-	-	300 000
Fleet Management	1.1 Sustainable provision &	Vehicle Replacement	Belguim	All	-	-	300 000
Roads	1.1 Sustainable provision &	Network streets	CRR	All	-	0	2 500 000
Roads	4.2 Create an enabling envi	Upgrade Van Breda Bridge	Prov Grant	3,5	20 113 043	-	-
Roads	1.1 Sustainable provision &	Traffic Calming	CRR	All	-	200 000	50 000
Roads	1.1 Sustainable provision &	Rehabilitation - Streets Tulbagh	CRR	11	-	0	3 500 000
Roads	4.2 Create an enabling envi	Upgrade Van Breda bridge (own contribution)	CRR	3,5	4 400 000	-	-
Roads	1.1 Sustainable provision &	Tools & Equipment	CRR	All	-	50 000	-
Roads	1.1 Sustainable provision &	NMT Sidewalks Ceres	CRR	3,5	-	500 000	-
Roads	1.1 Sustainable provision &	Vredebes Access Collector	CRR	1	436 187	-	-
Sewerage	1.1 Sustainable provision &	Aerator replacement programme	CRR	All	-	500 000	-
Sewerage	1.1 Sustainable provision &	Refurbishment WWTW	CRR	All	-	750 000	-
Sewerage	1.1 Sustainable provision &	Sewer Pumps-replacement	CRR	All	-	250 000	-
Sewerage	1.1 Sustainable provision &	Sewer Network Replacement	CRR	All	100 000	2 000 000	-
Sewerage	1.1 Sustainable provision &	Security upgrades Pumpstations	CRR	All	-	300 000	-
Solid Waste	1.1 Sustainable provision &	Drop-offs Transfer stations_Tulbagh/Hamlet/Bella Vista	LOAN	All	6 000 000	0	-
Solid Waste	1.1 Sustainable provision &	Fencing Landfill site	LOAN	4	3 000 000	-	-
Storm Water	1.1 Sustainable provision &	Network - Storm Water Upgrading	CRR	All	-	450 000	-
Water Distribution	1.1 Sustainable provision &	Infrastructure Management System	CRR	All	-	200 000	-
Water Distribution	1.1 Sustainable provision &	Plant & Equipment	CRR	All	-	50 000	-
Water Distribution	1.1 Sustainable provision &	Security upgrades	CRR	All	-	450 000	-
Water Distribution	1.1 Sustainable provision &	Network- Water Pipes & Valve Replacement	CRR	All	100 000	2 000 000	-
Water Distribution	1.1 Sustainable provision &	Grey Water System	CRR	All	-	500 000	1 000 000

Capital Budget : MTREF 2023/2024 - 2025/2026

Department	IDP	Description	Funding Source	Ward	Budget 2023 -2024	Budget 2024 -2025	Budget 2025 -2026
Water Distribution	1.1 Sustainable provision &	Op-Die-Berg Reservoir	MIG	8	2 680 669	-	-
Water Distribution	1.1 Sustainable provision &	Tulbagh Reservoir	MIG	7,11	2 700 827	4 526 320	-
Sewerage	1.1 Sustainable provision &	Tulbagh bulk sewer lowcost housing	MIG	7,11	-	-	10 434 783
Roads	1.1 Sustainable provision &	Rossouw Straat Upgrade	MIG	7,11	-	107 177	9 074 783
Water Distribution	1.1 Sustainable provision &	Vredebes Bulk internal water pipeline	MIG	1	-	907 372	-
Water Distribution	1.1 Sustainable provision &	Nduli: Upgrade & replace water pipe line along R46	MIG	7,11	-	3 913 043	-
Roads	1.1 Sustainable provision &	Tulbagh upgrade roads north of Steinthal Rd	MIG	7,11	-	8 260 870	-
Solid Waste	1.1 Sustainable provision &	Waste Management Vehicles - Yellow Fleet	MIG	All	5 047 826	-	-
Water Distribution	1.1 Sustainable provision &	Tierhokskloof bulk pipeline	MIG	2,7	10 919 809	-	-
Water Distribution	1.1 Sustainable provision &	Tierhokskloof bulk pipeline (own contribution)	CRR	2,7	2 956 522	-	-
Electricity	1.1 Sustainable provision &	Capex Fencing Tulbagh	CRR	7, 11	2 000 000	-	-
				Total Budget	71 664 405	39 940 869	44 872 174

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		1.	**Property rates and other municipal taxes**								
		1.1.	**Property rates**								
R 0.01054	R 0.01054	**1.1.1.**	Residential Property	0.0%	**R 0.00600**	-43.06%	R 0.00636	6.00%	R 0.00674	6.00%	R 0.00600
R 0.01054	R 0.01054	**1.1.2.**	Informal Settlements	0.0%	**R 0.00600**	-43.06%	R 0.00636	6.00%	R 0.00674	6.00%	R 0.00600
R 0.01903	R 0.01903	**1.1.3.**	Business/Commercial Property	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01903	R 0.01903	**1.1.4.**	Industrial Property	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
		1.1.5.	Agricultural Properties:								
R 0.00151	R 0.00151	1.1.5.1	Bona fida Agricultural	0.0%	**R 0.00150**	-0.96%	R 0.00159	6.00%	R 0.00169	6.00%	R 0.00150
R 0.01903	R 0.01903	1.1.5.2	Agricultural/Business	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01903	R 0.01903	1.1.5.3	Agricultural/Industrial	0.0%	**R 0.01650**	-13.31%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01723	R 0.01723	**1.1.6.**	Public service purposes	0.0%	**R 0.01650**	-4.25%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01584	R 0.01584	**1.1.7.**	Vacant Land - Urban	0.0%	**R 0.01650**	4.17%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.01723	R 0.01723	**1.1.8.**	Public Service Infrastructure	0.0%	**R 0.01650**	-4.24%	R 0.01749	6.00%	R 0.01854	6.00%	R 0.01650
R 0.00263	R 0.00263	**1.1.9.**	Public Benefit Organisations	0.0%	**R 0.00150**	-43.00%	R 0.00159	6.00%	R 0.00169	6.00%	R 0.00150
R 0.01317	R 0.01317	**1.1.10.**	Building clauses	0.0%	**R 0.00150**	-88.61%	R 0.00159	6.00%	R 0.00169	6.00%	R 0.00150
			Pensioners may qualify for a rebate of 50% on residential property in terms of councils policy.								
			Exemption								
			The first R 150 000.00 of property values are exempt from rates for tariffs 1.1.1 & 1.1.2								
		1.2.	**Concented use and departures**								
R 2,145.00	**R 2,145.00**	**1.2.1.**	Residential properties		**Removed**						Removed
R 2,145.00	**R 2,145.00**	**1.2.2.**	Bona fida Agricultural		**Removed**						Removed
		2.	**Electricity Service Tariffs**								
			High-demand (June – August) and low-demand (September – May) seasons								



		2.1	**Service Availability:**								
R 286.26	R 248.92		Unimproved sites charge per month or part of it	15.0%	**R 339.19**	18.49%	R 389.053	14.70%	R 457.915	17.70%	R 294.95

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.2	**Residential customers**								
		2.2.1	**Single part tariff**								
		2.2.1.1	**Prepaid**								
R 2.023	R 1.759		0-50 kWh	15.0%	**R 2.3975**	18.49%	R 2.750	14.70%	R 3.237	17.70%	R 2.0848
R 2.023	R 1.759		51-350 kWh	15.0%	**R 2.3975**	18.49%	R 2.750	14.70%	R 3.237	17.70%	R 2.0848
R 2.023	R 1.759		351-600 kWh	15.0%	**R 2.3975**	18.49%	R 2.750	14.70%	R 3.237	17.70%	R 2.0848
R 3.485	R 3.030		601-800 kWh	15.0%	**R 4.1291**	18.49%	R 4.736	14.70%	R 5.574	17.70%	R 3.5905
R 3.485	R 3.030		Above 800 kWh	15.0%	**R 4.1291**	18.49%	R 4.736	14.70%	R 5.574	17.70%	R 3.5905
		2.2.1.3	**Single phase**								
R 2.298	R 1.998		0-50 kWh	15.0%	**R 2.7231**	18.49%	R 3.123	14.70%	R 3.676	17.70%	R 2.3679
R 2.298	R 1.998		51-350 kWh	15.0%	**R 2.7231**	18.49%	R 3.123	14.70%	R 3.676	17.70%	R 2.3679
R 2.298	R 1.998		351-600 kWh	15.0%	**R 2.7231**	18.49%	R 3.123	14.70%	R 3.676	17.70%	R 2.3679
R 3.694	R 3.212		601-800 kWh	15.0%	**R 4.3768**	18.49%	R 5.020	14.70%	R 5.909	17.70%	R 3.8059
R 3.694	R 3.212		Above 800 kWh	15.0%	**R 4.3768**	18.49%	R 5.020	14.70%	R 5.909	17.70%	R 3.8059
		2.2.2	**Two part tariff**								
		2.2.2.2	**Three phase (Limited to 60 Amps per phase)**								
R 932.66	R 811.01		Basic charge per month or part of it:	15.0%	**R 1,105.11**	18.49%	R 1,267.57	14.70%	R 1,491.93	17.70%	R 960.97
			Energy in c/kWh								
R 1.336	R 1.162		0-50 kWh	15.0%	**R 1.5836**	18.49%	R 1.82	14.70%	R 2.14	17.70%	R 1.3770
R 1.336	R 1.162		51-350 kWh	15.0%	**R 1.5836**	18.49%	R 1.82	14.70%	R 2.14	17.70%	R 1.3770
R 1.336	R 1.162		351-600 kWh	15.0%	**R 1.5836**	18.49%	R 1.82	14.70%	R 2.14	17.70%	R 1.3770
R 1.923	R 1.673		Above 600 kWh	15.0%	**R 2.2791**	18.49%	R 2.61	14.70%	R 3.08	17.70%	R 1.9819
		2.3	**Commercial customers**								
		2.3.1	**Prepaid customers**								
R 0.00	R 0.00	2.3.1.1	Basic charge per month or part of it:	15.0%	**R 0.00**		R 0.000		R 0.000		R 0.00
			The basic charge on prepaid commercial customers is not applicable to schools or church properties								
		2.3.1.2	Energy in c/kWh								
R 3.235	R 2.813		0-600 kWh	15.0%	**R 3.8331**	18.49%	R 4.3966	14.70%	R 5.175	17.70%	R 3.3331
R 3.510	R 3.052		Above 600 kWh	15.0%	**R 4.1587**	18.49%	R 4.770	14.70%	R 5.614	17.70%	R 3.6162
		2.3.2	**Single phase**								
			No new connections allowed larger than 80 AMPS on Single phase on this tariff								
		2.3.2.1	Basic charge per month or part of it:								
R 566.22	R 492.36		20A - Connection	15.0%	**R 670.91**	18.49%	R 769.53	14.70%	R 905.74	17.70%	R 583.40
R 2.698	R 2.346		Energy in c/kWh	15.0%	**R 3.1967**	18.49%					R 2.7798
R 1,024.72	R 891.06		40A - Connection	15.0%	**R 1,214.19**	18.49%	R 1,392.68	14.70%	R 1,639.18	17.70%	R 1,055.8170
R 2.670	R 2.322		Energy in c/kWh	15.0%	**R 3.1634**	18.49%					R 2.7507
R 1,096.59	R 953.56		60A - Connection	15.0%	**R 1,299.35**	18.49%	R 1,490.36	14.70%	R 1,754.15	17.70%	R 1,129.8732
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1339**	18.49%					R 2.7252
R 1,098.25	R 955.00		80A - Connection	15.0%	**R 1,301.32**	18.49%	R 1,492.61	14.70%	R 1,756.80	17.70%	R 1,131.5795
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1339**	18.49%					R 2.7252
R 1,408.16	R 1,224.49		100A - Connection	15.0%	**R 1,668.53**	18.49%	R 1,913.81	14.70%	R 2,252.55	17.70%	R 1,450.8982
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1339**	18.49%					R 2.7252
R 1,344.90	R 1,169.48		150A - Connection	15.0%	**R 1,593.57**	18.49%	R 1,827.83	14.70%	R 2,151.36	17.70%	R 1,385.7169
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1339**	18.49%					R 2.7252
R 1,489.37	R 1,295.10		200A - Connection	15.0%	**R 1,764.75**	18.49%	R 2,024.17	14.70%	R 2,382.45	17.70%	R 1,534.5640
R 2.645	R 2.300		Energy in c/kWh	15.0%	**R 3.1339**	18.49%					R 2.7252
R 1,820.35	R 1,582.91		250A - Connection	15.0%	**R 2,156.93**	18.49%	R 2,474.00	14.70%	R 2,911.90	17.70%	R 1,875.5901
R 2.645	R 2.300	2.3.2.2	Energy in c/kWh	15.0%	**R 3.1339**	18.49%	R 3.595	14.70%	R 4.2309	17.70%	R 2.7252
			All users with greater than 80Amp Connections must be converted to 3 phase connections								
		2.3.3	**Three phase**								
			No new connections allowed larger than 150 AMPS on Three phase on this tariff								
		2.3.3.1	Basic charge per month or part of it:								
R 1,818.38	R 1,581.20		20A - Connection	15.0%	**R 2,154.60**	18.49%	R 2,471.322	14.70%	R 2,908.75	17.70%	R 1,873.56
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8415**	18.49%	R 3.259	14.70%	R 3.8361	17.70%	R 2.4709
R 1,946.59	R 1,692.69		40A - Connection	15.0%	**R 2,306.51**	18.49%	R 2,645.572	14.70%	R 3,113.84	17.70%	R 2,005.66
R 2.333	R 2.029		Energy in c/kWh	15.0%	**R 2.7643**	18.49%	R 3.171	14.70%	R 3.7318	17.70%	R 2.4037
R 1,899.56	R 1,651.80		60A - Connection	15.0%	**R 2,250.79**	18.49%	R 2,581.661	14.70%	R 3,038.61	17.70%	R 1,957.21
R 2.373	R 2.064		Energy in c/kWh	15.0%	**R 2.8119**	18.49%	R 3.225	14.70%	R 3.7961	17.70%	R 2.4451
R 2,047.45	R 1,780.39		80A - Connection	15.0%	**R 2,426.02**	18.49%	R 2,782.646	14.70%	R 3,275.17	17.70%	R 2,109.58
R 2.373	R 2.064		Energy in c/kWh	15.0%	**R 2.8119**	18.49%	R 3.225	14.70%	R 3.7961	17.70%	R 2.4451
R 2,744.82	R 2,386.80		100A - Connection	15.0%	**R 3,252.34**	18.49%	R 3,730.435	14.70%	R 4,390.72	17.70%	R 2,828.12
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8415**	18.49%	R 3.259	14.70%	R 3.8361	17.70%	R 2.4709
R 3,461.93	R 3,010.38		150A - Connection	15.0%	**R 4,102.04**	18.49%	R 4,705.044	14.70%	R 5,537.84	17.70%	R 3,566.99
R 2.398	R 2.085		Energy in c/kWh	15.0%	**R 2.8415**	18.49%	R 3.259	14.70%	R 3.8361	17.70%	R 2.4709
R 3,691.34	R 3,209.86		200A - Connection	15.0%	**R 4,373.87**	18.49%	R 5,016.826	14.70%	R 5,904.80	17.70%	R 3,803.36
R 2.348	R 2.042		Energy in c/kWh	15.0%	**R 2.7823**	18.49%	R 3.191	14.70%	R 3.7562	17.70%	R 2.4194
R 3,779.52	R 3,286.54		250A - Connection	15.0%	**R 4,478.35**	18.49%	R 5,136.670	14.70%	R 6,045.86	17.70%	R 3,894.22
R 2.348	R 2.042	2.3.3.2	Energy in c/kWh	15.0%	**R 2.7823**	18.49%	R 3.191	14.70%	R 3.7562	17.70%	R 2.4194

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.4	**Agricultural customers**								
		2.4.1	**< 25 KVA**								
R 1,090.64	R 948.38		Basic charge per month or part of it:	15.0%	**R 1,292.30**	18.49%	R 1,482.269	14.70%	R 1,744.63	17.70%	R 1,123.74
R 2.887	R 2.510		Energy in c/kWh	15.0%	**R 3.4155**	18.33%	R 3.918	14.70%	R 4.611	17.70%	R 2.9700
		2.4.2	**25 KVA < = 50 KVA**								
R 1,594.16	R 1,386.23		Basic charge per month or part of it:	15.0%	**R 1,888.92**	18.49%	R 2,166.592	14.70%	R 2,550.08	17.70%	R 1,642.54
R 2.887	R 2.510		Energy in c/kWh	15.0%	**R 3.4201**	18.49%	R 3.923	14.70%	R 4.617	17.70%	R 2.9740
		2.4.3	**50 KVA < = 100 KVA**								
R 2,097.91	R 1,824.27		Basic charge per month or part of it:	15.0%	**R 2,485.82**	18.49%	R 2,851.232	14.70%	R 3,355.90	17.70%	R 2,161.58
R 2.806	R 2.440		Energy in c/kWh	15.0%	**R 3.3247**	18.48%	R 3.813	14.70%	R 4.488	17.70%	R 2.8910
		2.5	**BULK CONSUMERS (LARGE POWER USERS)**								
			All Large Power Users (LPU) must maintain a power factor of 0.85 lagging or better								
			The following public holidays will always be treated as a Sunday for Large Power Users. New Year's Day, Good Friday, Family Day, Christmas Day and Day of Goodwill. All other public holidays will be treated as the day of the week on which it falls.								
		2.5.1	**Agricultural customers**								
		2.5.1.1	***Time of use customers***								
		2.5.1.1.1	***< 1 MVA High tension***								
R 12,447.44	R 10,823.86		Basic charge per month or part of it	15.0%	**R 14,748.97**	18.49%	R 16,917.067	14.70%	R 19,911.388	17.70%	R 12,825.19
R 214.429	R 186.460		Demand charge R/KVA	15.0%	**R 254.08**	18.49%	R 291.431	14.70%	R 343.014	17.70%	R 220.94
			Energy charge c/kWh								
			High season								
R 5.773	R 5.020		Peak time	15.0%	**R 6.8425**	18.53%	R 7.848	14.70%	R 9.238	17.70%	R 5.9500
R 1.863	R 1.620		Standard	15.0%	**R 2.2080**	18.52%	R 2.533	14.70%	R 2.981	17.70%	R 1.9200
R 1.104	R 0.960		Off- peak time	15.0%	**R 1.3110**	18.75%	R 1.504	14.70%	R 1.770	17.70%	R 1.1400
			Low season								
R 2.013	R 1.750		Peak time	15.0%	**R 2.3805**	18.29%	R 2.730	14.70%	R 3.214	17.70%	R 2.0700
R 1.449	R 1.260		Standard	15.0%	**R 1.7135**	18.25%	R 1.965	14.70%	R 2.313	17.70%	R 1.4900
R 0.978	R 0.850		Off- peak time	15.0%	**R 1.1581**	18.47%	R 1.328	14.70%	R 1.563	17.70%	R 1.0070
		2.5.1.1.2	***Low tension***								
R 7,978.45	R 6,937.78		Basic charge per month or part of it	15.0%	**R 9,453.67**	18.49%	R 10,843.356	14.70%	R 12,762.630	17.70%	R 8,220.58
R 199.19	R 173.21		Demand charge R/KVA	15.0%	**R 236.03**	18.49%	R 270.722	14.70%	R 318.640	17.70%	R 205.24
			Energy charge c/kWh								
			High season								
R 6.365	R 5.535		Peak time	15.0%	**R 7.5419**	18.49%	R 8.651	14.70%	R 10.182	17.70%	R 6.5582
R 2.052	R 1.785		Standard	15.0%	**R 2.4318**	18.49%	R 2.789	14.70%	R 3.283	17.70%	R 2.1146
R 1.216	R 1.058		Off- peak time	15.0%	**R 1.4414**	18.49%	R 1.653	14.70%	R 1.946	17.70%	R 1.2534
			Low season								
R 2.223	R 1.933		Peak time	15.0%	**R 2.6341**	18.49%	R 3.021	14.70%	R 3.556	17.70%	R 2.2905
R 1.577	R 1.372		Standard	15.0%	**R 1.8691**	18.49%	R 2.144	14.70%	R 2.523	17.70%	R 1.6253
R 1.064	R 0.925		Off- peak time	15.0%	**R 1.2601**	18.49%	R 1.445	14.70%	R 1.701	17.70%	R 1.0958
		2.5.1.2	***Normal***								
		2.5.1.2.1	***< 1 MVA High tension***								
R 11,913.49	R 10,359.56		Basic charge per month or part of it	15.0%	**R 14,116.30**	18.49%	R 16,191.392	14.70%	R 19,057.268	17.70%	R 12,275.04
R 272.23	R 236.72		*Demand charge R/KVA*	15.0%	**R 322.56**	18.49%	R 369.980	14.70%	R 435.467	17.70%	R 280.49
R 1.536	R 1.336		Energy charge c/kWh	15.0%	**R 1.8203**	18.49%	R 2.088	14.70%	R 2.458	17.70%	R 1.5829
		2.5.1.2.2	***< 1 MVA Low tension***								
R 6,827.11	R 5,936.62		Basic charge per month or part of it	15.0%	**R 8,089.45**	18.49%	R 9,278.593	14.70%	R 10,920.904	17.70%	R 7,034.30
R 350.05	R 304.39		*Demand charge R/KVA*	15.0%	**R 414.77**	18.49%	R 475.742	14.70%	R 559.948	17.70%	R 360.67
R 1.374	R 1.195		Energy charge c/kWh	15.0%	**R 1.6281**	18.49%	R 1.867	14.70%	R 2.198	17.70%	R 1.4157

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		2.5.2	**Urban customers**								
		2.5.2.1	***Time of use customers***								
		2.5.2.1.1	***> 1 MVA High tension***								
R 26,057.70	R 22,658.87		Basic charge per month or part of it	15.0%	**R 30,875.78**	18.49%	R 35,414.514	14.70%	R 41,682.883	17.70%	R 26,848.50
R 150.59	R 130.95		Demand charge R/KVA	15.0%	**R 178.43**	18.49%	R 204.664	14.70%	R 240.889	17.70%	R 155.16
			Energy charge c/kWh								
			High season								
R 6.739	R 5.860		Peak time	15.0%	**R 7.9810**	18.43%	R 9.154	14.70%	R 10.775	17.70%	R 6.9400
R 2.185	R 1.900		Standard	15.0%	**R 2.5875**	18.42%	R 2.968	14.70%	R 3.493	17.70%	R 2.2500
R 1.277	R 1.110		Off- peak time	15.0%	**R 1.5180**	18.92%	R 1.741	14.70%	R 2.049	17.70%	R 1.3200
			Low season								
R 2.323	R 2.020		Peak time	15.0%	**R 2.7485**	18.32%	R 3.153	14.70%	R 3.711	17.70%	R 2.3900
R 1.679	R 1.460		Standard	15.0%	**R 1.9895**	18.49%	R 2.282	14.70%	R 2.686	17.70%	R 1.7300
R 1.104	R 0.960		Off- peak time	15.0%	**R 1.3087**	18.54%	R 1.501	14.70%	R 1.767	17.70%	R 1.1380
		2.5.2.1.2	***< 1 MVA High tension***								
R 15,599.51	R 13,564.79		Basic charge per month or part of it	15.0%	**R 18,483.86**	18.49%	R 21,200.985	14.70%	R 24,953.559	17.70%	R 16,072.92
R 167.53	R 145.68		Demand charge R/KVA	15.0%	**R 198.51**	18.49%	R 227.694	14.70%	R 267.996	17.70%	R 172.62
			Energy charge c/kWh								
			High season								
R 7.188	R 6.250		Peak time	15.0%	**R 8.5169**	18.50%	R 9.769	14.70%	R 11.498	17.70%	R 7.4060
R 2.323	R 2.020		Standard	15.0%	**R 2.7520**	18.47%	R 3.156	14.70%	R 3.715	17.70%	R 2.3930
R 1.346	R 1.170		Off- peak time	15.0%	**R 1.5939**	18.46%	R 1.828	14.70%	R 2.152	17.70%	R 1.3860
			Low season								
R 2.484	R 2.160		Peak time	15.0%	**R 2.9429**	18.47%	R 3.375	14.70%	R 3.973	17.70%	R 2.5590
R 1.771	R 1.540		Standard	15.0%	**R 2.0988**	18.51%	R 2.407	14.70%	R 2.833	17.70%	R 1.8250
R 1.208	R 1.050		Off- peak time	15.0%	**R 1.4306**	18.48%	R 1.641	14.70%	R 1.931	17.70%	R 1.2440
		2.5.2.1.3	***< 1 MVA Low tension***								
R 14,021.17	R 12,192.32		Basic charge per month or part of it	15.0%	**R 16,613.68**	18.49%	R 19,055.893	14.70%	R 22,428.786	17.70%	R 14,446.68
R 185.41	R 161.23		Demand charge R/KVA	15.0%	**R 219.70**	18.49%	R 251.991	14.70%	R 296.594	17.70%	R 191.0400
			Energy charge c/kWh								
			High season								
R 6.964	R 6.056		Peak time	15.0%	**R 8.2570**	18.56%	R 9.4708	14.70%	R 11.147	17.70%	R 7.18
R 2.188	R 1.902		Standard	15.0%	**R 2.5921**	18.49%	R 2.9731	14.70%	R 3.499	17.70%	R 2.25
R 1.360	R 1.182		Off- peak time	15.0%	**R 1.6112**	18.51%	R 1.848	14.70%	R 2.175	17.70%	R 1.40
			Low season								
R 2.460	R 2.139		Peak time	15.0%	**R 2.9141**	18.48%	R 3.3425	14.70%	R 3.934	17.70%	R 2.53
R 1.730	R 1.505		Standard	15.0%	**R 2.0505**	18.50%	R 2.352	14.70%	R 2.768	17.70%	R 1.78
R 1.112	R 0.967		Off- peak time	15.0%	**R 1.3179**	18.49%	R 1.512	14.70%	R 1.779	17.70%	R 1.15
		2.5.2.2	***Normal***								
		2.5.2.2.1	***> 1 MVA High tension***								
R 19,856.84	R 17,266.82		Basic charge per month or part of it	15.0%	**R 23,528.38**	18.49%	R 26,987.051	14.70%	R 31,763.759	17.70%	R 20,459.46
R 187.36	R 162.92		*Demand charge R/KVA*	15.0%	**R 222.00**	18.49%	R 254.6294	14.70%	R 299.699	17.70%	R 193.04
R 1.875	R 1.630		Energy charge c/kWh	15.0%	**R 2.2207**	18.47%	R 2.5471	14.70%	R 2.998	17.70%	R 1.9310
		2.5.2.2.2	***< 1 MVA High tension***								
R 17,521.79	R 15,236.34		Basic charge per month or part of it	15.0%	**R 20,761.57**	18.49%	R 23,813.522	14.70%	R 28,028.515	17.70%	R 18,053.54
R 204.80	R 178.09		*Demand charge R/KVA*	15.0%	**R 242.67**	18.49%	R 278.346	14.70%	R 327.613	17.70%	R 211.02
R 1.829	R 1.591		Energy charge c/kWh	15.0%	**R 2.1620**	18.19%	R 2.480	14.70%	R 2.919	17.70%	R 1.88
		2.5.2.2.3	***< 1 MVA Low tension***								
R 14,012.58	R 12,184.85		Basic charge per month or part of it	15.0%	**R 16,603.50**	18.49%	R 19,044.220	14.70%	R 22,415.047	17.70%	R 14,437.83
R 190.44	R 165.60		*Demand charge R/KVA*	15.0%	**R 225.65**	18.49%	R 258.824	14.70%	R 304.6358	17.70%	R 196.22
R 1.944	R 1.690		Energy charge c/kWh	15.0%	**R 2.3000**	18.34%	R 2.638	14.70%	R 3.1050	17.70%	R 2.0000
		2.6	**Sport customers**								
R 3.163	R 2.750		Energy charge c/kWh	15.0%	**R 3.7490**	18.55%	R 4.300	14.70%	R 5.061	17.70%	R 3.2600
		2.7	**Streetlights**								
R 2.640	R 2.640		Energy charge c/kWh	0.0%	**R 3.1300**	18.56%	R 3.590	14.70%	R 4.226	17.70%	R 3.1300
R 543.05	R 472.22	**2.8**	Unnecessary call outs for work on customer side	15.0%	**R 643.46**	18.49%	R 738.048	14.70%	R 868.683	17.70%	R 559.530

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		3.	**Refuse Service Tariffs**								
			(All Areas in respect of residential sites)								
R 97.42	R 84.71	**3.1.**	**Service Availability charge per month or part of it: Unimproved sites**	15.0%	**R 103.26**	5.99%	R 109.50	6.04%	R 116.07	6.00%	R 89.79
			Residential Properties: (2 refuse bags or less)								
R 218.62	R 190.10		Valuation ≤ 100 000	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
R 235.43	R 204.73		Valuation > 100 000 ≤ 150 000	15.0%	**R 249.56**	6.00%	R 264.53	6.00%	R 280.41	6.00%	R 217.01
R 252.25	R 219.35		Valuation > 150 000 ≤ 200 000	15.0%	**R 267.39**	6.00%	R 283.43	6.00%	R 300.44	6.00%	R 232.51
R 269.07	R 233.97		Valuation > 200 000 ≤ 500 000	15.0%	**R 285.21**	6.00%	R 302.32	6.00%	R 320.46	6.00%	R 248.01
R 292.61	R 254.44		Valuation > 500 000 ≤ 800 000	15.0%	**R 310.17**	6.00%	R 328.78	6.00%	R 348.51	6.00%	R 269.71
R 302.70	R 263.22		Valuation > 800 000 ≤ 1 000 000	15.0%	**R 320.86**	6.00%	R 340.11	6.00%	R 360.52	6.00%	R 279.01
R 336.34	R 292.47		Valuation > 1 000 000	15.0%	**R 356.52**	6.00%	R 377.91	6.00%	R 400.59	6.00%	R 310.01
R 218.62	R 190.10		All other residential consumers	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
R 218.62	R 190.10		Additional units per collection	15.0%	**R 231.73**	6.00%	R 245.63	6.00%	R 260.37	6.00%	R 201.51
			Residential Properties : (240L Wheelie Bin)								
R 246.6750	R 214.5000		1 Collection per week per 240 Wheelie Bin per household	15.0%	**R 261.48**	6.00%	R 277.16	6.00%	R 293.79	6.00%	R 227.37
			All other properties Monthly Tariff								
			770L Wheelie Bin								
R 1,009.01	R 877.40		1 Collection per week per	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 2,018.01	R 1,754.79		2 Collections per week per 700L Wheelie Bin	15.0%	**R 2,139.09**	6.00%	R 2,267.44	6.00%	R 2,403.48	6.00%	R 1,860.08
R 3,027.02	R 2,632.19		3 Collections per week per 700L Wheelie Bin	15.0%	**R 3,208.64**	6.00%	R 3,401.16	6.00%	R 3,605.23	6.00%	R 2,790.12
R 1,009.01	R 877.40		1 Collection per week per additional Wheelie Bin	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 2,018.01	R 1,754.79		2 Collections per week per additional Wheelie Bin	15.0%	**R 2,139.09**	6.00%	R 2,267.44	6.00%	R 2,403.48	6.00%	R 1,860.08
R 3,027.02	R 2,632.19		3 Collections per week per additional Wheelie Bin	15.0%	**R 3,208.64**	6.00%	R 3,401.16	6.00%	R 3,605.23	6.00%	R 2,790.12
			If a counter system is available, the above tariffs will be implemented as follows:								
R 1,009.01	R 877.40		Service availability - per month. Include 4 removals/month.	15.0%	**R 1,069.55**	6.00%	R 1,133.72	6.00%	R 1,201.75	6.00%	R 930.04
R 250.78	R 218.07		Additional removals per removal.	15.0%	**R 265.82**	6.00%	R 281.77	6.00%	R 298.68	6.00%	R 231.15
			240L Wheelie Bin								
R 420.42	R 365.58		1 Collection per week per 240L Wheelie Bin	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 840.84	R 731.16		2 Collections per week per 240L Wheelie Bin	15.0%	**R 891.29**	6.00%	R 944.77	6.00%	R 1,001.45	6.00%	R 775.03
R 1,261.26	R 1,096.75		3 Collections per week per 240L Wheelie Bin	15.0%	**R 1,336.93**	6.00%	R 1,417.15	6.00%	R 1,502.17	6.00%	R 1,162.55
R 420.42	R 365.58		1 Collection per week per additional Wheelie Bin	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 840.84	R 731.16		2 Collections per week per additional Wheelie Bin	15.0%	**R 891.29**	6.00%	R 944.77	6.00%	R 1,001.45	6.00%	R 775.03
R 1,261.26	R 1,096.75		3 Collections per week per additional Wheelie Bin	15.0%	**R 1,336.93**	6.00%	R 1,417.15	6.00%	R 1,502.17	6.00%	R 1,162.55
			If a counter system is available, the above tariffs will be implemented as follows:								
R 420.42	R 365.58		Service availability - per month. Include 4 removals/month.	15.0%	**R 445.64**	6.00%	R 472.38	6.00%	R 500.72	6.00%	R 387.52
R 106.21	R 92.36		Additional removals per removal.	15.0%	**R 112.58**	6.00%	R 119.33	6.00%	R 126.49	6.00%	R 97.90
			Cost of Wheelie Bins								
R 6,345.95	R 5,518.22		**700L Wheelie Bin**	15.0%	**R 6,726.70**	6.00%	R 7,130.30	6.00%	R 7,558.12	6.00%	R 5,849.31
R 713.92	R 620.80		**240L Wheelie Bin**	15.0%	**R 756.75**	6.00%	R 802.16	6.00%	R 850.28	6.00%	R 658.05
-R 3.0000	-R 2.6087	**3.3**	Recyclable material per filled 15l recyclable bag/ 15l of recvclable material	15.0%	**-R 3.00**	0.00%	-R 3.18	6.00%	-R 3.37	6.00%	-R 2.61

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		4.	**Sewerage Service Tariffs**								
		4.1.	**Septic Tank systems**								
			(All Areas, excluding rural area in respect of availability charge)								
		4.1.1.	**Service Availability charge per month or part of it:**								
R 46.04	R 40.04	4.1.1.1	Per site with improvements	15.0%	**R 48.81**	6.00%	R 51.73	6.00%	R 54.84	6.00%	R 42.44
		4.1.2.	**Suction charge:**								
R 275.30	R 239.39	**4.1.2.1.**	Urban areas charge per occasion	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
		4.1.2.2.	**Rural areas:**								
R 1,110.24	R 965.43	4.1.2.2.1	Charge per occasion	15.0%	**R 1,176.85**	6.00%	R 1,247.47	6.00%	R 1,322.31	6.00%	R 1,023.35
R 51.82	R 45.06	4.1.2.2.2	Charge per kilometre	15.0%	**R 54.93**	6.00%	R 54.93	0.00%	R 54.93	0.00%	R 47.76
		4.2.	**Waterborne Sewerage systems**								
			(All Areas connected to the main sewerage system)								
			(Where more than one service point exist on the same site and more than one or one water connection exists the tariff equal to the larges water connection will be applicable on every point of service)								
		4.2.1.	**Service Availability charge per month or part of it:**								
R 97.39	R 84.69	4.2.1.1	Unimproved sites	15.0%	**R 103.24**	6.00%	R 109.43	6.00%	R 116.00	6.00%	R 89.77
R 275.30	R 239.39	4.2.1.2	Water connection size: 0 - 25 mm	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 1,071.31	R 931.57	4.2.1.3	Water connection size: 26 - 50 mm	15.0%	**R 1,135.58**	6.00%	R 1,203.72	6.00%	R 1,275.94	6.00%	R 987.46
R 2,743.09	R 2,385.30	4.2.1.4	Water connection size: 51 - 80 mm	15.0%	**R 2,907.68**	6.00%	R 3,082.14	6.00%	R 3,267.07	6.00%	R 2,528.42
R 4,285.66	R 3,726.66	4.2.1.5	Water connection size: 81 - 100 mm	15.0%	**R 4,542.80**	6.00%	R 4,815.37	6.00%	R 5,104.29	6.00%	R 3,950.26
R 9,639.79	R 8,382.42	4.2.1.6	Water connection size: 101 - 150 mm	15.0%	**R 10,218.18**	6.00%	R 10,831.27	6.00%	R 11,481.14	6.00%	R 8,885.37
		4.2.2.	**Exceptions: Charge per month or part of it**								
R 45,610.35	R 39,661.17	4.2.2.1	Obiqua Prison - Tulbagh	15.0%	**R 48,346.97**	6.00%	R 51,247.79	6.00%	R 54,322.66	6.00%	R 42,040.84
R 275.30	R 239.39	4.2.2.2	Schools - Op-die-Berg	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 275.30	R 239.39	4.2.2.3	Other sites - Op-die-Berg	15.0%	**R 291.81**	6.00%	R 309.32	6.00%	R 327.88	6.00%	R 253.75
R 98.33	R 98.33	4.2.2.4	Departmental tariff	0.0%	**R 104.23**	6.00%	R 110.48	6.00%	R 117.11	6.00%	R 104.23
		4.2.2.5	**Special Contracts, for example Del monte as per each agreement. Rand per Kg COD**								
R 7.61	R 6.62	4.2.2.5.1	Ceres Group Companies	15.0%	**R 8.07**	6.00%	R 8.55	6.00%	R 9.06	6.00%	R 7.01
R 12.23	R 10.64	4.2.2.5.2	Du Toit Vrugte	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.3	L O Rall	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.4	Bokkeveld Korrektiewe Dienste	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.5	Snocooled Marketing (Edms). Bpk.	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 12.23	R 10.64	4.2.2.5.6	Ceres Fruit Growers	15.0%	**R 12.96**	6.00%	R 13.74	6.00%	R 14.57	6.00%	R 11.27
R 180.67	R 180.67	4,2,2.6	Informal settlements without an account (Flat rate)	0.0%	**R 191.52**	6.00%	R 203.01	6.00%	R 215.19	6.00%	R 191.52
R 568.43	R 494.28	4.3	Unnecessary call outs for work on customer side	15.0%	**R 602.53**	6.00%	R 638.68	6.00%	R 677.00	6.00%	R 523.94

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		5.	**Water service Tariffs**								
		5.1.	**Conventional Meters (All Areas)**								
		5.1.1.	**Service Availability charge per month or part of it:**								
R 163.89	R 142.51	5.1.1.1	Unimproved sites	15.0%	**R 173.72**	6.00%	R 184.14	6.00%	R 195.19	6.00%	R 151.06
R 83.00	R 72.17	5.1.1.2	Water connection size: 0 - 25 mm	15.0%	**R 83.00**	0.00%	R 83.00	0.00%	R 83.00	0.00%	R 72.17
R 1,236.39	R 1,075.12	5.1.1.3	Water connection size: 26 - 50 mm	15.0%	**R 1,310.57**	6.00%	R 1,389.21	6.00%	R 1,472.56	6.00%	R 1,139.63
R 3,123.52	R 2,716.10	5.1.1.4	Water connection size: 51 - 80 mm	15.0%	**R 3,310.93**	6.00%	R 3,509.58	6.00%	R 3,720.16	6.00%	R 2,879.07
R 4,945.57	R 4,300.49	5.1.1.5	Water connection size: 81 - 100 mm	15.0%	**R 5,242.30**	6.00%	R 5,556.84	6.00%	R 5,890.25	6.00%	R 4,558.52
R 11,062.46	R 9,619.53	5.1.1.6	Water connection size: 101 - 150 mm	15.0%	**R 11,726.21**	6.00%	R 12,429.78	6.00%	R 13,175.57	6.00%	R 10,196.70
R 240,771.19	R 209,366.25	5.1.1.7	Consumption of more than 20,000 kl per month	15.0%	**R 255,217.46**	6.00%	R 270,530.51	6.00%	R 286,762.34	6.00%	R 221,928.23
R 364.41	R 316.88	5.1.1.8	Un-metered connections	15.0%	**R 386.28**	6.00%	R 409.46	6.00%	R 434.02	6.00%	R 335.89
		5.1.2	**Consumption per kiloliter**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.00%	R 3.40
R 10.66	R 9.27		7-30 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 10.66	R 9.27		31-60 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 10.66	R 9.27		61-300 kl	15.0%	**R 11.30**	6.00%	R 11.98	6.00%	R 12.70	6.00%	R 9.83
R 37.16	R 32.32		Above 300 kl	15.0%	**R 39.39**	6.00%	R 41.76	6.00%	R 44.26	6.00%	R 34.25
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 12.33	R 10.72		0-300 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 12.33	R 10.72		301-1000 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 12.33	R 10.72		1001-8000 kl	15.0%	**R 13.07**	6.00%	R 13.86	6.00%	R 14.69	6.00%	R 11.37
R 13.57	R 11.80		Above 8000 kl	15.0%	**R 14.38**	6.00%	R 15.24	6.00%	R 16.16	6.00%	R 12.50
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 5.00	R 4.35		Consumption above 20,000 kl per month	15.0%	**R 5.30**	6.00%	R 6.50	22.64%	R 8.00	23.08%	R 4.61
		5.1.2.4	**Block D (Internal)**								
R 4.50	R 3.91		Departmental consumption	15.0%	**R 4.77**	6.00%	R 5.06	6.00%	R 5.36	6.00%	R 4.15
		5.1.2	**Consumption per kiloliter: Restrictions Level 1**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 11.85	R 10.30		7-30 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 11.85	R 10.30		31-60 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 11.85	R 10.30		61-300 kl	15.0%	**R 12.56**	6.00%	R 13.31	6.00%	R 14.11	6.0%	R 10.92
R 42.90	R 37.30		Above 300 kl	15.0%	**R 45.47**	6.00%	R 48.20	6.00%	R 51.09	6.0%	R 39.54
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 14.80	R 12.87		0-300 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		301-1000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		1001-8000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
R 14.80	R 12.87		Above 8000 kl	15.0%	**R 15.69**	6.00%	R 16.63	6.00%	R 17.63	6.0%	R 13.65
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 6.00	R 5.22		Consumption above 20,000 kl per month	15.0%	**R 6.36**	6.00%	R 6.74	6.00%	R 7.15	6.0%	R 5.53
		5.1.2	**Consumption per kiloliter: Restrictions Level 2**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 14.93	R 12.99		7-30 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 14.93	R 12.99		31-60 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 14.93	R 12.99		61-300 kl	15.0%	**R 15.83**	6.00%	R 16.78	6.00%	R 17.79	6.0%	R 13.77
R 48.26	R 41.97		Above 300 kl	15.0%	**R 51.16**	6.00%	R 54.23	6.00%	R 57.48	6.0%	R 44.49
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 17.28	R 15.02		0-300 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		301-1000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		1001-8000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
R 17.28	R 15.02		Above 8000 kl	15.0%	**R 18.31**	6.00%	R 19.41	6.00%	R 20.58	6.0%	R 15.93
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 7.00	R 6.09		Consumption above 20,000 kl per month	15.0%	**R 7.42**	6.00%	R 7.87	6.00%	R 8.34	6.0%	R 6.46
		5.1.2	**Consumption per kiloliter: Restrictions Level 3**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 17.07	R 14.84		7-30 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 17.07	R 14.84		31-60 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 17.07	R 14.84		61-300 kl	15.0%	**R 18.10**	6.00%	R 19.18	6.00%	R 20.33	6.0%	R 15.74
R 53.63	R 46.63		Above 300 kl	15.0%	**R 56.84**	6.00%	R 60.25	6.00%	R 63.87	6.0%	R 49.43
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 19.75	R 17.17		0-300 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		301-1000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		1001-8000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
R 19.75	R 17.17		Above 8000 kl	15.0%	**R 20.93**	6.00%	R 22.19	6.00%	R 23.52	6.0%	R 18.20
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 8.41	R 7.31		Consumption above 20,000 kl per month	15.0%	**R 8.91**	6.00%	**R 9.44**	6.00%	**R 10.01**	6.0%	R 7.75

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		5.1.2	**Consumption per kiloliter: Restrictions Level 4**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 19.21	R 16.70		7-30 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 19.21	R 16.70		31-60 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 19.21	R 16.70		61-300 kl	15.0%	**R 20.36**	6.00%	R 21.58	6.00%	R 22.88	6.0%	R 17.71
R 58.99	R 51.29		Above 300 kl	15.0%	**R 62.53**	6.00%	R 66.28	6.00%	R 70.26	6.0%	R 54.37
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 22.22	R 19.32		0-300 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		301-1000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		1001-8000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
R 22.22	R 19.32		Above 8000 kl	15.0%	**R 23.55**	6.00%	R 24.97	6.00%	R 26.47	6.0%	R 20.48
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 10.09	R 8.77		Consumption above 20,000 kl per month	15.0%	**R 10.69**	6.00%	**R 11.33**	6.00%	**R 12.01**	6.0%	R 9.30
		5.1.2	**Consumption per kiloliter: Restrictions Level 5**								
		5.1.2.1	**Block A (Aimed at residential and smaller commercial clients)**								
R 3.69	R 3.20		0-6 kl	15.0%	**R 3.91**	6.00%	R 4.14	6.00%	R 4.39	6.0%	R 3.40
R 21.33	R 18.55		7-30 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 21.33	R 18.55		31-60 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 21.33	R 18.55		61-300 kl	15.0%	**R 22.61**	6.00%	R 23.97	6.00%	R 25.41	6.0%	R 19.66
R 64.35	R 55.96		Above 300 kl	15.0%	**R 68.21**	6.00%	R 72.30	6.00%	R 76.64	6.0%	R 59.31
		5.1.2.2	**Block B (Aimed at larger commercial and smaller industrial clients)**								
R 24.68	R 21.46		0-300 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		301-1000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		1001-8000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
R 24.68	R 21.46		Above 8000 kl	15.0%	**R 26.16**	6.00%	R 27.73	6.00%	R 29.39	6.0%	R 22.75
		5.1.2.3	**Block C (Aimed at larger industrial clients)**								
R 12.10	R 10.53		Consumption above 20,000 kl per month	15.0%	**R 12.83**	6.00%	**R 13.60**	6.00%	**R 14.42**	6.0%	R 11.16
		5.2.	**Water Management Device**								
		5.2.1.	**Water connection on site (Consumption per kiloliter)**								
R 6.59	R 5.73		0-6 kl	15.0%	**R 6.99**	6.00%	R 7.41	6.00%	R 7.85	6.00%	R 6.08
R 12.66	R 11.01		Bo 6 kl	15.0%	**R 13.42**	6.00%	R 14.23	6.00%	R 15.08	6.00%	R 11.67
			Consumption per kiloliter: Restrictions Level 1								
R 7.74	R 6.73		0-6 kl	15.0%	**R 8.20**	6.00%	R 8.70	6.00%	R 9.22	6.00%	R 7.13
R 14.87	R 12.93		Bo 6 kl	15.0%	**R 15.77**	6.00%	R 16.71	6.00%	R 17.71	6.00%	R 13.71
			Consumption per kiloliter: Restrictions Level 2								
R 8.89	R 7.73		0-6 kl	15.0%	**R 9.42**	6.00%	R 9.99	6.00%	R 10.58	6.00%	R 8.19
R 17.08	R 14.85		Bo 6 kl	15.0%	**R 18.11**	6.00%	R 19.19	6.00%	R 20.35	6.00%	R 15.75
			Consumption per kiloliter: Restrictions Level 3								
R 10.03	R 8.73		0-6 kl	15.0%	**R 10.64**	6.00%	R 11.27	6.00%	R 11.95	6.00%	R 9.25
R 19.29	R 16.78		Bo 6 kl	15.0%	**R 20.45**	6.00%	R 21.68	6.00%	R 22.98	6.00%	R 17.78
			Consumption per kiloliter: Restrictions Level 4								
R 11.18	R 9.72		0-6 kl	15.0%	**R 11.85**	6.00%	R 12.56	6.00%	R 13.32	6.00%	R 10.31
R 21.50	R 18.70		Bo 6 kl	15.0%	**R 22.79**	6.00%	R 24.16	6.00%	R 25.61	6.00%	R 19.82
			Consumption per kiloliter: Restrictions Level 5								
R 13.18	R 11.46		0-6 kl	15.0%	**R 13.97**	6.00%	R 14.81	6.00%	R 15.70	6.00%	R 12.15
R 25.33	R 22.03		Bo 6 kl	15.0%	**R 26.85**	6.00%	R 28.46	6.00%	R 30.17	6.00%	R 23.35
			Pensioners may qualify for 6 Kl of water free of charge per month in terms of councils policy.								
R 1,133.13	R 985.33	**5.3.**	**"Leiwater beurte" (In Urban areas per month)**	15.0%	**R 1,201.12**	6.00%	R 1,273.19	6.00%	R 1,349.58	6.00%	R 1,044.45
R 117.29	R 101.99	**5.4.**	**Informal settlements without an account (Flat rate)**	15.0%	**R 124.33**	6.00%	R 131.78	6.00%	R 139.69	6.00%	R 108.11
		5.5.	**Mobile Water provision**								
Free		**5.5.1**	Humanitarian purposes		**Free**		**Free**		**Free**		
R 327.44	R 284.73	**5.5.2**	All non Residential per trip	15.0%	**R 347.09**	6.00%	R 367.91	6.00%	R 389.99	6.00%	R 301.82
R 654.89	R 569.47	**5.6**	Unnecessary call outs for work on customer side	15.0%	**R 694.18**	6.00%	R 735.83	6.00%	R 779.98	6.00%	R 603.63
		5.7	**Greywater**								
R 0.3321	R 0.2888	5.7.1	Per Cubic Meter (m3)	15.0%	**R 0.35**	6.00%	R 0.37	6.00%	R 0.40	6.00%	R 0.31
		5.8	**Raw Water for Agricultural use**								
R 0.7590	R 0.6600	5.81	Per kiloliter water	15.0%	**R 0.80**	6.00%	R 0.85	6.00%	R 0.90	6.00%	R 0.70

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.	**Other tariffs and charges**								
		6.1.	**CORPORATE SERVICES**								
R 735.00	R 639.13	6.1.1	Erection of banners (per application)	15.0%	**R 779.00**	5.99%	R 825.00	5.91%	R 874.00	5.94%	R 677.39
R 565.00	R 491.30	6.1.2	Erection of placards (deposit)	15.0%	**R 598.00**	5.84%	R 633.00	5.85%	R 670.00	5.85%	R 520.00
R 1,149.00	R 999.13	6.1.3	Cancellation of purchase agreement (Admin fee)	15.0%	**R 1,217.00**	5.92%	R 1,290.00	6.00%	R 1,367.00	5.97%	R 1,058.26
		6.1.4	Agenda and minutes of Council meetings								
R 188.00	R 163.48		001-400 g	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 209.00	R 181.74		401-500 g	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 246.00	R 213.91		501-600 g	15.0%	**R 260.00**	5.69%	R 275.00	5.77%	R 291.00	5.82%	R 226.09
R 266.00	R 231.30		601-700 g	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 328.00	R 285.22		701+ g	15.0%	**R 347.00**	5.79%	R 367.00	5.76%	R 389.00	5.99%	R 301.74
R 511.00	R 444.35	6.1.6	Translation service (Per hour or part of it)	15.0%	**R 541.00**	5.87%	R 573.00	5.91%	R 607.00	5.93%	R 470.43
		6.1.7	Access to information								
R 135.00	R 117.39	6.1.7.1	Fee payable when information is requested	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
		6.1.7.2	*Reproduction fees:*								
R 1.50	R 1.30		Photocopies (A4 or part of it) per page	15.0%	**R 1.50**	0.00%	R 1.60	6.67%	R 1.70	6.25%	R 1.30
R 1.00	R 0.87		Print outs per copy	15.0%	**R 1.00**	0.00%	R 1.10	10.00%	R 1.20	9.09%	R 0.87
R 27.00	R 23.48		Information on a memory stick	15.0%	**R 28.00**	3.70%	R 29.00	3.57%	R 30.00	3.45%	R 24.35
R 152.00	R 132.17		Information on a CD	15.0%	**R 161.00**	5.92%	R 170.00	5.59%	R 180.00	5.88%	R 140.00
R 84.00	R 73.04		Transcription of visual image (A4 page) per page	15.0%	**R 89.00**	5.95%	R 94.00	5.62%	R 99.00	5.32%	R 77.39
R 225.00	R 195.65		Copy of a visual image (A4 page) per page	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 46.00	R 40.00		Transcription of an audio record (A4 page) per page	15.0%	**R 48.00**	4.35%	R 50.00	4.17%	R 53.00	6.00%	R 41.74
R 61.00	R 53.04		Copy of audio record	15.0%	**R 64.00**	4.92%	R 67.00	4.69%	R 71.00	5.97%	R 55.65
		6.1.7.3	Investigation fee								
R 56.00	R 48.70		To search for record and to prepare it for release -- per hour. first hour excluded	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
		6.1.7.4	Postage								
Actual cost plus 20% plus VAT			If record should be posted to applicant	15.0%	**Actual cost plus 20% plus VAT**						
R 4,810.00	R 4,182.61	6.1.8	Application for extention of trading hours to sell Liquor	15.0%	**R 5,098.00**	5.99%	R 5,403.00	5.98%	R 5,727.00	6.00%	R 4,433.04
		6.2.	**COMMUNITY SERVICES**								
		6.2.1	**Libraries**								
		6.2.1.1	Hall rental (per session or part thereof)								
			NOTE: a session is from								
R 171.00	R 148.70		08:00 - 13:00	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
R 188.00	R 163.48		13:00 - 18:00	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 209.00	R 181.74		18:00 - 00:00	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
			NB: The amenities are available without charge to youth-, service-,charity-community-,sport-, educational-, and governmental institutions, as well as for meetings of local political parties								
R 463.00	R 402.61	6.2.1.2	Kitchen rental (per session or part thereof)	15.0%	**R 490.00**	5.83%	R 519.00	5.92%	R 550.00	5.97%	R 426.09
R 202.00			Deposit for kitchen rental	Exempt	**R 214.00**	5.94%	R 226.00	5.61%	R 239.00	5.75%	

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.2	**Traffic Services**								
		6.2.2.1	**Assistance: Escorting and Traffic assistance or Any Other Special Event**								
			(Section 111 (3) (C) of the Road Traffic Act 1989, Act 29 of 1989, in conjunction with Section 22 of the Standard Regulation Re: Roads, Provincial Notice 562 of October 1987.								
		6.2.2.1.1	Profit Organisations: (per gathering/march)								
R 742.00	R 645.22		(a) First hour per officer (normal working hours)	15.0%	**R 786.00**	5.93%	R 833.00	5.98%	R 882.00	5.88%	R 683.48
R 266.00	R 231.30		(b) Subsequent hourly tariff within normal working hours	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 935.00	R 813.04		(c) First hour per officer (after hours & weekends)	15.0%	**R 991.00**	5.99%	R 1,050.00	5.95%	R 1,113.00	6.00%	R 861.74
R 367.00	R 319.13		(d) Subsequent hourly tariff after hours & weekends	15.0%	**R 389.00**	5.99%	R 412.00	5.91%	R 436.00	5.83%	R 338.26
R 1,922.00	R 1,671.30		(e) Per officer (Sundays per 4 hour bracket)	15.0%	**R 2,037.00**	5.98%	R 2,159.00	5.99%	R 2,288.00	5.97%	R 1,771.30
R 225.00	R 195.65		(f) Per vehicle (less than 15 km)	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 11.20	R 9.74		(g) Per kilometre tariff thereafter	15.0%	**R 12.10**	8.04%	R 13.00	7.44%	R 13.50	3.85%	R 10.52
R 225.00	R 195.65		(h) Hiring of road signs and equipment	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 950.00	R 826.09		(i) Mega phone per day	15.0%	**R 1,007.00**	6.00%	R 1,067.00	5.96%	R 1,131.00	6.00%	R 875.65
		6.2.2.1.2	Non-Profit Organisations: (per gathering/march)								
R 266.00	R 231.30		(a) First hour per officer (normal working hours)	15.0%	**R 281.00**	5.64%	R 297.00	5.69%	R 314.00	5.72%	R 244.35
R 135.00	R 117.39		(b) Subsequent hourly tariff within normal working hours	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 349.00	R 303.48		(c) First hour per officer (after hours & weekends)	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
R 209.00	R 181.74		(d) Subsequent hourly tariff after hours &	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 959.00	R 833.91		(e) Per officer (Sundays per 4 hour bracket)	15.0%	**R 1,016.00**	5.94%	R 1,076.00	5.91%	R 1,140.00	5.95%	R 883.48
R 135.00	R 117.39		(f) Per vehicle (less than 15 km)	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 11.20	R 9.74		(g) Per kilometre tariff thereafter	15.0%	**R 12.10**	8.04%	R 13.00	7.44%	R 13.50	3.85%	R 10.52
R 101.00	R 87.83		(h) Hiring of road signs and equipment	15.0%	**R 107.00**	5.94%	R 113.00	5.61%	R 119.00	5.31%	R 93.04
R 470.00	R 408.70		(i) Mega phone per day	15.0%	**R 498.00**	5.96%	R 527.00	5.82%	R 558.00	5.88%	R 433.04
		6.2.2.2	**Dog Tax Tariffs**								
R 282.00	R 245.22	6.2.2.2.1	Male dog: per year or part thereof	15.0%	**R 298.00**	5.67%	R 315.00	5.70%	R 333.00	5.71%	R 259.13
R 568.00	R 493.91	6.2.2.2.2	Bitch: per year or part thereof	15.0%	**R 602.00**	5.99%	R 638.00	5.98%	R 676.00	5.96%	R 523.48
R 139.00	R 120.87	6.2.2.2.3	Sterilised/castrated (proof)	15.0%	**R 147.00**	5.76%	R 155.00	5.44%	R 164.00	5.81%	R 127.83
R 224.00	R 194.78	**6..2.2.3**	**Executing of warrants of arrest**	15.0%	**R 237.00**	5.80%	R 251.00	5.91%	R 266.00	5.98%	R 206.09
		6.2.3	**Fire Brigade Service**								
			(In terms of Provincial Notice 396 of 11 June 1982)								
			No accounts will be render to informal areas								
R 3,366.00	R 2,926.96	6.2.3.1	Call-outs (per call) (excluding resedential) This includes all fire fighting vehicles, all manpower water supply and (Per hour or part thereof)	15.0%	**R 3,567.00**	5.97%	R 3,781.00	6.00%	R 4,007.00	5.98%	R 3,101.74
		6.2.3.2	Additional services (such as pumping, cleaning roads, decontamination) and consumables								
R 561.00	R 487.83		a) Call-out per hour or part thereof	15.0%	**R 594.00**	5.88%	R 629.00	5.89%	R 666.00	5.88%	R 516.52
R 49.00	R 42.61		b) Absorbent per kilogram	15.0%	**R 51.00**	4.08%	R 54.00	5.88%	R 57.00	5.56%	R 44.35
R 52.00	R 45.22		c) Foam per litre	15.0%	**R 55.00**	5.77%	R 58.00	5.45%	R 61.00	5.17%	R 47.83
R 494.00	R 429.57		d) Handheld extinguisher	15.0%	**R 523.00**	5.87%	R 554.00	5.93%	R 587.00	5.96%	R 454.78
R 114.00	R 99.13		e) Decontamination concentrate	15.0%	**R 120.00**	5.26%	R 127.00	5.83%	R 134.00	5.51%	R 104.35
		6.2.3.3	Spesial Standby Services at Events								
R 2,244.00	R 1,951.30		a) First hour	15.0%	**R 2,378.00**	5.97%	R 2,520.00	5.97%	R 2,671.00	5.99%	R 2,067.83
R 564.00	R 490.43		b) Per hour or part thereof, thereafter	15.0%	**R 597.00**	5.85%	R 632.00	5.86%	R 669.00	5.85%	R 519.13
R 2,751.00	R 2,392.17	6.2.3.4	Controlled Burns	15.0%	**R 2,916.00**	6.00%	R 3,090.00	5.97%	R 3,275.00	5.99%	R 2,535.65
R 715.00	R 621.74	6.2.3.5	Clearing of overgrown properties (residential areas) a	15.0%	**R 757.00**	5.87%	R 802.00	5.94%	R 850.00	5.99%	R 658.26
		6.2.3.6	Flammable Liquid Certificates:								
R 132.00	R 114.78		(a) Domestic installations	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
R 506.00	R 440.00		(b) Commercial installations	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
R 571.00	R 496.52		(c) Industrial Installations	15.0%	**R 605.00**	5.95%	R 641.00	5.95%	R 679.00	5.93%	R 526.09
R 506.00	R 440.00		(d) LPG Suppliers	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
R 506.00	R 440.00		(e) Spray paint rooms	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
		6.2.3.7	Fire Safety Certification								
R 390.00	R 339.13		a) New Building plan or alterations	15.0%	**R 413.00**	5.90%	R 437.00	5.81%	R 463.00	5.95%	R 359.13
R 132.00	R 114.78		b) Educational and old age facilities	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
R 390.00	R 339.13		c) New business licence application	15.0%	**R 413.00**	5.90%	R 437.00	5.81%	R 463.00	5.95%	R 359.13
R 506.00	R 440.00		d) Commercial/Industrial Facility	15.0%	**R 536.00**	5.93%	R 568.00	5.97%	R 602.00	5.99%	R 466.09
		6.2.3.8	Dangerous Goods Transport Permit (Annual)								
R 335.00	R 291.30		a) Light Delivery vehicle up to 3500 k	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 423.00	R 367.83		b) Light Delivery vehicle above 3500 kg	15.0%	**R 448.00**	5.91%	R 474.00	5.80%	R 502.00	5.91%	R 389.57
R 830.00	R 721.74		c) Rigid tankers and flat beds up to 20 t	15.0%	**R 879.00**	5.90%	R 931.00	5.92%	R 986.00	5.91%	R 764.35
R 1,243.00	R 1,080.87		d) Rigid tankers and flat beds above 20	15.0%	**R 1,317.00**	5.95%	R 1,396.00	6.00%	R 1,479.00	5.95%	R 1,145.22
			e) Articulated vehicles up to 20 000 litres								
R 335.00	R 291.30		1) Horse	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 830.00	R 721.74		2) Per unit or tanker thereafter	15.0%	**R 879.00**	5.90%	R 931.00	5.92%	R 986.00	5.91%	R 764.35
			f) Articulated vehicles above 20 000 litres								
R 335.00	R 291.30		1) Horse	15.0%	**R 355.00**	5.97%	R 376.00	5.92%	R 398.00	5.85%	R 308.70
R 1,243.00	R 1,080.87		2) Per unit or tanker thereafter	15.0%	**R 1,317.00**	5.95%	R 1,396.00	6.00%	R 1,479.00	5.95%	R 1,145.22
R 187.00	R 162.61		g) Transfer of certificate	15.0%	**R 198.00**	5.88%	R 209.00	5.56%	R 221.00	5.74%	R 172.17
		6.2.3.9	Event application								
R 187.00	R 162.61		a) Below 500 attendees	15.0%	**R 198.00**	5.88%	R 209.00	5.56%	R 221.00	5.74%	R 172.17
R 373.00	R 324.35		b) Between 500 and 1000 attendees	15.0%	**R 395.00**	5.90%	R 418.00	5.82%	R 443.00	5.98%	R 343.48
R 753.00	R 654.78		c) More than 1000 attendees	15.0%	**R 798.00**	5.98%	R 845.00	5.89%	R 895.00	5.92%	R 693.91
		6.2.3.10	Training per person								
R 395.00	R 343.48		Industrial and Commercial Basic Firefighting – 3 days	15.0%	**R 418.00**	5.82%	R 443.00	5.98%	R 469.00	5.87%	R 363.48
R 660.00	R 573.91		Industrial and Commercial Advanced– 5 days	15.0%	**R 699.00**	5.91%	R 740.00	5.87%	R 784.00	5.95%	R 607.83
R 132.00	R 114.78		Portable Fire Extinguisher course – 4 hours (excluding	15.0%	**R 139.00**	5.30%	R 147.00	5.76%	R 155.00	5.44%	R 120.87
		6.2.6	**Refuse tariffs moved to Civil Services**								

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.7	**Licensing and Regulating: Hiring and Sundry**								
R 951.00	R 826.96	6.2.7.1	Vendor stalls (uncovered)	15.0%	**R 1,008.00**	5.99%	R 1,068.00	5.95%	R 1,132.00	5.99%	R 876.52
R 1,540.00	R 1,339.13	6.2.7.2	Vendor stalls -- under cover (per annum)	15.0%	**R 1,632.00**	5.97%	R 1,729.00	5.94%	R 1,832.00	5.96%	R 1,419.13
		6.2.7.3	Clean-up of premises (cost recoverable from owner)								
		6.2.8	**Holiday Resorts**								
R 720.00			Deposit for hiring C & D types Chalets at Pine Forest (*Dennebos*)	Exempt	**R 763.00**	5.97%	R 808.00	5.90%	R 856.00	5.94%	
R 559.00			Deposit for hiring of other	Exempt	**R 592.00**	5.90%	R 627.00	5.91%	R 664.00	5.90%	
		6.2.8.1	**Pine Forest (*Dennebos*)**								
		6.2.8.1.1	Administrative levy for cancellation of booking								
25.00%	21.74%		(% of rental amount, no maximum)	15.0%	**25.00%**	0.00%	25.00%	0.00%	25.00%	0.00%	R 0.22
		6.2.8.1.2	**Camping (per stand per night)**								
R 442.00	R 384.35		High season	15.0%	**R 468.00**	5.88%	R 496.00	5.98%	R 525.00	5.85%	R 406.96
R 287.00	R 249.57		High season	15.0%	**R 304.00**	5.92%	R 322.00	5.92%	R 341.00	5.90%	R 264.35
R 174.00	R 151.30		Out of season	15.0%	**R 184.00**	5.75%	R 195.00	5.98%	R 206.00	5.64%	R 160.00
R 545.00			Deposit	Exempt	**R 577.00**	5.87%	R 611.00	5.89%	R 647.00	5.89%	
		6.2.8.1.3	**Annual Booking Fee**								
R 22,872.00	R 19,888.70		A-type - caravan premises	15.0%	**R 24,244.00**	6.00%	R 25,698.00	6.00%	R 27,239.00	6.00%	R 21,081.74
R 17,982.00	R 15,636.52		B-type - caravan premises	15.0%	**R 19,060.00**	5.99%	R 20,203.00	6.00%	R 21,415.00	6.00%	R 16,573.91
R 16,731.00	R 14,548.70		C-type - caravan premises	15.0%	**R 17,734.00**	5.99%	R 18,798.00	6.00%	R 19,925.00	6.00%	R 15,420.87
R 22,872.00	R 19,888.70		Log Cabins	15.0%	**R 24,244.00**	6.00%	R 25,698.00	6.00%	R 27,239.00	6.00%	R 21,081.74
R 17,562.00	R 15,271.30		A-type - Lost City	15.0%	**R 18,615.00**	6.00%	R 19,731.00	6.00%	R 20,914.00	6.00%	R 16,186.96
R 14,729.00	R 12,807.83		B-type - Lost City	15.0%	**R 15,612.00**	5.99%	R 16,548.00	6.00%	R 17,540.00	5.99%	R 13,575.65
			Deposit	Exempt							
		6.2.8.1.4	**Chalets (per unit per night)**								
		6.2.8.1.4.1	**A - Type**								
R 539.00	R 468.70		High season (24 December to 9 January & Easter weekend)	15.0%	**R 571.00**	5.94%	R 605.00	5.95%	R 641.00	5.95%	R 496.52
R 480.00	R 417.39		High season	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 391.00	R 340.00		Out of season	15.0%	**R 414.00**	5.88%	R 438.00	5.80%	R 464.00	5.94%	R 360.00
		6.2.8.1.4.2	**B - Type**								
R 878.00	R 763.48		High season (24 December to 9 January & Easter weekend)	15.0%	**R 930.00**	5.92%	R 985.00	5.91%	R 1,044.00	5.99%	R 808.70
R 714.00	R 620.87		High season	15.0%	**R 756.00**	5.88%	R 801.00	5.95%	R 849.00	5.99%	R 657.39
R 552.00	R 480.00		Out of season	15.0%	**R 585.00**	5.98%	R 620.00	5.98%	R 657.00	5.97%	R 508.70
		6.2.8.1.4.3	**C - Type**								
R 1,259.00	R 1,094.78		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,334.00**	5.96%	R 1,414.00	6.00%	R 1,498.00	5.94%	R 1,160.00
R 1,202.00	R 1,045.22		High season	15.0%	**R 1,274.00**	5.99%	R 1,350.00	5.97%	R 1,431.00	6.00%	R 1,107.83
R 662.00	R 575.65		Out of season	15.0%	**R 701.00**	5.89%	R 743.00	5.99%	R 787.00	5.92%	R 609.57
		6.2.8.1.4.4	**D - Type**								
R 1,139.00	R 990.43		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,207.00**	5.97%	R 1,279.00	5.97%	R 1,355.00	5.94%	R 1,049.57
R 955.00	R 830.43		High season	15.0%	**R 1,012.00**	5.97%	R 1,072.00	5.93%	R 1,136.00	5.97%	R 880.00
R 603.00	R 524.35		Out of season	15.0%	**R 639.00**	5.97%	R 677.00	5.95%	R 717.00	5.91%	R 555.65
		6.2.8.1.4.5	**E - Type**								
R 827.00	R 719.13		High season (24 December to 9 January & Easter weekend)	15.0%	**R 876.00**	5.93%	R 928.00	5.94%	R 983.00	5.93%	R 761.74
R 766.00	R 666.09		High season	15.0%	**R 811.00**	5.87%	R 859.00	5.92%	R 910.00	5.94%	R 705.22
R 491.00	R 426.96		Out of season	15.0%	**R 520.00**	5.91%	R 551.00	5.96%	R 584.00	5.99%	R 452.17
		6.2.8.1.4.6	**F - Type**								
R 539.00	R 468.70		High season (24 December to 9 January & Easter weekend)	15.0%	**R 571.00**	5.94%	R 605.00	5.95%	R 641.00	5.95%	R 496.52
R 480.00	R 417.39		High season	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 391.00	R 340.00		Out of season	15.0%	**R 414.00**	5.88%	R 438.00	5.80%	R 464.00	5.94%	R 360.00
		6.2.8.1.4.7	**G - Type**								
R 1,265.00	R 1,100.00		High season (24 December to 9 January & Easter weekend)	15.0%	**R 1,340.00**	5.93%	R 1,420.00	5.97%	R 1,505.00	5.99%	R 1,165.22
R 1,007.00	R 875.65		High season	15.0%	**R 1,067.00**	5.96%	R 1,131.00	6.00%	R 1,198.00	5.92%	R 927.83
R 624.00	R 542.61		Out of season	15.0%	**R 661.00**	5.93%	R 700.00	5.90%	R 742.00	6.00%	R 574.78
		6.2.8.1.4.8	Long-term monthly rentals are based on the weekend tariff multiplied by four (4) plus 20 percent.								
		6.2.8.1.5	**Day Visitors - Entrance**								
R 86.00	R 74.78		Per person per day	15.0%	**R 91.00**	5.81%	R 96.00	5.49%	R 101.00	5.21%	R 79.13
R 81.00	R 70.43		Per vehicle per day	15.0%	**R 85.00**	4.94%	R 90.00	5.88%	R 95.00	5.56%	R 73.91
		6.2.8.1.6	**Sundry Tariffs**								
R 800.00			Conference Hall (deposit)	Exempt	**R 800.00**	0.00%	R 848.00	6.00%	R 898.00	5.90%	
			Conference Hall hire: per session								
R 635.00	R 552.17		08:00 – 13.00	15.0%	**R 673.00**	5.98%	R 713.00	5.94%	R 755.00	5.89%	R 585.22
R 635.00	R 552.17		13:00 – 18:00	15.0%	**R 673.00**	5.98%	R 713.00	5.94%	R 755.00	5.89%	R 585.22
R 849.00	R 738.26		18:00 – 24:00	15.0%	**R 899.00**	5.89%	R 952.00	5.90%	R 1,009.00	5.99%	R 781.74
R 1,627.00	R 1,414.78		Conference Hall hire: per day	15.0%	**R 1,724.00**	5.96%	R 1,827.00	5.97%	R 1,936.00	5.97%	R 1,499.13
			Renting of Recreational Halls to sports clubs (local):								
R 350.00			Deposit	Exempt	**R 350.00**	0.00%	R 371.00	6.00%	R 393.00	5.93%	
R 2,270.40	R 1,974.26		Annual tariff	15.0%	**R 2,724.48**	20.00%	R 2,887.00	5.97%	R 3,060.00	5.99%	R 2,369.11
R 94.00	R 81.74		Bedding hiring: per set per week (chalets)	15.0%	**R 99.00**	5.32%	R 104.00	5.05%	R 110.00	5.77%	R 86.09
			Entrance (Local Residents)								
R 207.00	R 180.00		Clip cards - Local residence in Witzenberg area entrance (5 Visits)	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	R 190.43
			Local residence in Witzenberg annual tickets (per ticket)								
R 480.00	R 417.39		Adults	15.0%	**R 508.00**	5.83%	R 538.00	5.91%	R 570.00	5.95%	R 441.74
R 352.00	R 306.09		Children	15.0%	**R 373.00**	5.97%	R 395.00	5.90%	R 418.00	5.82%	R 324.35
R 329.00	R 286.09		Vehicles	15.0%	**R 348.00**	5.78%	R 368.00	5.75%	R 390.00	5.98%	R 302.61
R 73.00	R 63.48		Clip cards - Recreational facilities 5 clips per ticket	15.0%	**R 77.00**	5.48%	R 81.00	5.19%	R 85.00	4.94%	R 66.96
			Laundromat facilities								
R 58.00	R 50.43		Per 8kg, excluding washing powder	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
		6.2.8.2	**Klipriver Park (Closed)**								

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.8.3	**Discounts - Both Resorts**								
			The following discounts will be allowed on booking by:								
			Pensioners - less 50% during off-season and midweek periods out of peak season								
			Registered Caravan Clubs and Club members - less 10% in periods out of peak season								
			Midweek in- and off season - less 25%								
			Students accompanied by parents - less 12% on day visitor fee								
		6.2.9	**Swimming Pools**								
			All swimming pools in Witzenberg								
R 11.00	R 9.57		Entrance: Adults	15.0%	**R 11.00**	0.00%	R 11.00	0.00%	R 11.00	0.00%	R 9.57
R 2.50	R 2.17		Children (school-going)	15.0%	**R 2.50**	0.0%	R 2.50	0.00%	R 2.50	0.00%	R 2.17
R 150.00	R 130.43		Season tickets	15.0%	**R 150.00**	0.00%	R 150.00	0.00%	R 150.00	0.00%	R 130.43
R 600.00	R 521.74		Annual fee per School (Only for School activities)	15.0%	**R 600.00**	0.0%	R 600.00	0.00%	R 600.00	0.00%	R 521.74
R 1,100.00	R 956.52		Annual fee per Service providers for Swimming training/lessons (Allow all trainees entry free)	15.0%	**R 1,100.00**	0.00%	R 1,100.00	0.00%	R 1,100.00	0.00%	R 956.52
		6.2.10	**Sports grounds**								
		6.2.10.1	**All sports grounds in Witzenberg**								
R 89.00	R 77.39		School practices (per practice) max 2/week @3hours / occasion	15.0%	**R 94.00**	5.62%	R 99.00	5.32%	R 104.00	5.05%	R 81.74
R 191.00	R 166.09		School matches (per match)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
R 191.00	R 166.09		Sports clubs (per practice) max 2/week @3hours / occasion	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
R 550.00	R 434.78		Sports clubs (per match) with no entrance fees	15.0%	**R 583.00**	**6.00%**	R 617.00	5.83%	R 654.00	6.00%	R 434.78
R 1,100.00	R 869.57		Sports clubs (per match) with entrance/ gate fees	15.0%	**R 1,166.00**	**6.00%**	R 1,235.00	5.92%	R 1,309.00	5.99%	R 869.57
R 1,650.00	R 1,304.35		Other events	15.0%	**R 1,749.00**	6.00%	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 1,650.00	R 1,304.35		Tournaments / day	15.0%	**R 1,749.00**	**6.00%**	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 1,650.00	R 1,304.35		Festivals and Carnivals (per day)	15.0%	**R 1,749.00**	6.00%	R 1,853.00	5.95%	R 1,964.00	5.99%	R 1,304.35
R 2,750.00	R 2,750.00	6.2.10.2	**Deposit per event**	Exempt	**R 2,915.00**	6.00%	R 3,089.00	5.97%	R 3,274.00	5.99%	R 2,915.00
			No standing depositos will be accepted. Each booking stand alone								
		6.2.11	**Community Halls and Town Halls**								
			No discos or dances in any facility								
			ALL community Halls:								
			Sessions: morning: 8h00-13h00								
			afternoon: 13h00-18h00								
			evening: 18h00-12h00								
			PENALTY : LATE OUT : 50% of deposit								
		6.2.11.1.3	**Town Hall - Ceres**								
			Hall, stage and main toilets								
R 420.00	R 365.22		Morning	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	R 386.96
R 420.00	R 365.22		Afternoon	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	R 386.96
R 518.00	R 450.43		Evening	15.0%	**R 549.00**	5.98%	R 581.00	5.83%	R 615.00	5.85%	R 477.39
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 301.00	R 249.57		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 249.57
			Banqueting Hall: (only when not used in								
R 257.00	R 223.48		Morning	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	R 236.52
R 257.00	R 223.48		Afternoon	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	R 236.52
R 292.00	R 253.91		Evening	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	R 268.70
			Tariff 3: Guarantee deposit								
R 2,099.00	R 2,099.00		Per function	Exempt	**R 2,224.00**	5.96%	R 2,357.00	5.98%	R 2,498.00	5.98%	R 2,224.00
			Tariff 4: equipment per occasion								
R 36.00	R 31.30		Hiring of table cloths (each, per day)	15.0%	**R 38.00**	5.56%	R 40.00	5.26%	R 42.00	5.00%	R 33.04
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 22.61
R 23.00	R 20.00		Hiring of cutlery (per dozen, per day)	15.0%	**R 24.00**	4.35%	R 25.00	4.17%	R 26.00	4.00%	R 20.87
			Tariff 5: reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 7: Pianos per function (currently not available)								
R 243.00	R 211.30		Piano organ	15.0%	**R 257.00**	5.76%	R 272.00	5.84%	R 288.00	5.88%	R 223.48
R 273.00	R 237.39		Grand piano	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 171.00	R 148.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
R 191.00	R 166.09		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	R 175.65
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council -- - a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 292.00	R 253.91		**Sound system for Town Hall (per occasion)**	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	R 268.70

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.4	**Bella Vista Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	R 417.39
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 2: Public dances per session								
R 1,041.00	R 905.22		Hall, stage and toilets	15.0%	**R 1,103.00**	5.96%	R 1,169.00	5.98%	R 1,239.00	5.99%	R 959.13
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	R 483.48
R 2,099.00	R 1,825.22		Per function --- including kitchen	15.0%	**R 2,224.00**	5.96%	R 2,357.00	5.98%	R 2,498.00	5.98%	R 1,933.91
			Tariff 4: equipment per occasion								
R 36.00	R 31.30		Hiring of table cloths (each, per day)	15.0%	**R 38.00**	5.56%	R 40.00	5.26%	R 42.00	5.00%	R 33.04
R 25.00	R 20.87		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.60	6.15%	R 29.30	6.16%	R 20.87
R 18.30	R 15.91		Hiring of cutlery (per dozen, per day)	15.0%	**R 19.40**	6.01%	R 20.60	6.19%	R 21.80	5.83%	R 16.87
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	R 100.87
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91
		6.2.11.1.5	**Dreyer Hall (currently on lease contract)**								
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 376.00	R 326.96		Evening	15.0%	**R 398.00**	5.85%	R 421.00	5.78%	R 446.00	5.94%	R 346.09
			Kitchen								
R 92.00	R 80.00		Morning	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 92.00	R 80.00		Afternoon	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 110.00	R 95.65		Evening	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	R 100.87
			Change rooms (excluding main toilets)								
R 79.00	R 68.70		Morning	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 79.00	R 68.70		Afternoon	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 173.00	R 150.43		Evening	15.0%	**R 183.00**	5.78%	R 193.00	5.46%	R 204.00	5.70%	R 159.13
			Tariff 2: Public dances per session								
R 1,049.00	R 912.17		Hall, stage and toilets	15.0%	**R 1,111.00**	5.91%	R 1,177.00	5.94%	R 1,247.00	5.95%	R 966.09
R 399.00	R 399.00		**Tariff 3: Guarantee deposit per function**	Exempt	**R 422.00**	5.76%	R 447.00	5.92%	R 473.00	5.82%	R 422.00
			Tariff 4: Equipment								
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully								
			Tariff 7: Pianos								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 79.00	R 68.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 83.00**	5.06%	R 87.00	4.82%	R 92.00	5.75%	R 72.17
R 126.00	R 109.57		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 133.00**	5.56%	R 140.00	5.26%	R 148.00	5.71%	R 115.65
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 126.00	R 109.57		Levy	15.0%	**R 133.00**	5.56%	R 140.00	5.26%	R 148.00	5.71%	R 115.65

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.6	**Bella Vista Youth Centre and Polo cross Hall N'duli**								
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	R 251.30
R 374.00	R 325.22		Evening	15.0%	**R 396.00**	5.88%	R 419.00	5.81%	R 444.00	5.97%	R 344.35
			Tariff 2: Public dances per session								
R 1,041.00	R 905.22		Hall, stage and toilets	15.0%	**R 1,103.00**	5.96%	R 1,169.00	5.98%	R 1,239.00	5.99%	R 959.13
R 396.00	R 396.00		**Tariff 3: Guarantee deposit per function**	Exempt	**R 419.00**	5.81%	R 444.00	5.97%	R 470.00	5.86%	R 419.00
			Tariff 4: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 5: Levy in respect of exceeding the vacating time								
			In the event of the lessee failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R10 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 6: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 77.00	R 66.96		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	R 70.43
R 124.00	R 107.83		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91
			Tariff 7: Changes to bookings --- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
		6.2.11.1.7	**N'duli New Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	R 277.39
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	R 417.39
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	R 128.70
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	R 190.43
			Change rooms (excluding main toilets)								
R 58.00	R 50.43		Morning	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
R 58.00	R 50.43		Afternoon	15.0%	**R 61.00**	5.17%	R 64.00	4.92%	R 67.00	4.69%	R 53.04
R 92.00	R 80.00		Evening	15.0%	**R 97.00**	5.43%	R 102.00	5.15%	R 108.00	5.88%	R 84.35
R 525.00	R 525.00		Deposit per function- excluding kitchen	Exempt	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	R 556.00
R 2,100.00	R 2,100.00		Deposit per function- including kitchen	Exempt	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	R 2,226.00
			Tariff 4: Equipment								
R 25.00	R 20.87		**Hiring of tables (each, per day)**	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 20.87
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 7: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 124.00	R 107.83		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	R 144.35
			Tariff 8: Changes to bookings --- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	R 113.91

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.8	**Prince Alfred's Hamlet Town Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
		6.2.11.1.9	**Prince Alfred's Hamlet Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.1.10	**Tulbagh Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
R 124.00	R 107.83		**Preparation of hall per hour**	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 140.00	R 121.74		Morning	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 140.00	R 121.74		Afternoon	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 207.00	R 180.00		Evening	15.0%	**R 219.00**	5.80%	R 232.00	5.94%	R 245.00	5.60%	**R 190.43**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
		6.2.11.2	**Local Organisations**								
		6.2.11.2.1	**Tulbagh Town Hall**								
			All traditional curch services (through the night) X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	**R 2,782.00**
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 420.00	R 365.22		Morning	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	**R 386.96**
R 420.00	R 365.22		Afternoon	15.0%	**R 445.00**	5.95%	R 471.00	5.84%	R 499.00	5.94%	**R 386.96**
R 518.00	R 450.43		Evening	15.0%	**R 549.00**	5.98%	R 581.00	5.83%	R 615.00	5.85%	**R 477.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Banqueting Hall: (only when not used in conjunction with kitchen) per session								
R 257.00	R 223.48		Morning	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	**R 236.52**
R 257.00	R 223.48		Afternoon	15.0%	**R 272.00**	5.84%	R 288.00	5.88%	R 305.00	5.90%	**R 236.52**
R 292.00	R 253.91		Evening	15.0%	**R 309.00**	5.82%	R 327.00	5.83%	R 346.00	5.81%	**R 268.70**
			Tariff 3: Guarantee deposit								
R 2,100.00	R 1,826.09		Per function	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
			In respect of hall and stage only								
R 171.00	R 148.70		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	**R 157.39**
R 191.00	R 166.09		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 202.00**	5.76%	R 214.00	5.94%	R 226.00	5.61%	**R 175.65**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 140.00	R 121.74		Levy	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 157.00	R 136.52		**Preparation of hall per hour**	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.2.3	**Montana Community Hall**								
			All traditional curch services (through the night) X2 the 24 hour tarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
R 140.00	R 121.74		**Montana Library Hall :** Per occasion (No Church Services)	15.0%	**R 148.00**	5.71%	R 156.00	5.41%	R 165.00	5.77%	**R 128.70**
R 171.00	R 148.70		**Stamper Street Hall :** (per occasion)	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	**R 157.39**
	R 0.00	6.2.11.2.4	**Pine Valley Community Hall**								
			All traditional curch services (through the night) X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**

NB: Once in a quarter the hall may be utilised, without charge, by political parties that are represented in Council, for their political meetings with the community. The political party concerned must however present its intent to the Municipal Manager, and consent is subject to the availability of the facility. Priority will be given to the order in which applications are received.
NB: The Municipal Manager may use his discretion to offer a hall free of any charge to Youth-, Service-, Charity-, Community-, Sport-, Educational- and State Institutions, and Senior Citizens.

RATES AND TARIFFS 2023/2024 - 2025/2026

Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.2.11.2.5	**Op-Die-Berg Community Hall**								
			All traditional curch services (through the night)								
			X2 the 24 hour tarrifftarriff								
R 2,625.00	R 2,625.00		Deposit for above	Exempt	**R 2,782.00**	5.98%	R 2,948.00	5.97%	R 3,124.00	5.97%	R 2,782.00
			Tariff 1: Basic charges per session								
			Hall, stage and main toilets								
R 301.00	R 261.74		Morning	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 301.00	R 261.74		Afternoon	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
R 453.00	R 393.91		Evening	15.0%	**R 480.00**	5.96%	R 508.00	5.83%	R 538.00	5.91%	**R 417.39**
			Kitchen								
R 273.00	R 237.39		Morning	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 273.00	R 237.39		Afternoon	15.0%	**R 289.00**	5.86%	R 306.00	5.88%	R 324.00	5.88%	**R 251.30**
R 301.00	R 261.74		Evening	15.0%	**R 319.00**	5.98%	R 338.00	5.96%	R 358.00	5.92%	**R 277.39**
			Change rooms (excluding main toilets)								
R 77.00	R 66.96		Morning	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 77.00	R 66.96		Afternoon	15.0%	**R 81.00**	5.19%	R 85.00	4.94%	R 90.00	5.88%	**R 70.43**
R 157.00	R 136.52		Evening	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 3: Guarantee deposit								
R 525.00	R 456.52		Per function --- excluding kitchen	15.0%	**R 556.00**	5.90%	R 589.00	5.94%	R 624.00	5.94%	**R 483.48**
R 2,100.00	R 1,826.09		Per function --- including kitchen	15.0%	**R 2,226.00**	6.00%	R 2,359.00	5.97%	R 2,500.00	5.98%	**R 1,935.65**
			Tariff 4: equipment per occasion								
R 25.00	R 21.74		Hiring of tables (each, per day)	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	**R 22.61**
			Tariff 5: Reduced rates								
			50% discount to organisations that qualify								
			Tariff 6: Levy in respect of exceeding the vacating time								
			In the event of the hirer failing to vacate the hired premises within the applicable period, or by 13:00 of the following work day provided official authorisation thereto has been granted, an amount of R50 per hour will be levied until such time that the premises have been fully vacated								
			Tariff 8: Rehearsals (per rehearsal)								
R 110.00	R 95.65		Morning: 10:00 - 12:00 (per rehearsal)	15.0%	**R 116.00**	5.45%	R 122.00	5.17%	R 129.00	5.74%	**R 100.87**
R 157.00	R 136.52		Evening: 18:00 - 20:00 (per rehearsal)	15.0%	**R 166.00**	5.73%	R 175.00	5.42%	R 185.00	5.71%	**R 144.35**
			Tariff 9: Changes to Bookings -- per booking								
			If notice of a change to a booking is given less than 30 days prior --- excepting when the change is occasioned by a request from Council --- a levy will be charged								
R 124.00	R 107.83		Levy	15.0%	**R 131.00**	5.65%	R 138.00	5.34%	R 146.00	5.80%	**R 113.91**
			NB: Once in a quarter the hall may be utilised, without charge, by political parties that are represented in Council, for their political meetings with the community. The political party concerned must however present its intent to the Municipal Manager, and consent is subject to the availability of the facility. Priority will be given to the order in which applications are received.								
			NB: The Municipal Manager may use his discretion to offer a hall free of any charge to Youth-, Service-, Charity-, Community-, Sport-, Educational- and State Institutions, and Senior Citizens.								
		6.2.12	**Cemeteries**								
			Tariffs								
		6.2.12.1	**Non-local residents**								
			All persons that were resident outside the Witzenberg Municipal jurisdiction.								
R 4,719.00	R 4,103.48		6 ft excavation: plot included	15.0%	**R 5,002.00**	6.00%	R 5,302.00	6.00%	R 5,620.00	6.00%	R 4,349.57
R 5,604.00	R 4,873.04		8 ft excavation: plot included	15.0%	**R 5,940.00**	6.00%	R 6,296.00	5.99%	R 6,673.00	5.99%	R 5,165.22
R 1,411.00	R 1,226.96		Re-burials: opening and closing of graves	15.0%	**R 1,495.00**	5.95%	R 1,584.00	5.95%	R 1,679.00	6.00%	R 1,300.00
R 474.00	R 412.17		Memorial plaque	15.0%	**R 502.00**	5.91%	R 532.00	5.98%	R 563.00	5.83%	R 436.52
		6.2.12.2	**Local residents**								
			All persons that were resident inside the Witzenberg Municipal jurisdiction.								
		6.2.12.2.1	**Indigent cases**								
			Town residents								
			Definition:								
			At the time of death the deceased had to be part of a household that was approved as an indigent case, also noted as such in the Financial system.								
			Rural residents								
			Definition:								
			At the time of death the deceased had to be part of a household of which the combined income did not exceed twice the State's Old-age Pension allowance, and that the deceased had resided in the house at that time.								
			Plots for indigent cases are free of charge, being funded from the Indigent Allocation at non-local tariffs.								
		6.2.12.2.2	**Local Residents and all other cases**								
R 524.00	R 455.65		Plot	15.0%	**R 555.00**	5.92%	R 588.00	5.95%	R 623.00	5.95%	R 482.61
R 1,683.00	R 1,463.48		6 ft excavation	15.0%	**R 1,783.00**	5.94%	R 1,889.00	5.95%	R 2,002.00	5.98%	R 1,550.43
R 1,805.00	R 1,569.57		8 ft excavation	15.0%	**R 1,913.00**	5.98%	R 2,027.00	5.96%	R 2,148.00	5.97%	R 1,663.48
R 809.00	R 703.48		Re-burials: opening and closing of graves	15.0%	**R 857.00**	5.93%	R 908.00	5.95%	R 962.00	5.95%	R 745.22
R 454.00	R 394.78		Memorial plaque	15.0%	**R 481.00**	5.95%	R 509.00	5.82%	R 539.00	5.89%	R 418.26

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Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.3.	**FINANCIAL SERVICES**								
		6.3.1	**Administrative fees**								
R 171.00	R 148.70	6.3.1.1	Furnishing of evaluation- and / or clearance certificates in accordance with Section 96 of Ordinance 20 of 1974: per certificate:	15.0%	**R 181.00**	5.85%	R 191.00	5.52%	R 202.00	5.76%	R 157.39
		6.3.1.2	Valuations & deed search								
		6.3.1.2.1	Re-evaluation of properties (per application)								
R 308.00	R 267.83		- Residential properties	15.0%	**R 326.00**	5.84%	R 345.00	5.83%	R 365.00	5.80%	R 283.48
R 1,505.00	R 1,308.70		- Business properties	15.0%	**R 1,595.00**	5.98%	R 1,690.00	5.96%	R 1,791.00	5.98%	R 1,386.96
R 1,872.00	R 1,627.83		- Agricultural properties	15.0%	**R 1,984.00**	5.98%	R 2,103.00	6.00%	R 2,229.00	5.99%	R 1,725.22
R 1,683.00	R 1,463.48		- State owned properties	15.0%	**R 1,783.00**	5.94%	R 1,889.00	5.95%	R 2,002.00	5.98%	R 1,550.43
R 151.00	R 131.30		- Urban vacant land	15.0%	**R 160.00**	5.96%	R 169.00	5.63%	R 179.00	5.92%	R 139.13
R 308.00	R 267.83		- Other not specified above	15.0%	**R 326.00**	5.84%	R 345.00	5.83%	R 365.00	5.80%	R 283.48
R 66.00	R 57.39	6.3.1.2.2	Deeds office search per erf	15.0%	**R 69.00**	4.55%	R 73.00	5.80%	R 77.00	5.48%	R 60.00
R 1,207.00	R 1,049.57	6.3.1.2.3	Request for valuation detail per erf	15.0%	**R 1,279.00**	5.97%	R 1,355.00	5.94%	R 1,436.00	5.98%	R 1,112.17
R 64.00	R 55.65	6.3.1.3	Tracing of any information older than six months. (per hour or part thereof)	15.0%	**R 67.00**	4.69%	R 71.00	5.97%	R 75.00	5.63%	R 58.26
R 64.00	R 55.65	6.3.1.4	Issuing of accounts' duplicates (per account)	15.0%	**R 67.00**	4.69%	R 71.00	5.97%	R 75.00	5.63%	R 58.26
R 672.00	R 584.35	6.3.1.5	Furnishing of name- and address list (per list) (per town)	15.0%	**R 712.00**	5.95%	R 754.00	5.90%	R 799.00	5.97%	R 619.13
R 135.00	R 117.39	6.3.1.6	Surcharge on *Refer to Drawer* cheques (per cheque)	15.0%	**R 143.00**	5.93%	R 151.00	5.59%	R 160.00	5.96%	R 124.35
R 44.00	R 38.26	6.3.1.7	Excess	15.0%	**R 46.00**	4.55%	R 48.00	4.35%	R 50.00	4.17%	R 40.00
		6.3.1.8	Recovery costs								
		6.3.1.8.1	Tariffs for processes and the serving of documentation by the Municipality								
R 49.00	R 42.61	6.3.1.8.1.1	Serving of a registered reminder (per reminder)	15.0%	**R 51.00**	4.08%	R 54.00	5.88%	R 57.00	5.56%	R 44.35
R 73.00	R 63.48	6.3.1.8.1.2	Stamp costs (per summons)	15.0%	**R 77.00**	5.48%	R 81.00	5.19%	R 85.00	4.94%	R 66.96
		6.3.1.8.1.3	Serving of summonses and/or writs (per serving)								
R 209.00	R 181.74		Inside the Witzenberg jurisdiction	15.0%	**R 221.00**	5.74%	R 234.00	5.88%	R 248.00	5.98%	R 192.17
R 511.00	R 444.35		Outside the Witzenberg jurisdiction	15.0%	**R 541.00**	5.87%	R 573.00	5.91%	R 607.00	5.93%	R 470.43
		6.3.1.8.2	Levying of any legal costs								
		6.3.2	**Water**								
			Re-connection of suspended supply on request by consumer per connection								
R 152.00	R 132.17	6.3.2.1	(a) Urban areas	15.0%	**R 161.00**	5.92%	R 170.00	5.59%	R 180.00	5.88%	R 140.00
R 188.00	R 163.48		(b) Rural areas	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
		6.3.2.2	Re-connection after non-payment per suspension list - per connection								
R 59.00	R 51.30		(a) Urban areas	15.0%	**R 62.00**	5.08%	R 65.00	4.84%	R 68.00	4.62%	R 53.91
R 88.00	R 76.52		(b) Rural areas	15.0%	**R 93.00**	5.68%	R 98.00	5.38%	R 103.00	5.10%	R 80.87
		6.3.2.3	Special meter reading per reading per meter								
R 225.00	R 195.65		(a) Urban areas	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 349.00	R 303.48		(b) Rural areas	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
		6.3.2.5	**Tampering with meter connection**								
R 1,505.00	R 1,308.70		(a) In the event where a consumer's water supply has been cut and sealed with a cap and key, and such seal had been removed without the consent of the Municipality, the following charges for tampering will be levied against the consumer, no re-connection will be made unless the prescribed payment plus the cost of a Water demand device (if not yet installed) has been	15.0%	**R 1,595.00**	5.98%	R 1,690.00	5.96%	R 1,791.00	5.98%	R 1,386.96
R 3,015.00	R 2,621.74		(b) Where a consumer had made an illegal water connection in front of the meter, the supply will be disconnected immediately, and one of the following options will be exercised, depending on the consumer's choice: (i) A criminal charge to be laid by the SAPS, or (ii) An admission of guilt (see tariff attached) plus the cost of the damage and possible consumption be paid.	15.0%	**R 3,195.00**	5.97%	R 3,386.00	5.98%	R 3,589.00	6.00%	R 2,778.26
			(c) Where a consumer is guilty of a second offence in terms of an illegal water connection, the connection will be summarily removed and the matter will be handed to the SAPS.								

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R 1,100.00	R 956.52		Gaining Access to water services without approval from the municipality	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 1,100.00	R 956.52		Gain Acces to water services without agreement with the Municipality	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 1,100.00	R 956.52		Refuse to give access required by the municipality in terms of section 19	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 550.00	R 478.26		Fail to comply with a notice served upon him/her in terms of bylaws relating to water, sanitation services and industrial effluent	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 1,100.00	R 956.52		Disconnect a measuring device and its associated apparatus from the pipe in which they are installed	15.0%	**R 1,166.00**	6.00%	R 1,235.00	5.92%	R 1,309.00	5.99%	R 1,013.91
R 550.00	R 478.26		Break a seal which the municipality has placed on a water meter	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Interfere with a measuring device and its associated apparatus	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 2,200.00	R 1,913.04		Owner fail to provide and maintain approved measures to prevent the entry of substance which may be a danger to health or adversely	15.0%	**R 2,332.00**	6.00%	R 2,471.00	5.96%	R 2,619.00	5.99%	R 2,027.83
R 550.00	R 478.26		Disregard any water restrictions imposed by the municipality	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Permit wasteful discharge of water from the terminal fittings	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
R 550.00	R 478.26		Permit an overflow of water to persist	15.0%	**R 583.00**	6.00%	R 617.00	5.83%	R 654.00	6.00%	R 506.96
		6.3.3	**Electricity**								
		6.3.3.1	Re-connections of cut supplies of Pre-Paid, per								
R 56.00	R 48.70		(a) Urban areas	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
R 56.00	R 48.70		(b) Rural areas	15.0%	**R 59.00**	5.36%	R 62.00	5.08%	R 65.00	4.84%	R 51.30
		6.3.3.2	Re-connections of cut supplies on request of consumers of Conventional Meters, per re-								
R 149.00	R 129.57		(a) Urban areas	15.0%	**R 157.00**	5.37%	R 166.00	5.73%	R 175.00	5.42%	R 136.52
R 188.00	R 163.48		(b) Rural areas	15.0%	**R 199.00**	5.85%	R 210.00	5.53%	R 222.00	5.71%	R 173.04
R 267.00	R 232.17		(c) All areas after hours	15.0%	**R 283.00**	5.99%	R 299.00	5.65%	R 316.00	5.69%	R 246.09
		6.3.3.3	Special meter reading as per Article 52(3) per								
R 225.00	R 195.65		(a) Urban areas	15.0%	**R 238.00**	5.78%	R 252.00	5.88%	R 267.00	5.95%	R 206.96
R 349.00	R 303.48		(b) Rural areas	15.0%	**R 369.00**	5.73%	R 391.00	5.96%	R 414.00	5.88%	R 320.87
R 20.00	R 17.39	6.3.3.4	Duplicate Identification Card: Pre-Paid electricity, per card.	15.0%	**R 22.00**	10.00%	R 15.00	-31.82%	R 15.00	0.00%	R 19.13
R 330.00	R 286.96	6.3.3.5	Switching Fee (Any call out for private purposes)	15.0%	**R 349.00**	5.76%	R 369.00	5.73%	R 391.00	5.96%	R 303.48
		6.3.4	**Deposits - new buildings**								
R 2,641.00	R 2,641.00		Businesses	Exempt	**R 2,799.00**	5.98%	R 2,966.00	5.97%	R 3,143.00	5.97%	R 2,799.00
			Industries (Estimated on consumption)	Exempt							
			Residential clients								
R 383.00	R 383.00		With pre-paid electricity and water meter	Exempt	**R 405.00**	5.74%	R 429.00	5.93%	R 454.00	5.83%	R 405.00
R 620.00	R 620.00		With only a pre-paid electricity meter	Exempt	**R 657.00**	5.97%	R 696.00	5.94%	R 737.00	5.89%	R 657.00
R 1,475.00	R 1,475.00		All other residential clients	Exempt	**R 1,563.00**	5.97%	R 1,656.00	5.95%	R 1,755.00	5.98%	R 1,563.00
			Deposit can be adjusted to align it to the Credit Contril Policy								

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		6.4.	**TECHNICAL SERVICES**								
		6.4.1.	**CIVIL SERVICES**								
		6.4.1.1	**Building Plan**								
R 28.00	R 24.35	**6.4.1.1.1**	Calculate on the gross covered area, to the nearest square meter - tariff per building plan	15.0%	**R 30.00**	7.14%	R 32.00	6.67%	R 34.00	6.25%	R 26.09
			(Subject to the stipulation at 4.1.1.2 hereunder)								
			Industrial/commercial tariff per building plan per m²								
			(Subject to the stipulation at 4.1.1.2 hereunder)								
R 317.00	R 275.65		With a minimum building plan tariff	15.0%	**R 336.00**	5.99%	R 356.00	5.95%	R 377.00	5.90%	R 292.17
R 2,189.00	R 2,189.00		Building deposit	Exempt	**R 2,320.00**	5.98%	R 2,459.00	5.99%	R 2,606.00	5.98%	R 2,320.00
R 172.00	R 149.57		In the event of illegal building operations without an approved plan, a charge of three times the above building plan fees plus the following tariff per day that the plan is outstanding, will apply:	15.0%	**R 182.00**	5.81%	R 192.00	5.49%	R 203.00	5.73%	R 158.26
R 533.00	R 463.48	**6.4.1.1.2**	Swimming pools - per application, irrespective of the size of the pool. Fixed tariff per swimming pool.	15.0%	**R 564.00**	5.82%	R 597.00	5.85%	R 632.00	5.86%	R 490.43
		6.4.1.1.3	**Advertising signs application**								
R 2,564.00	R 2,229.57		Permitted third party advertising sign (<2,0m²)	15.0%	**R 2,717.00**	5.97%	R 2,880.00	6.00%	R 3,052.00	5.97%	R 2,362.61
R 4,274.00	R 3,716.52		Permitted third party advertising sign (>2,0m²)	15.0%	**R 4,530.00**	5.99%	R 4,801.00	5.98%	R 5,089.00	6.00%	R 3,939.13
R 337.00	R 293.04		Advertising sign, direction indicator or name sign on building (<1,0m²) per sign	15.0%	**R 357.00**	5.93%	R 378.00	5.88%	R 400.00	5.82%	R 310.43
R 1,191.00	R 1,035.65		Advertising sign, direction indicator or name sign on building (<5,0m²) per sign	15.0%	**R 1,262.00**	5.96%	R 1,337.00	5.94%	R 1,417.00	5.98%	R 1,097.39
R 2,564.00	R 2,229.57		Advertising sign, direction indicator or name sign on building (>5,0m²) per sign	15.0%	**R 2,717.00**	5.97%	R 2,880.00	6.00%	R 3,052.00	5.97%	R 2,362.61
R 505.00	R 439.13		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<1,0m²) per board	15.0%	**R 535.00**	5.94%	R 567.00	5.98%	R 601.00	6.00%	R 465.22
R 1,791.00	R 1,557.39		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (<5,0m²) per board	15.0%	**R 1,898.00**	5.97%	R 2,011.00	5.95%	R 2,131.00	5.97%	R 1,650.43
R 3,417.00	R 2,971.30		Advertising sign, direction indicator or name sign, Free-standing or on Refuse bin (>5,0m²) per board	15.0%	**R 3,622.00**	6.00%	R 3,839.00	5.99%	R 4,069.00	5.99%	R 3,149.57
R 1,000.00	R 869.57		Removal of illegal sings or advertisements	15.0%	**R 1,000.00**	new	R 1,060.00	6.00%	R 1,123.00	5.94%	R 869.57
R 777.00	R 675.65	**6.4.1.1.4**	Internal Changes (All Buildings)	15.0%	**R 823.00**	5.92%	R 872.00	5.95%	R 924.00	5.96%	R 715.65
R 2,199.00	R 1,912.17	**6.4.1.1.5**	Major Hazard Installations	15.0%	**R 2,330.00**	5.96%	R 2,469.00	5.97%	R 2,617.00	5.99%	R 2,026.09
R 1,767.00	R 1,536.52	**6.4.1.1.6**	LPG Installations	15.0%	**R 1,873.00**	6.00%	R 1,985.00	5.98%	R 2,104.00	5.99%	R 1,628.70
R 3,050.00	R 2,652.17	**6.4.1.1.7**	Cellphone Mast	15.0%	**R 3,233.00**	6.00%	R 3,426.00	5.97%	R 3,631.00	5.98%	R 2,811.30
R 1,038.00	R 902.61	**6.4.1.1.8**	Extension of approved building plan (for consideration of extending plan validity. Extension must be applied to prior to lapse date of plan)	15.0%	**R 1,100.00**	5.97%	R 1,166.00	6.00%	R 1,235.00	5.92%	R 956.52
R 1,298.00	R 1,128.70	**6.4.1.1.9**	Demolition certificate	15.0%	**R 1,375.00**	5.93%	R 1,457.00	5.96%	R 1,544.00	5.97%	R 1,195.65
R 2,601.00	R 2,261.74	**6.4.1.1.10**	Temporary commencement of building work in terms of Article 7(6) NBR (Not refundable)	15.0%	**R 2,757.00**	6.00%	R 2,922.00	5.98%	R 3,097.00	5.99%	R 2,397.39
R 500.00	R 434.78	**6.4.1.1.11**	Minimum building fee	15.0%	**R 530.00**	6.00%	R 561.00	5.85%	R 594.00	5.88%	R 460.87
R 10,499.00	R 8,695.65	**6.4.1.1.12**	Penalty Fee for moving into house without occupation certificate	15.0%	**R 11,128.00**	5.99%	R 11,795.00	5.99%	R 12,502.00	5.99%	R 8,695.65

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		6.4.1.2	**Sewerage**	15.0%							
R 7,387.00	R 6,423.48		Sewerage connection, per connection	15.0%	**R 7,830.00**	6.00%	R 8,299.00	5.99%	R 8,796.00	5.99%	R 6,808.70
R 7,403.00	R 6,437.39		150 mm - connection to the maximum of 10 m in length	15.0%	**R 7,847.00**	6.00%	R 8,317.00	5.99%	R 8,816.00	6.00%	R 6,823.48
R 381.00	R 331.30		> 10 m lengths (per meter)	15.0%	**R 403.00**	5.77%	R 427.00	5.96%	R 452.00	5.85%	R 350.43
			Sewerage blockages: per blockage	15.0%							
R 695.00	R 604.35		Week days	15.0%	**R 736.00**	5.90%	R 780.00	5.98%	R 826.00	5.90%	R 640.00
R 1,227.00	R 1,066.96		Weekends and Public Holidays - per call-out	15.0%	**R 1,300.00**	5.95%	R 1,378.00	6.00%	R 1,460.00	5.95%	R 1,130.43
			Sewerage Connection (Per Connections) > 10 m lengths (per meter) - **Actual Cost**								
R 2,624.00	R 2,173.91		Illegally installing a connecting sewer without the necessary authority or approval	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
R 1,575.00	R 1,304.35		Failure to provide for a grease trap of an approved type, size and capacity on a premises that discharge sewage to on-site sanitation systems and that discharge industrial and commercial effluent which contain oil. fat or	15.0%	**R 1,669.00**	5.97%	R 1,769.00	5.99%	R 1,875.00	5.99%	R 1,304.35
R 1,049.00	R 869.57		Causing or permitting an accumulation of oil, fat, inorganic solid matter, or any other substance in any trap, tank or chamber that may cause the blockage or ineffective operation of a grease trap	15.0%	**R 1,111.00**	5.91%	R 1,177.00	5.94%	R 1,247.00	5.95%	R 869.57
R 5,249.00	R 4,347.83		Discharging or causing the discharge of or permit industrial effluent to be discharged into the municipal sanitation system, without the approval of the Municipality . Charged per incident or calendar day	15.0%	**R 5,563.00**	5.98%	R 5,896.00	5.99%	R 6,249.00	5.99%	R 4,347.83
R 1,575.00	R 1,304.35		Delivering sewage by road haulage to sewage treatment plant and discharging the sewage concerned into a municipal sewage treatment plant, without the approval of the Municipality. Charged per incident	15.0%	**R 1,669.00**	5.97%	R 1,769.00	5.99%	R 1,875.00	5.99%	R 1,304.35
R 2,624.00	R 2,173.91		Discharging or causing the discharge of sewage or industrial effluent transported by road haulage at an unauthorised discharge point other than the point authorised for discharge by the Municipality. Charged per incident	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
R 2,624.00	R 2,173.91		Unlawfully and unauthorized discharging or causing or permitting sewage or industrial effluent directly or indirectly into a storm water drain, a river or a natural watercourse or artificial watercourse or any open field. Charged per incident or calendar day	15.0%	**R 2,781.00**	5.98%	R 2,947.00	5.97%	R 3,123.00	5.97%	R 2,173.91
		6.4.1.3	**Water**								
		6.4.1.3.1	Water connection (per connection)								
R 3,641.00	R 3,166.09		Size: To 25 mm	15.0%	**R 3,859.00**	5.99%	R 4,090.00	5.99%	R 4,335.00	5.99%	R 3,355.65
R 4,649.00	R 4,042.61		32 mm	15.0%	**R 4,927.00**	5.98%	R 5,222.00	5.99%	R 5,535.00	5.99%	R 4,284.35
R 5,301.00	R 4,609.57		40 mm	15.0%	**R 5,619.00**	6.00%	R 5,956.00	6.00%	R 6,313.00	5.99%	R 4,886.09
R 10,859.00	R 9,442.61		50 mm	15.0%	**R 11,510.00**	6.00%	R 12,200.00	5.99%	R 12,932.00	6.00%	R 10,008.70
R 12,178.00	R 10,589.57		80 mm	15.0%	**R 12,908.00**	5.99%	R 13,682.00	6.00%	R 14,502.00	5.99%	R 11,224.35
R 14,026.00	R 12,196.52		100 mm	15.0%	**R 14,867.00**	6.00%	R 15,759.00	6.00%	R 16,704.00	6.00%	R 12,927.83
R 27,037.00	R 23,510.43		150 mm	15.0%	**R 28,659.00**	6.00%	R 30,378.00	6.00%	R 32,200.00	6.00%	R 24,920.87
		6.4.1.3.2	Smart Meter Connection (per connection)								
R 6,222.00	R 5,410.43		15 mm	15.0%	**R 6,595.00**	5.99%	R 6,990.00	5.99%	R 7,409.00	5.99%	R 5,734.78
R 6,337.00	R 5,510.43		20 mm	15.0%	**R 6,717.00**	6.00%	R 7,120.00	6.00%	R 7,547.00	6.00%	R 5,840.87
R 30,424.00	R 26,455.65		50 mm	15.0%	**R 32,249.00**	6.00%	R 34,183.00	6.00%	R 36,233.00	6.00%	R 28,042.61

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Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.4	**Civil**								
			Motor driveways								
R 2,457.00	R 2,136.52		Single driveways (3,5m max) each	15.0%	**R 2,604.00**	5.98%	R 2,760.00	5.99%	R 2,925.00	5.98%	R 2,264.35
R 4,442.00	R 3,862.61		Double driveways (7,0m max) each	15.0%	**R 4,708.00**	5.99%	R 4,990.00	5.99%	R 5,289.00	5.99%	R 4,093.91
R 816.00	R 709.57		Placement of bridging/kerbing (each)	15.0%	**R 864.00**	5.88%	R 915.00	5.90%	R 969.00	5.90%	R 751.30
			Any other private word (per quotation): Actual cost + 20 %	15.0%							
			Private work forms to be completed in all cases								
		6.4.1.5	**Plans: copies**								
R 115.00	R 100.00		Copies of plans per square meter size of plan	15.0%	**R 121.00**	5.22%	R 128.00	5.79%	R 135.00	5.47%	R 105.22
R 286.00	R 248.70		Copies: Sepia, per copy	15.0%	**R 303.00**	5.94%	R 321.00	5.94%	R 340.00	5.92%	R 263.48
R 337.00	R 293.04		Copies: Durester, per copy	15.0%	**R 357.00**	5.93%	R 378.00	5.88%	R 400.00	5.82%	R 310.43
R 14.00	R 12.17		A3 or A4 , per copy	15.0%	**R 15.00**	7.14%	R 16.00	6.67%	R 17.00	6.25%	R 13.04
		6.4.1.6	**Town Planning costs**								
			(In terms of Ordinance on Land Use Planning)								
R 1,844.00	R 1,603.48	6.4.1.6.1	Concessionary use, per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.2	Re-zoning, per property	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
		6.4.1.6.3	Departure Art 15(1)(a)(i)								
R 381.00	R 331.30		Erven <500m² per application	15.0%	**R 403.00**	5.77%	R 427.00	5.96%	R 452.00	5.85%	R 350.43
R 766.00	R 666.09		Erven 500m² - 750m² per application	15.0%	**R 811.00**	5.87%	R 859.00	5.92%	R 910.00	5.94%	R 705.22
R 1,844.00	R 1,603.48		Erven > 750m² per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48		Section 15(1)(a)(ii)(temporary) per application	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
		6.4.1.6.4	Sub-divisions: per application								
R 1,844.00	R 1,603.48		Up to 20 erven	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 80.00	R 69.57		More than 20 erven (Tariff 4.6.4.1 plus tariff per erven)	15.0%	**R 84.00**	5.00%	R 89.00	5.95%	R 94.00	5.62%	R 73.04
R 7,500.00	R 6,521.74	6.4.1.6.6.4	Buyout of parking	15.0%	**R 7,500.00**		R 7,950.00	6.00%	R 8,427.00	6.00%	R 6,521.74
		6.4.1.6.7	Town Planning costs: (In terms of the Land Use Planning By-law)								
R 1,844.00	R 1,603.48	6.4.1.6.7.1	Public place closure	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.2	Restrictive condition	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.3	Deemed zoning	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.4	Amendment/cancellation of subdivision	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.5	Consolidation	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.6	Amendment of Condition	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.7	Extension of validity period	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.8	Lease area	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 1,844.00	R 1,603.48	6.4.1.6.7.9	Transfer certificate	15.0%	**R 1,954.00**	5.97%	R 2,071.00	5.99%	R 2,195.00	5.99%	R 1,699.13
R 7,289.00	R 6,338.26		Strategic/High impact developments (incl. renewable energy & rezonings exceeding 10ha)	15.0%	**R 7,726.00**	6.00%	R 8,189.00	5.99%	R 8,680.00	6.00%	R 6,718.26
		6.4.1.7	**Industrial effluent**								
			Industries that dispose via the normal network								
			Industries that dispose directly into the sewage treatment works	15.0%	As per contractual agreements						
			Industries that exceed with disposal	15.0%	Penalty rate calculated as per contractual agreement						

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Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.1.8	**Refuse removal**								
R 173.00	R 150.43		Receipt and processing of private dumping at dumping site, per cubic meter	15.0%	**R 183.00**	5.78%	R 193.00	5.46%	R 204.00	5.70%	R 159.13
R 352.00	R 306.09		Abattoir waste at dumping site, per cubic meter	15.0%	**R 373.00**	5.97%	R 395.00	5.90%	R 418.00	5.82%	R 324.35
R 25.00	R 21.74		Refuse bags (Black), per package of 25 bags	15.0%	**R 26.00**	4.00%	R 27.00	3.85%	R 28.00	3.70%	R 22.61
R 32.00	R 27.83		Refuse bags (Green), per package of 25 bags	15.0%	**R 33.00**	3.13%	R 34.00	3.03%	R 36.00	5.88%	R 28.70
R 10.50	R 9.13		Provision of refuse bins for special events - per bin per occasion	15.0%	**R 11.10**	5.71%	R 11.80	6.31%	R 12.50	5.93%	R 9.65
R 776.00	R 674.78		Advertisements on street refuse bins. Per advertisement per bin p/a	15.0%	**R 822.00**	5.93%	R 871.00	5.96%	R 923.00	5.97%	R 714.78
R 565.00	R 491.30		Refuse removal: special events (Festivals & Carnivals)	15.0%	**R 598.00**	5.84%	R 633.00	5.85%	R 670.00	5.85%	R 520.00
R 1,076.00	R 935.65		Hire of 6m skip for Garden refuse per day	15.0%	**R 1,140.00**	5.95%	R 1,208.00	5.96%	R 1,280.00	5.96%	R 991.30
R 85.00	R 73.91		Additonial day (Skip)	15.0%	**R 90.00**	5.88%	R 95.00	5.56%	R 100.00	5.26%	R 78.26
R 1,347.00	R 1,171.30		Special Garden Refuse removal per load. Approved manageable garden Refuse will be removed if it can be loaded onto truck after payment of an account is issued by Cleansing Department (Quotation)	15.0%	**R 1,427.00**	5.94%	R 1,512.00	5.96%	R 1,602.00	5.95%	R 1,240.87
		6.4.1.9	**Development Charges**								
		6.4.1.9.1	**Witzenberg**								
R 5,781.00	R 5,026.96	6.4.1.9.1.1	Water: Unit of measurement R/kl/day	15.0%	**R 6,127.00**	5.99%	R 6,494.00	5.99%	R 6,883.00	5.99%	R 5,327.83
R 3,858.00	R 3,354.78	6.4.1.9.1.2	Sewer: Unit of measurement R/kl/day	15.0%	**R 4,089.00**	5.99%	R 4,334.00	5.99%	R 4,594.00	6.00%	R 3,555.65
R 808.00	R 702.61	6.4.1.9.1.3	Roads: Unit of measurement R/trips/day	15.0%	**R 856.00**	5.94%	R 907.00	5.96%	R 961.00	5.95%	R 744.35
R 112,256.00	R 97,613.91	6.4.1.9.1.4	Storm water: Unit of measurement R/trips/day	15.0%	**R 118,991.00**	6.00%	R 126,130.00	6.00%	R 133,697.00	6.00%	R 103,470.43
R 1,614.00	R 1,403.48	6.4.1.9.1.5	Solid Waste: Unit of measurement R/kg/day	15.0%	**R 1,710.00**	5.95%	R 1,812.00	5.96%	R 1,920.00	5.96%	R 1,486.96
R 1,645.00	R 1,430.43	6.4.1.9.1.6	Electricity: Unit of measurement R/kVA	15.0%	**R 1,743.00**	5.96%	R 1,847.00	5.97%	R 1,957.00	5.96%	R 1,515.65
		6.4.1.10	**Wayleaves for the installation of services in the road reserve**								
		6.4.1.10.1	**Administration and Supervision (Per Application)**								
R 594.00	R 516.52	6.4.1.10.1.1	Administration fee for a miscellaneous wayleave to use the road reserve for a period of one month or less other than to install an underground service	15.0%	**R 629.00**	5.89%	R 666.00	5.88%	R 705.00	5.86%	R 546.96
R 2,019.00	R 1,755.65	6.4.1.10.1.2	Administration fee for awayleave or permit to use the road reserve to install an underground service	15.0%	**R 2,140.00**	5.99%	R 2,268.00	5.98%	R 2,404.00	6.00%	R 1,860.87
R 5,346.00	R 4,648.70	6.4.1.10.1.3	Supervision fee for a wayleave to install an underground service	15.0%	**R 5,666.00**	5.99%	R 6,005.00	5.98%	R 6,365.00	6.00%	R 4,926.96
		6.4.1.10.1.4	Unauthorised commencement of use of the road reservean	15.0%			**200% of above admin & supervision fees**				
		6.4.1.10.2	**Refundable deposit**								
R 2,024.00	R 1,760.00	6.4.1.10.2.1	Trenches in roadways measured per m²	15.0%	**R 2,145.00**	5.98%	R 2,273.00	5.97%	R 2,409.00	5.98%	R 1,865.22
R 903.00	R 785.22	6.4.1.10.2.2	Trenches in surfaced sidewalks measured m²	15.0%	**R 957.00**	5.98%	R 1,014.00	5.96%	R 1,074.00	5.92%	R 832.17
R 178.00	R 154.78	6.4.1.10.2.3	Trenches in natural or grass sidewalks measured per m²	15.0%	**R 188.00**	5.62%	R 199.00	5.85%	R 210.00	5.53%	R 163.48
R 8,316.00	R 7,231.30	6.4.1.10.2.4	Use of the road reserve for storage or in conjunction with construction or maintenance per application	15.0%	**R 8,814.00**	5.99%	R 9,342.00	5.99%	R 9,902.00	5.99%	R 7,664.35
		6.4.1.10.3	**Roadway Open Trench Fee**								
R 6,652.00	R 5,784.35	6.4.1.10.3.1	Tariff for authorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	**R 7,051.00**	6.00%	R 7,474.00	6.00%	R 7,922.00	5.99%	R 6,131.30
R 1,425.00	R 1,239.13	6.4.1.10.3.2	Micro trenching (per m measured from 0.5m behind the kerb or road edge)	15.0%	**R 1,510.00**	5.96%	R 1,600.00	5.96%	R 1,696.00	6.00%	R 1,313.04
% of the above	% of the above	6.4.1.10.3.3	Tariff for unauthorised trenching across a municipal roadway (per m measured from 0.5m behind the kerb or road edge)	15.0%	**200% of the above**	New	**200% of the above**		**200% of the above**		**200% of the above**
R 241.00	R 191.30	6.4.1.10.3.4	Fee for lying Electronic Communication network in the public road reserve. Charged per kilometer per annum	15.0%	**R 255.00**	5.81%	R 270.00	5.88%	R 286.00	5.93%	R 191.30

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Tariffs 2022/2023 Including Vat	Tariffs 2022/2023 Excluding Vat		Description	VAT Status	Tariffs 2023/2024 Including Vat	Variance	Indicative Tariffs 2024/2025 Including Vat	Variance	Indicative Tariffs 2025/2026 Including Vat	Variance	Tariffs 2023/2024 Excluding Vat
		6.4.2.	**ELECTRICAL SERVICES**								
		6.4.2.1	**Re-connection after tampering with meters**								
			In terms of Section 14 of the Supply								
			Per re-connection								
R 2,038.00	R 1,772.17		First offence	15.0%	**R 2,160.00**	5.99%	R 2,289.00	5.97%	R 2,426.00	5.99%	R 1,878.26
R 4,081.00	R 3,548.70		Second offence	15.0%	**R 4,325.00**	5.98%	R 4,584.00	5.99%	R 4,859.00	6.00%	R 3,760.87
		6.4.2.2	**Repair to supply**								
			In terms of Section 22 of the Supply Regulations								
			Per repair to supply								
R 419.00	R 364.35		Urban areas	15.0%	**R 444.00**	5.97%	R 470.00	5.86%	R 498.00	5.96%	R 386.09
R 474.00	R 412.17		Rural areas	15.0%	**R 502.00**	5.91%	R 532.00	5.98%	R 563.00	5.83%	R 436.52
			In terms of Section 28 of the Supply Regulations								
			Per re-connection (Section 28(1))								
R 199.00	R 173.04		Urban areas	15.0%	**R 210.00**	5.53%	R 222.00	5.71%	R 235.00	5.86%	R 182.61
R 250.00	R 217.39		Rural areas	15.0%	**R 265.00**	6.00%	R 280.00	5.66%	R 296.00	5.71%	R 230.43
		6.4.2.3	**Verification and Testing of electricity meter**								
			In terms of Section 51 (3)								
			Per testing of meter								
			Urban areas								
R 743.00	R 646.09		(i) Test Single Phase electro-mechanical, per meter	15.0%	**R 787.00**	5.92%	R 834.00	5.97%	R 884.00	6.00%	R 684.35
R 973.00	R 846.09		(ii) Test Three Phase electro-mechanical, per meter	15.0%	**R 1,031.00**	5.96%	R 1,092.00	5.92%	R 1,157.00	5.95%	R 896.52
R 721.00	R 626.96		(iii) Test Single phase pre-paid meter, per meter	15.0%	**R 764.00**	5.96%	R 809.00	5.89%	R 857.00	5.93%	R 664.35
R 951.00	R 826.96		(iv) Test Three phase pre-paid meter, per meter	15.0%	**R 1,008.00**	5.99%	R 1,068.00	5.95%	R 1,132.00	5.99%	R 876.52
R 1,112.00	R 966.96		(v) Test KVA / kWh meter, per meter	15.0%	**R 1,178.00**	5.94%	R 1,248.00	5.94%	R 1,322.00	5.93%	R 1,024.35
R 400.00	R 347.83		(vi) Meter verifying	15.0%	**R 400.00**	0.00%	R 423.00	5.75%	R 448.00	5.91%	R 347.83
			Rural areas								
R 809.00	R 703.48		(i) Test Single phase electro-mechanical, per meter	15.0%	**R 857.00**	5.93%	R 908.00	5.95%	R 962.00	5.95%	R 745.22
R 1,040.00	R 904.35		(ii) Test Three phase electro-mechanical, per meter	15.0%	**R 1,102.00**	5.96%	R 1,168.00	5.99%	R 1,238.00	5.99%	R 958.26
R 794.00	R 690.43		(iii) Test Single Phase pre-paid meter, per meter	15.0%	**R 841.00**	5.92%	R 891.00	5.95%	R 944.00	5.95%	R 731.30
R 1,024.00	R 890.43		(iv) Test Three phase pre-paid meter per meter	15.0%	**R 1,085.00**	5.96%	R 1,150.00	5.99%	R 1,219.00	6.00%	R 943.48
R 1,182.00	R 1,027.83		(v) Test KVA / kWh meter per meter	15.0%	**R 1,252.00**	5.92%	R 1,327.00	5.99%	R 1,406.00	5.95%	R 1,088.70
R 604.00	R 478.26		(vi) Meter verifying	15.0%	**R 640.00**	5.96%	R 678.00	5.94%	R 718.00	5.90%	R 478.26
		6.4.2.4	**Single phase connection**								
R 16,580.00	R 14,417.39		Single phase connection with underground cable and electro-mechanical meter, per connection	15.0%	**R 17,574.00**	6.00%	R 18,628.00	6.00%	R 19,745.00	6.00%	R 15,281.74
R 16,580.00	R 14,417.39		Single phase connection with underground cable and pre-paid meter, per connection	15.0%	**R 17,574.00**	6.00%	R 18,628.00	6.00%	R 19,745.00	6.00%	R 15,281.74
R 11,533.00	R 10,028.70		Single phase connection with overhead cable and electro-mechanical meter, per connection	15.0%	**R 12,224.00**	5.99%	R 12,957.00	6.00%	R 13,734.00	6.00%	R 10,629.57
R 11,533.00	R 10,028.70		Single phase connection with overhead cable and pre-paid meter, per connection	15.0%	**R 12,224.00**	5.99%	R 12,957.00	6.00%	R 13,734.00	6.00%	R 10,629.57
R 12,973.00	R 11,280.87		Informal Single phase overhead connection with pre-paid meter and ready board	15.0%	**R 13,751.00**	6.00%	R 14,576.00	6.00%	R 15,450.00	6.00%	R 11,957.39
R 1,096.00	R 953.04		Change from electro-mechanical meter to automat meter, per change	15.0%	**R 1,161.00**	5.93%	R 1,230.00	5.94%	R 1,303.00	5.93%	R 1,009.57
		6.4.2.5	**Temporary connection**								
			Temporary connections are supplied at the tariffs mentioned in 4.2.4 for a single phase connection, and at actual cost for a three phase connection. The cost or tariff payment is deemed as a deposit. On termination of the account, the deposit is refunded after the cost of consumption, any damage to the equipment, and a 20 % administrative charge have been recovered. The connection is supplied in accordance with the Municipality's Electricity by-laws, as amended.								
R 10,387.00	R 9,032.17	6.4.2.6	Government-subsidised housing - (20 % admin. Charges not included)	15.0%	**R 11,010.00**	6.00%	R 11,670.00	5.99%	R 12,370.00	6.00%	R 9,573.91

Province: (WC022) - Schedule of Service Delivery Standards				
Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Solid Waste Removal				
Premise based removal (Residential Frequency)	Weekly	Weekly	Weekly	Weekly
Premise based removal (Business Frequency)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)	Weekly/ Twice per week/Thrice per week (depending the need)
Bulk Removal (Frequency)	Per request	Per request	Per request	Per request
Removal Bags provided(Yes/No)	Yes	Yes	Yes	Yes
Garden refuse removal Included (Yes/No)	Yes	Yes	Yes	Yes
Street Cleaning Frequency in CBD	Daily	Daily	Daily	Daily
Street Cleaning Frequency in areas excluding CBD	Monthly	Monthly	Monthly	Monthly
How soon are public areas cleaned after events (24hours/48hours/longer)	24 hours	24 hours	24 hours	24 hours
Clearing of illegal dumping (24hours/48hours/longer)	48 hours (once reported)	48 hours (once reported)	48 hours (once reported)	48 hours (once reported)
Recycling or environmentally friendly practices(Yes/No)	Yes	Yes	Yes	Yes
Licenced landfill site(Yes/No)	Yes	Yes	Yes	Yes
Water Service				
Water Quality rating (Blue/Green/Brown/N0 drop)	Blue & Green Drop	Blue & Green Drop	Blue & Green Drop	Blue & Green Drop
Is free water available to all? (All/only to the indigent consumers)	Indigent customers	Indigent customers	Indigent customers	Indigent customers
Frequency of meter reading? (per month, per year)	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)	3 months	3 months	3 months	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	6 months	6 months	6 months	6 months
Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)				
One service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Up to 5 service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Up to 20 service connection affected (number of hours)	24 hours	24 hours	24 hours	24 hours
Feeder pipe larger than 800mm (number of hours)	24 hours	24 hours	24 hours	24 hours
What is the average minimum water flow in your municipality?	2 bar	2 bar	2 bar	2 bar
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No	No	No	No
How long does it take to replace faulty water meters? (days)	20 days	20 days	20 days	20 days
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)	No	No	No	No

Description Standard	2022/2023 Original Budget	 Adjusted Budget	 Full Year Forecast	2023/2024 Service Level Standards
Electricity Service				
What is your electricity availability percentage on average per month?	100	100	100	100
Do your municipality have a ripple control in place that is operational? (Yes/No)	No	No	No	No
How much do you estimate is the cost saving in utilizing the ripple control system?	N/A	N/A	N/A	N/A
What is the frequency of meters being read? (per month, per year)	Monthly	Monthly	Monthly	Monthly
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)	3 months	3 months	3 months	3 months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)	6 months	6 months	6 months	6 months
Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	24 hours	24 hours	24 hours	24 hours
Are accounts normally calculated on actual readings? (Yes/no)	Yes	Yes	Yes	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	No	No	No	No
How long does it take to replace faulty meters? (days)	20 days	20 days	20 days	20 days
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	Yes	Yes	Yes	Yes
How effective is the action plan in curbing line losses? (Good/Bad)	Bad	Bad	Bad	Bad
How soon does the municipality provide a quotation to a customer upon a written request? (days)	24 hours	24 hours	24 hours	24 hours
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	7 days	7 days	7 days	7 days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	7 days	7 days	7 days	7 days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	7 days	7 days	7 days	7 days
Sewerage Service				
Are your purification system effective enough to put water back in to the system after purification?	Yes into river only	Yes into river only	Yes into river only	Yes into river only
To what extend do you subsidize your indigent consumers?	Full monthly charge	Full monthly charge	Full monthly charge	Full monthly charge
How long does it take to restore sewerage breakages on average				
Severe overflow? (hours)	24 hours	24 hours	24 hours	24 hours
Sewer blocked pipes: Large pipes? (Hours)	24 hours	24 hours	24 hours	24 hours
Sewer blocked pipes: Small pipes? (Hours)	24 hours	24 hours	24 hours	24 hours
Spillage clean-up? (hours)	24 hours	24 hours	24 hours	24 hours
Replacement of manhole covers? (Hours)	24 hours	24 hours	24 hours	24 hours

Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Road Infrastructure Services				
Time taken to repair a single pothole on a major road? (Hours)	24 hours	24 hours	24 hours	24 hours
Time taken to repair a single pothole on a minor road? (Hours)	5 days	5 days	5 days	5 days
Time taken to repair a road following an open trench service crossing? (Hours)	14 days	14 days	14 days	14 days
Time taken to repair walkways? (Hours)	14 days	14 days	14 days	14 days
Property valuations				
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	3 months	3 months	3 months	3 months
Do you have any special rating properties? (Yes/No)	No	No	No	No
Financial Management				
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Decrease	Decrease	Decrease	Decrease
Are the financial statement outsources? (Yes/No)	No	No	No	No
Are there Council adopted business processes structuring the flow and managemet of documentation feeding to Trial Balance?	No	No	No	No
How long does it take for an Tax/Invoice to be paid from the date it has been received?	30 days	30 days	30 days	30 days
Is there advance planning from SCM unit linking all departmental plans quaterly and annualy including for the next two to three years procurement plans?	Yes, but for one year only.	Yes, but for one year only.	Yes, but for one year only.	Yes, but for one year only.
Administration				
Reaction time on enquiries and requests?	2 days maximum	2 days maximum	2 days maximum	2 days maximum
Time to respond to a verbal customer enquiry or request? (working days)	2 days maximum	2 days maximum	2 days maximum	2 days maximum
Time to respond to a written customer enquiry or request? (working days)	3 days	3 days	3 days	3 days
Time to resolve a customer enquiry or request? (working days)	2 days	2 days	2 days	2 days
What percentage of calls are not answered? (5%,10% or more)	0.0%	0.0%	0.0%	0.0%
How long does it take to respond to voice mails? (hours)	Immediately	Immediately	Immediately	Immediately
Does the municipality have control over locked enquiries? (Yes/No)	Yes	Yes	Yes	Yes
Is there a reduction in the number of complaints or not? (Yes/No)	Yes	Yes	Yes	Yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)	5 Days	6 Days	7 Days	7 Days
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?	When required	When required	When required	When required

Description	2022/2023			2023/2024
Standard	Original Budget	Adjusted Budget	Full Year Forecast	Service Level Standards
Community safety and licensing services				
How long does it take to register a vehicle? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to renew a vehicle license? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to issue a duplicate registration certificate vehicle? (minutes)	Transaction 15 minutes	Transaction 15 minutes	Transaction 15 minutes	Transaction 15 minutes
How long does it take to de-register a vehicle? (minutes)	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes	Transaction 3 minutes
How long does it take to renew a drivers license? (minutes)	Transaction 20 minutes	Transaction 20 minutes	Transaction 20 minutes	Transaction 20 minutes
What is the average reaction time of the fire service to an incident? (minutes)	10 - 30 minutes	10 - 30 minutes	10 - 30 minutes	10 - 30 minutes
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)	Department of Health	Department of Health	Department of Health	Department of Health
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)	Department of Health	Department of Health	Department of Health	Department of Health
Economic development				
How many economic development projects does the municipality drive?	36	36	36	36
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?	4	4	4	4
What percentage of the projects have created sustainable job security?	0	0	0	0
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)	Yes	Yes	Yes	Yes
Other Service delivery and communication				
Is a information package handed to the new customer? (Yes/No)	N/A	N/A	N/A	N/A
Does the municipality have training or information sessions to inform the community? (Yes/No)	IDP & Budget meetings	IDP & Budget meetings	IDP & Budget meetings	IDP & Budget meetings
Are customers treated in a professional and humanly manner? (Yes/No)	Yes	Yes	Yes	Yes

NATIONAL TREASURY

MFMA Circular No. 122

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

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Introduction

This budget circular provides guidance to municipalities with their compilation of the 2023/24 Medium Term Revenue and Expenditure Framework (MTREF). It is linked to the Municipal Budget and Reporting Regulations (MBRR) and the Municipal Standard Chart of Accounts *(m*SCOA), and strives to support municipalities' budget preparation processes so that the minimum requirements are achieved.

Among the objectives of this budget circular is to demonstrate how municipalities should undertake annual budget preparation in accordance with the budget and financial management reform agenda by focussing on key "game changers". These game-changers include ensuring that municipal budgets are funded, revenue management is optimised, assets are managed efficiently, supply chain management processes are adhered to, *m*SCOA is implemented correctly and that audit findings are addressed.

Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

The National Treasury forecasts real economic growth of 1.9 per cent in 2022, compared with 2.1 per cent projected in the 2022 Budget Review, in response to global and domestic shocks. Growth is projected to average 1.6 per cent from 2023 to 2025. Implementing structural reforms, especially in the energy sector, remains crucial to improve the economy's productive capacity and competitiveness.

The recovery in economic activity that began in 2021 was driven by a strong rebound in global economic activity, high commodity prices and easing COVID-19 restrictions. The scarring impact of the pandemic on employment and investment decisions will likely weigh on the recovery over the medium term. Investment remains well below pre-pandemic levels.

The economy grew by 1.4 per cent in the first half of 2022 compared with the first half of 2021. Real GDP grew more than expected in the first quarter of 2022, with output returning to pre-pandemic levels. However, a deteriorating global environment, flooding in KwaZulu-Natal and the Eastern Cape, industrial action in the electricity and mining sectors, and prolonged and intense power cuts resulted in a broad-based contraction across most sectors during the second quarter. The third quarter was marked by frequent and prolonged power cuts, which significantly disrupted economic activity.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	5.2%	6.8%	4.7%	4.6%	4.6%

Source: Medium Term Budget Policy Statement 2022.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

It is noted that variations in regional specifics are possible, however, any variation of assumptions must be explicitly set out and well explained in the budget narratives, in the absence of which the Treasuries will refer the budget back to council for alignment to the macroeconomic performance projections.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional grants allocations

Over the 2023 MTEF period, conditional grant allocations to municipalities will grow below inflation. This is due to a higher 2022/23 baseline (R3.8 billion) added to local government conditional grants in the 2022 Division of Revenue Amendment Act. Over the next three years, total local government resources, including the equitable share and indirect conditional grants increase at an annual average rate of 6 per cent.

The local government equitable share increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.6 per cent over the 2023 MTEF period. The local government equitable share formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period.

The annual Division of Revenue Bill will be published in February 2023 after the Minister of Finance's budget speech. The Bill will specify grant allocations and municipalities must reconcile their budgets to the numbers published herein.

Municipalities are advised to use the indicative numbers presented in the 2022 Division of Revenue Act to compile their 2023/24 MTREF. In terms of the outer year allocations (2025/26 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2022 Division of Revenue Act for 2022/23. The DoRA is available at:
http://www.treasury.gov.za/documents/national%20budget/2022/default.aspx

2.2 Re-enforcing the 2023 Division of Revenue Bill, (DoRB) to facilitate improved intergovernmental relations

Towards enforcing a system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, the National Treasury would like to remind municipalities of Section 31 of DoRA that articulates the facilitation of personal liability for unnecessary litigation. Going forward, a municipality may therefore only institute litigation against any organ of state, state-owned enterprise, public-and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by NERSA).

The 2023 DoRB will facilitate the personal liability of and refund of any expenditure related to such litigation to the national revenue fund (NRF) by any person responsible for the institution of litigation by a municipality without having exhausted all the available dispute resolution mechanisms. This will be done through the equitable share off-setting processes. Municipalities, parallel to instituting any litigation against any organ of state, must report such litigation to the Auditor-General, the National Treasury and to the relevant provincial treasury. The report must provide the details of all the dispute resolution processes that were attempted, supported by information explaining the failure of these attempts.

Division of Revenue Amendment Bill, 2022 (DoRAB)

Disaster response funding

Conversion of disaster response grants – To allow for adequate response to the April 2022 floods, funding was shifted between the disaster relief grants in August 2022. R145 million

was shifted from the Provincial Disaster Response Grant to the Municipal Disaster Response Grant and R120 million was shifted from the Municipal Emergency Housing Grant to the Provincial Emergency Housing Grant.

Additional funding for disaster response grants – In response to disasters that have occurred, most of the disaster funding for 2022/23 had been depleted by the time of the tabling of the DoRAB. To enable for response should a disaster(s) occur in the remaining months of the current financial year, R248 million is added to the Municipal Disaster Response Grant to enable immediate response by municipalities.

Additional funding for disaster reconstruction and rehabilitation[1] – For the reconstruction and rehabilitation of municipal infrastructure damaged by flash floods in the Western Cape (Overberg District Municipality, Cape Winelands District Municipality and Garden Route District Municipality) in December 2021 and the April 2022 floods in the Eastern Cape (Winnie Madikizela-Mandela Local Municipality) and KwaZulu-Natal (eThekwini Metropolitan Municipality, uMhlathuze Local Municipality, uThukela District Municipality, uMgungundlovu District Municipality and iLembe District Municipality), R3.3 billion is added to the Municipal Disaster Recovery Grant.

Purchasing of land for relocation of flood victims – R92 million is added to the Informal Settlements Upgrading Partnership Grant: Municipalities for eThekwini Metropolitan Municipality for the purchase of land identified for the relocation of displaced flood victims.

Changes to local government allocations

Roll-over of funds in the Integrated National Electrification Programme (municipal) Grant – R1 million is rolled over in the Integrated National Electrification Programme (municipal) Grant to fund 50 electrification connections in Swellendam in Dikgatlong Local Municipality.

Roll-over of funds in the indirect Regional Bulk Infrastructure Grant – R15 million is rolled over in the indirect Regional Bulk Infrastructure Grant to fund operational payments for the Vaal River pollution remediation project in Emfuleni Local Municipality.

Reprioritisation in the Neighbourhood Development Partnership Grant – R100 million of the Neighbourhood Development Partnership Grant is shifted from Schedule 5, Part B (direct) to Schedule 6, Part B (indirect) to fund project preparation, planning and implementation for municipalities that are having administrative and financial challenges that are affecting project implementation. These funds will be used for projects they were allocated for in the direct component. Affected municipalities are Mogale City Local Municipality, KwaDukuza Local Municipality and Emfuleni Local Municipality.

Changes to gazetted frameworks and allocations

Municipal Disaster Response Grant – The grant framework for the Municipal Disaster Response Grant is amended to allow for spending to respond to the disasters that occurred in December 2021 and April 2022.

Informal Settlements Upgrading Partnership Grant: Municipalities – The grant framework for the Informal Settlements Upgrading Partnership Grant is amended to ring-fence funds for

[1] There was an oversight in the allocations to Western Cape and KwaZulu-Natal, wherein the allocations or parts thereof allocated to the district municipalities in the DoRAB ought to have been allocated to the respective local municipalities in these districts. This is explained in detail in the section "*Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities*" below.

the purchase of identified land for the relocation of flood victims who were previously residing in informal settlements that were washed away by April 2022 floods in eThekwini Metropolitan Municipality.

Municipal annexures – Changes to previously gazetted municipal allocations include a change of the name of a municipality. The name of Engcobo Local Municipality in the Eastern Cape is updated to Dr A.B. Xuma Local Municipality as per the Gazette published in terms of section 12 of the Local Government: Municipal Structures Act, on 30 May 2022.

Correction of errors in the Municipal Disaster Recovery Grant framework and allocations to municipalities

The National Disaster Management Centre (NDMC) has requested changes to the in-year allocations for the Municipal Disaster Recovery Grant in the DoRAB tabled in Parliament. Part of the funding allocated to uThukela and iLembe district municipalities in KwaZulu Natal (page 36 of the DoRAB), should have been allocated to Alfred Duma and KwaDukuza local municipalities, respectively. The allocations made to the Cape Winelands, Overberg, and Garden Route district municipalities in the Western Cape (page 39 of the DoRAB), should have been made to Breede Valley; Theewaterskloof and Swellendam; and Oudtshoorn and George local municipalities, respectively. These corrections also affect the ring-fencing in the grant framework (page 28 of the DoRAB).

Parliament has approved that the National Treasury correct the allocations and effect the required changes to the MDRG framework, as part of section 15(1) of the 2022 DoRA to ensure that MDRG allocations are correctly allocated to the municipalities assigned for the functions.

3. Pension fund defaults

There has been a growing trend where municipalities are deducting pension from the employees but are not paying it over to their pension fund. This in our view is inconsistent with the intent and spirit of the MFMA and constitute an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings and potentially also a criminal offence in terms of section 173 of the MFMA read with other applicable legislation. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also consider laying criminal charges against the accounting officer and other responsible officials that has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Administration Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Release of Version 6.7 of the Chart

On an annual basis, the *m*SCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.7 is released with this circular.

Version 6.7 of the chart will be effective from 2023/24 and must be used to compile the 2023/24 MTREF and will be available from 20 December on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

Kindly note that, in accordance with section 8(2)(j) of the Municipal Property Rates Act (MPRA) as amended in 2014, municipalities may apply for categories other than the categories in 8(2)(a) to (i). Towards this end the Minister of Cooperative Governance and Traditional Affairs approved the following categories:

- Sports Clubs and Fields for Bitou Municipality and
- Residential sectional title garages for Drakenstein Municipality.

These categories were only approved for use by municipalities indicated above. System vendors must therefore block the use of these categories for all other municipalities. The Project Summary Document (PSD) on the National Treasury webpage will be aligned to the chart changes in version 6.7 where applicable. The PSD is also available on the above link.

For the National Treasury to consider a new chart change in version 6.8 of the chart, the issue must be logged with all relevant background and details on the *m*SCOA FAQ portal by 31 August 2023. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link. https://lg.treasury.gov.za/ibi_apps/signin

4.2 Amendments to the regulated A1 schedules

The following tables of the A1 Schedule that was regulated in terms of the Municipal Budget and Reporting Regulations (MBRR), have been aligned to the *m*SCOA and Generally Recognised Accounting Standards (GRAP):

- A4: Statement of Financial Performance; and
- A6: Statement of Financial Position

In addition, tables A8 and A10 have been linked to the *m*SCOA data strings and will be included in the 2023/24 budget reports available on the GoMuni portal from 01 July 2023.

The amended and protected version of the A1 schedule will be available from 20 December on the link below:
http://mfma.treasury.gov.za/RegulationsandGazettes/MunicipalRegulationsOnAStandardChartOfAccountsFinal/Pages/default.aspx

System vendors and municipalities that are managing their own in-house systems must programme the amended schedules on their financial systems. Input fields for supporting tables that are not part of the non-financial data string must be created to ensure that a complete A schedule is generated from the core municipal financial system.

The *m*SCOA Regulations require that municipalities budget, transact and report on legislated *m*SCOA segments and directly on the core financial system and submit the required data strings directly from this system to the GoMuni Upload portal. To ensure that the data strings submitted are credible, municipalities must:

- Lock the budget adopted by Council on the core municipal financial system before submitting the budget (ORGB) data string to the GoMuni Upload portal;
- Close the core financial system at month-end as required in terms of the MFMA before submitting the monthly data string to the GoMuni Upload portal; and
- Generate the regulated MBRR Schedules (A, B and C) directly from the core municipal financial system.

The preparation of budgets on excel spreadsheets that is captured in the system at a later stage and manual correction of data strings by municipal officials or system providers are not allowed in terms of the *m*SCOA Regulations. Where a municipality makes use of a stand-alone 3rd party sub-system or a system provider has entered into an agreement or consortium for the provision of certain functionality with a 3rd party sub-system provider, such a 3rd party sub-system should host the relevant part of the *m*SCOA chart to seamlessly integrate with the core financial system without manual intervention.

4.3 Credibility of *m*SCOA data strings

The credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year.

Municipalities have been given access to the GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.

Municipalities are reminded that incorrect or incomplete data string submissions is considered as non-submission.

The credibility of the *m*SCOA data strings remains a concern in the following areas:

The inclusion of opening balances in data strings

Municipalities and system vendors must ensure that opening balances are included in the budget and in-year data strings. The opening balances at year end (month 12 – M12) of the previous financial year must be rolled over to the first month (M01) and updated with pre-audited (PAUD) and audit (AUDA) adjustments in the current financial year in the *applicable open period*. In other words, if the audit is completed on 31 October, then the changes in the opening balances must be reflected in the in-year submission for November 2022 (M05 submission). If opening balances and changes thereto are not included in the budget and in-year data strings, the C schedules will not populate correctly. This means that the movement of the balance sheet items will not have a starting point and the Statement of Financial Position (balance sheet) will be incorrect.

Accounting for Water Inventory

As per the guidance in MFMA Budget Circular No.115 (dated 04 March 2022), municipalities must budget and account for bulk water purchases as **inventory** under current assets in the Statement of Financial Position as per GRAP 12 (paragraph. 07).

In terms of GRAP 12:

Inventories are assets:

a. In the form of materials or supplies to be consumed in the production process;
b. In the form of materials or supplies to be consumed or distributed in the rendering of services; and
c. Held for sale or distribution in the ordinary course of operations, or
d. In the process of production for sale or distribution.

Inventory acquired through non-exchange transactions should be recorded at its fair value as at the date it is acquired. The cost of inventory, except for non-purified water, will be determined or recognised in accordance with paragraph 25 and 26, which is the primary and secondary costs in getting the water either to the treatment works or to the users of the water.

It is important to note that water cannot be issued if it was not purchased or brought into the inventory through system input transactions. Therefore, the total input volume of water related to water purified and water from natural sources should include both primary and secondary cost components. The allocation of secondary cost to the input volume of water will necessitate the utilisation of the Costing Segment in the *m*SCOA. This is crucial in determining cost reflective tariffs for water.

The fair value of water from natural resources such as boreholes, springs and fountains may be determined by the primary and secondary cost components. Secondary costs include:

- Labour
- Extraction cost
- Distribution cost
- Chemicals/ Treatment
- Maintenance
- Infrastructure
- Depreciation charges

The municipality must account for water from natural resources as follows:

Debit: System Input Volume: Natural Resources
Credit: Gains and Losses: Water at fair value

Water inventory must be budgeted to be acquired and recorded in the Current Assets: Inventory: Water as indicated below. The movement accounts in the *m*SCOA structure makes provision for the different methods of acquiring and the consumption/ issuing of Water inventory.

Current assets:
- Inventory: Water Opening balance: Non-Funding Transactions
- Inventory: Water: System Input volume: Bulk Purchases: Water Treatment/Natural Resources
- Water Authorised Consumption:
  a) Billed Unmetered Consumption
  b) Un-Billed Authorised Consumption
  c) Billed Metered Consumption
- Inventory: Water Losses (Apparent and Real Losses)

Water that is issued to Consumers must be issued from the inventory and expensed in the **Expenditure:** Inventory: Consumed -Water.

Water losses will reduce the Water inventory in current assets and the corresponding amounts should be captured in **Gains and Losses:** Inventory: Water: Fair value

It is important to note that the change in accounting for water through the inventory purchased process and the change of using a methodology to report the balance of water as at year-end may impact on the Annual Financial Statements (AFS). Municipalities must ensure that they update their accounting policy, document this process, and provide comparative figures when assessing and reporting their water balance to ensure that the GRAP guidelines of changes in reporting and materiality is applied correctly.

The Local Government Municipal Property Rates (MPRA) Amendment Act, 2014

Municipalities are reminded that section 8 of the MPRA on the determination of categories of rateable properties has been revised through the Local Government Municipal Property Rates Amendment Act, 2014 ("the Amendment Act").

Municipalities were required to implement the new property categorisation framework by not later than 01 July 2021. The *m*SCOA chart Version 6.7 will only make provision for the new framework. The old framework has been retired and municipalities must prepare their 2023/24 MTREF Budgets accordingly.

Fixed Asset Register

Municipal financials systems must comply with the minimum business processes and system requirements on fixed asset registers as articulated for the asset management module in MFMA Circular No 80. The asset management module should be embedded in the core financial system or seamlessly integrate from a third-party sub-system to the core financial system. This will enable the regular and seamless updating of the fixed asset register. The register must contain the following information as a minimum requirement:

- Description of the asset
- Date of acquisition or brought into use
- Purchase cost
- Location of the asset
- Function responsible for the asset
- Current value
- Depreciation and method utilised
- Remaining life of the asset
- Maintenance information
- Insurance Coverage

Municipalities will be required to upload their updated fixed asset register in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Recording of Schedule 6B Grants in *m*SCOA

Grants allocated in terms of Schedule 6B of DoRA should be recorded in terms of *m*SCOA as an allocation-in-kind. This means that the municipality will only record the transaction once they received a completed asset.

Importantly, a Schedule 6B grant may not be transferred to the end-user of the asset to construct the asset as this is in contravention with the conditional grant framework. If a transferring officer of a Schedule 6B grant consider the municipality capable of constructing its own asset, the grant should be re-gazetted and reclassified as a Schedule 5B grant. The grant will then be transferred directly to the municipality to construct the asset and the receipt and expenditure of the grant must be in accordance with GRAP 17. An adjustments budget in terms of Section 28(2)(b) of the MFMA and Regulation 23(3) of the MBRR must be adopted to include the grant funding and project in the MTREF budget.

In the case where a municipality is constructing an asset for a national department but will not be the end-user of the asset being constructed, the accounting must be done in terms of GRAP 11. There will be VAT implications as the municipality will be a contractor and act as an agent. It is important to ensure that the contract between the municipality and the department outlines the responsibilities of all parties.

Municipalities must ensure that they are making provision for VAT in accordance with the VAT Act, 1991 (Act No. 89 of 1991) and the VAT 419 guide issued by SARS. The National Treasury issued *m*SCOA Circular No.12 (dated 01 October 2021) that provides guidance on the recording of VAT in the *m*SCOA.

Impact of Balance Sheet Budgeting and Movement Accounting on Cash Flow Tables

From the analysis of the *m*SCOA data strings it is evident that the cash flow tables (A7, B7 and C7) are still not populating correctly or completely. This can be contributed to the fact that a number of municipalities still do not use balance sheet budgeting and movement accounting. Guidance on the use of balance sheet budgeting and movement accounting to populate tables A7, B7 and C7 correctly was provided in MFMA Budget Circular No. 107 (dated 04 December 2020) and *m*SCOA Circular No. 11 (dated 04 December 2020).

4.4 Regulation of Minimum Business Processes and System Specifications

National Treasury will review and regulate minimum business processes and system specifications for *m*SCOA by the end of 2024/25. In preparation for the regulation of the minimum requirements, municipalities should ensure that they comply fully with the current minimum business processes and system specifications articulated in MFMA Circular No. 80 (dated 08 March 2016).

Where a municipality is not fully compliant with the *m*SCOA requirements, a *m*SCOA Road Map must be in place to drive and fast track the *m*SCOA implementation in the municipality. The *m*SCOA Steering Committee, chaired by the Accounting Officer or his/ her delegate, must use the *m*SCOA Road Map to track progress and take correction actions where required.

Road Maps must be reviewed and updated annually as part of the budget process is updated and submitted to Council for approval together with their 2023/24 MTREF budget. Municipalities will be required to upload their updated *m*SCOA Road Maps in a PDF format on the GoMuni Upload portal as part of their 2023/24 MTREF tabled and adopted budget submission and thereafter on a quarterly basis as part of their in-year reporting.

Municipalities should ensure that they budget sufficiently to become and remain mSCOA compliant.

Guidance on the content of the *m*SCOA Road Map was provided in MFMA Budget Circular No. 115 (dated 04 March 2022).

4.5 *m*SCOA Training Initiatives

Training to municipalities and municipal system vendors

The National Treasury, in conjunction with CIGFARO, will conduct monthly training sessions aimed at municipalities, municipal system vendors and other relevant role-players. The training will focus on technical aspects of budgeting, transacting and reporting in the *m*SCOA and is aimed at improving the quality of *m*SCOA data strings. The draft programme is attached as **Annexure A.**

***m*SCOA eLearning Course**

The National School of Government is hosting the *m*SCOA eLearning Course that was developed by the National Treasury. The *m*SCOA eLearning Course provides government officials with the basic knowledge on the reform and how to record transactions using the *m*SCOA.

Government institutions can enrol their employees for this course by sending a request for training to the NSG at contactcentre@thensg.gov.za. If your institution has not attended any training with the NSG previously, then you will also be required to register on the NSG database. The *m*SCOA eLearning Course will be offered as no cost until 31 March 2022. Thereafter, delegates will have to pay to attend the course.

Any queries in this regard must be directed to the NSG at contactcentre@thensg.gov.za or tel number: 086 100 8326.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending.

Municipalities must ensure that they render basic services, maintain their assets and clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in reduced unemployment. Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the roll and not on the billing system and records on the billing system and not on the roll. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that "debtors" can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the roll system and on the rates billing system. This property identifier must be unique, without duplicates, and remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title property defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI, and apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This can identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with s23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with s8(1) of the MPRA in terms of the billing methodology that needs to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the

Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste water.

5.2 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, encouraged municipalities to utilise the tool. **With effect, the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.3 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area[2]; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median.

It is also important when setting particularly water and electricity tariffs that municipalities consider setting two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factor this in its tariff application to NERSA, illustrating the cashflow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the*** **projected inflation target for 2023/24** in their budget narratives and pay careful attention to

[2] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

tariff increases across all consumer groups. In addition, municipalities should include a detail of their revenue growth assumptions for the different service charges in the budget narrative.

5.4 Bulk Account Payments and Concessions

During 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.
During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.5 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 06 December 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and

- That, with immediate effect, you must obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.6 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.7 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In the municipal financial year 2022/23, bulk electricity costs increased moderately at 9.61 per cent, compared to 17.8 per cent in the 2021/22 municipal financial year. Due to Eskom's funding needs, they are seeking higher tariff increases and have applied to NERSA for a 32 per cent hike from 1 April 2023/24. NERSA will make a final decision on the tariff application by 24 December.

In addition, a High Court hearing is still pending on the Multi-Year Price Determination (MYPD 5) application. The urgent High Court review requires NERSA to urgently process the Eskom revenue application for at least one year, as required by law. The timeframes for the review allow for a decision to be made in time for implementation by 1 April 2023.

5.8 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the Update is to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA) and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.9 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.10 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses:

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should improve on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice will be deemed irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor

7. Funding choices and management issues

Municipalities are under pressure to generate revenue. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 and 2024. The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, in order to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from the councilor(s) concerned.

8. Transfers to municipalities

8.1 Criteria for the release of the Equitable Share

Section 216(2) of the Constitution of South Africa requires that the National Treasury must enforce compliance with the measures established to ensure both transparency and expenditure control in each sphere of government and may stop the transfer of funds to an organ of state if that organ of state commits a serious or persistent material breach of those measures.

The criteria for the release of the Equitable Share Instalments for the 2023/24 municipal financial year are as follows:

- The 2023/24 adopted budget must be funded and adopted by Council as per the legal framework, as required in terms of section 18 of the MFMA and consistent with the Budget Council and Budget Forum resolutions;
    a. The adopted budget must include budget allocations for bulk suppliers current account payments;
    b. Should the adopted budget still be unfunded, then a credible funding plan will be required to show how the municipality intends moving progressively out of this position into a funded state, if this plan has been adopted in the past, then a progress report must be submitted on the framework previously shared to guide municipalities which is aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS);

c. Those municipalities that adopted an unfunded budget must work with their respective Provincial Treasuries to rectify this position in the lead up to the main adjustments budget process in February 2023; and
d. A council resolution showing commitment to address the unfunded position must be submitted by these municipalities to the National Treasury by 01 July 2023.

- Credible *m*SCOA data strings and source documents for the 2023/24 MTREF and 2022/23 audits must be generated directly from the core municipal financial system and successfully uploaded to the Local Government GoMuni Portal. Source documents must be submitted in PDF and no excel based spreadsheet/ templates will be accepted;
- The report submitted by bulk suppliers in terms of section 41 of the MFMA must indicate that the current account has been paid timeously in terms of section 65(2)(e) of the MFMA. In addition, where the municipality has a repayment plan with Eskom and/ or the water boards, proof that the current accounts have been paid and a copy of the agreed upon payment plan (or evidence of negotiations underway with creditors) must be submitted to the National and provincial treasuries;
- Municipalities must provide evidence that SARS, pension and other staff benefits deducted from municipal officials have been paid over the appropriate Funds and/ or institutions;
- The information requested in MFMA Circulars No. 93, 98 and 107 on the reconciliation of the valuation roll have been submitted to the National Treasury as per the required timeframes;
- The Competency Regulations reporting requirements have been complied with;
- Provide a copy of the Unauthorised, Irregular, Fruitless and Wasteful (UIF&W) expenditure register, the latest copy of the Municipal Public Accounts Committee (MPAC) recommendations, Council Resolution on UIFW as well as a copy of the council approved UIFW Reduction Strategy/ Plan, proof of establishment of the Disciplinary Board (or evidence of progress towards their establishment) including evidentiary evidence demonstrating functionality of the Disciplinary Board and updated audit action plan (where the audit has been completed);
- Those municipalities that received an adverse or disclaimed opinions for the 2020/21 financial year will not receive their funding allocation unless there is a council resolution committing to address these opinions with an implementable plan. The resolution must be signed by each member of the Council and submitted to National Treasury by 1 October 2023;
- The Municipal Financial Recovery Service progress reporting framework for financial recovery plans must be complied with by municipalities under intervention in terms of S139 of the Constitution;
- Additionally, those municipalities that have outstanding audits for both the 2020/21 and 2021/22 financial years as well as municipalities with outstanding 2021/22 audit opinions that also received an adverse or disclaimer opinion in 2020/21, will also not receive their allocation; and
- Any other outstanding documents as per the legal framework have been submitted including the AFS submission (municipality only and consolidated AFS).

Failure to comply with the above criteria will result in National Treasury invoking section 38 of the MFMA which empowers National Treasury to withhold a municipality's equitable share if the municipality commits a serious or persistent breach of the measures established in terms of Section 216(2) of the Constitution which includes reporting obligations set out in the MFMA and National Treasury requests for information in terms of Section 74 of the MFMA.

9. The Municipal Budget and Reporting Regulations

9.1 Schedule A – version to be used for the 2023/24 MTREF

National Treasury has released Version 6.7 of the Schedule A1 (the Excel Formats) which is aligned to Version 6.7 of the *m*SCOA classification framework and must be used when compiling the 2023/24 MTREF budget.

All municipalities must prepare their 2023/24 MTREF budgets in their financial systems and produce the Schedule A1 directly from their financial system.

Municipalities must start early enough to capture their tabled budget (and later the adopted budget) in the budget module in the financial system and must ensure that they produce their Schedule A1 directly out of the budget module. **Manual capturing on the A1 schedule version 6.7 is not allowed** in terms of the *m*SCOA Regulations.

National Treasury has protected the A1 schedule version 6.7 in order to ensure that the Schedule A1 generated directly from the financial system and not populated manually.

The budget, adjustments budget and Section 71 monthly reporting Schedules that have been regulated in terms of the MBRR have also been aligned to the *m*SCOA chart version 6.7. The revised MBRR Schedules for the 2023/24 MTREF and its linkages to the financial and non-financial data string are available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx

9.2 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A1, they should direct their enquiries to their respective provincial treasuries or to the following National Treasury officials:

Province	Responsible NT officials	Tel. No.	Email
Eastern Cape	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Ophulusa.Tshidino@Treasury.gov.za
Buffalo City	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
Free State	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
	Cethekile Moshane	012-315 5079	Cethekile.moshane@treasury.gov.za
Gauteng	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Abigail Maila	012-395 6737	Abigail.Maila@Treasury.gov.za
City of Tshwane and City of Johannesburg Ekurhuleni	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
eThekwini	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
Limpopo	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Lesego Leqasa		Lesego.Leqasa@treasury.gov.za

Northern Cape	Mandla Gilimani Sibusisiwe Mchani	012-315 5807 012-315 5539	Mandla.Gilimani@treasury.gov.za Sibusisiwe.Mchani@treasury.gov.za
North West	Willem Voigt Makgabo Mabotja	012-315 5830 012-315 5156	WillemCordes.Voigt@treasury.gov.za Makgabo.Mabotja@treasury.gov.za
Western Cape Cape Town George	Willem Voigt Enock Ndlovu Kgomotso Baloyi Mandla Gilimani	012-315 5830 012-315 5385 012-315 5866 012-315 5807	WillemCordes.Voigt@treasury.gov.za Enock.Ndlovu@treasury.gov.za Kgomotso.Baloyi@treasury.gov.za Mandla.Gilimani@treasury.gov.za
Technical issues with Excel formats	Sephiri Tlhomeli	012-406 9064	lgdataqueries@treasury.gov.za

National and provincial treasuries will analyse the credibility of the data string submissions.

9.3 Assessing the 2023/24 MTREF budget

National and provincial treasuries will assess the 2023/24 MTREF budgets to determine if it is complete, funded and complies with the *m*SCOA requirements. The *m*SCOA data strings for the tabled (TABB) and adopted (ORGB) budgets will be used for this assessment.

Municipalities should note that the MFMA legislated timeframes for submission of the tabled and adopted budgets are outer timeframes. In this context, different to previous MTREF's, going forward, if the municipality's budget is unfunded, council in terms of MFMA section 74 is requested to table and/ or adopt a budget funding plan together with the budget at the same time.

The Treasuries' **assessment period** of municipal budgets will be from **01 April to 30 June 2023 for both the tabled and adopted budgets**. **However,** (in a context of some municipalities persisting with unfunded budgeting practices)**, if the municipality tabled and/ or adopted an unfunded budget in the 2022/23 MTREF**, the municipality must adjust its schedule of key budget deadlines to facilitate an earlier Treasuries' assessment thereof between 1 April to 15 May 2023 for both tabled and adopted budgets. In this period the national and provincial treasuries will evaluate all municipal budgets for completeness and for being fully funded. Any adjustment that needs to be made must be done before the start of the municipal financial year on 30 June 2023.

Importantly, in order to generate an adopted budget (ORGB) data string, the budget must be locked immediately on the financial system at the start of the new municipal financial year on 1 July. Therefore, once the ORGB data string has been generated, errors in the ORGB can only be corrected via an adjustments budget in February of each year. In terms of the design principles of *m*SCOA, municipalities are not allowed to open the budget on the system for corrections after it has been locked. This means that the tabled budget data string (TABB) should in fact be verified and errors in the TABB should be corrected in the ORGB **before the adopted budget is locked on the financial system and the ORGB data string is generated**.

Amending an unfunded, incomplete and erroneous budget through an adjusted budget is also not encouraged as the National Treasury only considers an adjusted budget in the third and fourth quarter of the financial year for analysis and publication purposes. This will result in overspending and unauthorised expenditure not been monitored in the first six months of the financial year.

The National Treasury would like to emphasise that ***where municipalities have adopted an unfunded budget together with a funding plan that lacks credibility, they will be required to correct the funding plan and ensure that it is credible. The credible funding plan must be immediately adopted by the Municipal Council, and the changes to the***

budget must be effected in the mid-year adjustments budget to ensure compliance with Section 18 of the MFMA.

Municipalities with municipal entities are once again reminded to prepare consolidated budgets and in-year monitoring reports for both the parent municipality and its entity or entities. The following must be compiled:

- An annual budget, adjustments budget and monthly financial reports for the parent municipality in the relevant formats;
- An annual budget, adjustments budget and monthly financial reports for the entity in the relevant formats; and
- A consolidated annual budget, adjustments budget and monthly financial reports for the parent municipality and all its municipal entities in the relevant formats.

The budget and data strings that the municipality submits to National Treasury must be a consolidated budget for the municipality (including entities). The budget of each entity must be submitted on the D Schedule in pdf format.

In the past it was noted that municipalities have challenges to align the audited outcomes on the financial system to A1 Schedule. Municipalities must ensure that the audited figures and adjusted budget figures captured on the A1 Schedule aligns to the annual financial statements and Schedule B respectively.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

To facilitate oversight of compliance with the Municipal Budget and Reporting Regulations, accounting officers are reminded that:

- Section 22(b)(i) of the MFMA requires that, ***immediately*** after an annual budget is tabled in a municipal council, it must be submitted to the National Treasury and the relevant provincial treasury in electronic formats. If the annual budget is tabled to council on **31 March 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Monday, 03 April 2023**; and
- Section 24(3) of the MFMA, read together with regulation 20(1) of the MBRR, requires that the approved annual budget must be submitted to both National Treasury and the relevant provincial treasury within ten working days after the council has approved the annual budget. However, given that municipalities are generating the annual budgets directly from the financial system as required by the *m*SCOA Regulations and that the budgets must be verified before it is locked on the financial system and transacted against, municipalities must submit the approved budget to the National Treasury and the relevant provincial treasury in electronic formats ***immediately*** after approval by the municipal council. Therefore, if the annual budget is tabled to council **on 31 May 2023**, the final date of submission of the electronic budget documents and corresponding *m*SCOA data strings is **Thursday, 01 June 2023.**

Since the 2020/21 MTREF, municipalities are no longer required to submit hard copies of all required documents including budget related, Annual Financial Statements and Annual Reports to National Treasury via post or courier services. Electronic copies must be submitted in PDF format to the GoMuni Upload portal.

10.1 Expected submissions for 2023/24 MTREF

The following information should be submitted for the 2023/24 MTREF:

- The budget documentation as set out in the MBRR. The budget document must include the main A1 Schedule Tables (A1 - A10);
- The non-financial supporting tables (A10, SA9, SA11, SA12, SA13, SA22, SA23, SA24 etc. and any other information not contained in the financial data string) in the A1 schedule must be submitted in the prescribed *m*SCOA data string in the format published with Version 6.7 of the A1 schedule;
- The draft and final service delivery and budget implementation plan (SDBIP) in electronic PDF format;
- The draft and final IDP;
- The council resolution for the tabled and adopted budgets;
- Signed Quality Certificate as prescribed in the MBRR for the tabled and adopted budgets;
- D Schedules specific for the entities;
- A budget locking certificate immediately at the start of the new municipal financial year on 1 July;
- The National or Provincial treasury input to the tabled budget must be included as an Annexure to the adopted budget together with the municipality's explanation of how such was addressed in the adopted budget. If not, the explanation should provide reasons; and
- The bulk water-and electricity invoices for the 3 months immediately preceding respectively the tabled and adopted budgets, must be included as an annexure to the tabled and adopted budgets as part of supporting the municipalities provision for and calculations of payments to bulk suppliers over the 2023/24 MTREF.

10.2 Portals for the submission of information

Municipalities must ensure that the documents are submitted to the correct portals/ mailboxes. These portals/ mailboxes are:

https://lg.treasury.gov.za/ibi_apps/signin (GoMuni Upload Portal) – All documents required in terms of legislation, including:

- *m*SCOA Data Strings by approved registered users;
- Budget-related and in-year documents and schedules (A, B and C) by approved registered users; and
- Reconciliation of the valuation roll to the financial system (as per MFMA Circular No. 93).

Budget related documents and schedules must be uploaded by approved registered users using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. The GoMuni Upload Portal does not have the same size restrictions encountered with lgdocuments@treasury.gov.za, but requires all documents to:

- Be in PDF format only; and
- Each PDF file must NOT contain multiple document e.g. council resolution and quality certificate within the budget document. Each document type must be identified clearly and uploaded separately.

Municipalities may ***only*** send electronic versions of the above documents to lgdocuments@treasury.gov.za when experiencing problems with the GoMuni Upload Portal.

lgdataqueries@treasury.gov.za – Database related and submission queries and the grant rollover templates.

lgdocuments@treasury.gov.za – Any additional information required by National Treasury that is not listed under the GoMuni Upload portal such as the documents meeting the criteria to release Equitable Share and the contact list information.

FMCMM and Audit Action plans – using the web-enabled systems and as articulated in MFMA Circulars No. 113 and 114.

Please do not submit the same document to ALL the platforms listed above as it means that our Database Team must register the same documents three times which slows down the process. ***Any document/ queries that are submitted to the incorrect portal/ mailbox will be deleted and not processed***.

10.3 Publication of budgets on municipal websites

In terms of section 75 of the MFMA, all municipalities are required to publish their tabled budgets, adopted budgets, annual reports (containing audited annual financial statements) and other relevant information on the municipality's website. This will aid in promoting public accountability and good governance.

All relevant documents mentioned in this circular are available on the National Treasury website, http://mfma.treasury.gov.za/Pages/Default.aspx. Municipalities are encouraged to visit it regularly as documents are regularly added / updated on the website.

10.4 Communication by municipal entities to National Treasury

Municipal entities should not request meetings directly from National Treasury. National Treasury will only engage the entities through the parent municipalities. This includes all communications apart from the legislative reporting requirements.

Contact

national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

Post	Private Bag X115, Pretoria 0001
Phone	012 315 5009
Fax	012 395 6553
Website	http://www.treasury.gov.za/default.aspx

JH Hattingh
Chief Director: Local Government Budget Analysis
09 December 2022

Annexure A

Virtual *m*SCOA Training Programme 2023

Month	TOPIC
Jan	**Getting a green submission** • Overview of *m*SCOA chart structure • Submission deadlines • Uploading to the GoMuni Upload portal • Correction of validation errors • Using GoMuni to verify receipt and credibility of submission

Feb	**Preparing the Budget in mSCOA (1)**
	• Preparing the project file (PROR)
	• Projects Typical Workstreams
	• Budgeting for disaster/special projects
	• Infrastructure Management and asset life cycle
	• The funding matrix
	  ○ Allocation of correct funding sources and alignment to the correct segments
	  ○ Funding capital expenditure

March	**Preparing the Budget in *m*SCOA (2)** • Opening balances & Balance sheet budgeting • Budgeting for cash flow • Budgeting for conditional grants
April	**Common Errors in 2023/24 Tabled Budget Data Strings** *(to be corrected in adopted budget (ORGB submission)* • Water Inventory
May	**Common Budgeting Errors** • Operating Expenditure – Deprecation • Bad debts written off • Impairment loss for consumer debtors • Travel and Subsistence
June	**Last change to get the ORGB right** • Functional allocation • Use of Regional segment • Alignment of A1 schedules
July	**Common Transacting and Reporting Errors** • Opening balances • Populating the cash flow • Reporting on conditional grants • Transacting without budget
Aug	**Preparing the pre-audit AFS Data Strings (PAUD)**
Sept	**Common Transacting and Reporting Errors**
Oct	**Preparing the AFS Data Strings (AUDA)**
Nov	**Chart changes for version 6.8**
Dec	**Preparing for the Adjustment Budget**

NATIONAL TREASURY

MFMA Circular No. 123

Municipal Finance Management Act No. 56 of 2003

Municipal Budget Circular for the 2023/24 MTREF

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Introduction

This budget circular is a follow-up to MFMA Circular No. 122 that was issued on 09 December 2022. It aims to provide further guidance to municipalities with the preparation of their 2023/24 Medium Term Revenue and Expenditure Framework (MTREF) budgets and should be read together with the budget circulars that have been issued previously.

The grant allocations as per the 2023 Budget Review and the 2023 Division of Revenue Bill are also key focus areas in this circular. Municipalities are reminded to refer to the annual budget circulars of the previous years for guidance in areas of the budget preparation that is not covered in this circular.

1. The South African economy and inflation targets

GDP is expected to grow by 0.9 per cent in real terms in 2023, compared with an estimate of 1.4 per cent at the time of the medium-term budget policy statement (MTBPS), recovering slowly to 1.8 per cent in 2025.

The economic outlook faces a range of risks, including weaker-than-expected global growth, further disruptions to global supply chains and renewed inflationary pressures from the war in Ukraine, continued power cuts and a deterioration in port and rail infrastructure, widespread criminal activity, and any deterioration of the fiscal outlook.

Government is taking urgent measures to reduce load-shedding in the short term and transform the sector through market reforms to achieve long-term energy security. Several reforms are under way to improve the performance of the transport sector, specifically freight rail and to improve the capability of the state.

The following macro-economic forecasts must be considered when preparing the 2023/24 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2021 - 2026

Fiscal year	2021/22	2022/23	2023/24	2024/25	2025/26
	Actual	Estimate	Forecast		
CPI Inflation	4.9%	6.9%	5.3%	4.9%	4.7%

Source: Budget Review 2023.

Note: the fiscal year referred to is the national fiscal year (April to March) which is more closely aligned to the municipal fiscal year (July to June) than the calendar year inflation.

2. Key focus areas for the 2023/24 budget process

2.1 Local government conditional and unconditional grants allocations

Over the 2023 MTEF period, local government allocations will increase by a total of R14.3 billion, made up of R8.1 billion in the local government equitable share and R6.2 billion in direct conditional grants. This takes the total direct allocation to R521.7 billion over the same period. These allocations alleviate some of the financial pressures, particularly in basic services, where the costs of providing services are rising.

The *local government equitable share* and related allocations increases at an annual average rate of 7.8 per cent and municipal conditional grants increase by 3.5 per cent over the 2023 MTEF period.

The *local government equitable share* formula has been updated to account for projected household growth, inflation and estimated increases in bulk water and electricity costs over the 2023 MTEF period. It also includes allocations for the operational and maintenance costs associated with the provision of free basic services.

The 2023 Budget has ensured that sufficient provision has been made to ensure that all municipalities are fully subsidised to support indigent households. Following this, R1.35 billion has been left unallocated in the LGES formula for 2023/24 to serve as a precautionary measure should municipal electricity tariffs exceed the 20.7 per cent provided for in the formula (see section 5.7 on why this is above the 18.7 per cent approved by the Energy Regulator). If the actual increase in municipal bulk tariffs exceeds the provision made in the formula, it will be the first call on those unallocated funds. We will consider funding broader cost relief measures for municipalities if funds remain available after that.

The R6.2 billion in direct conditional grants is funded from the Budget Facility for Infrastructure (BFI) and is broken down as follows:

- **R2.2 billion** added to the Urban Settlements Development Grant to fund the implementation of projects in the eThekwini Metropolitan Municipality and the City of Johannesburg;
- **R461 million** added to the Public Transport Network Grant to align funding with the revised implementation plan and cash flow projections for the City of Cape Town's MyCiTi public transport network project; and
- **R3.4 billion** added to the Regional Bulk Infrastructure Grant to fund 3 water projects in Sol Plaatje Local Municipality, Drakenstein Local Municipality and Nelson Mandela Bay Metropolitan Municipality.

Notable changes to the conditional grants system

Housing emergency grants
Changes to conditional grants in the 2023 Budget include the discontinuation of the conditional emergency housing grants for provinces and municipalities. The baselines of these two grants are shifted to the Department of Human Settlements. This will allow the department to respond quickly in the event of an emergency housing need.

Changes to the INEP conditional grant frameworks
As part of government's efforts to accelerate access to electricity thereby addressing the energy crisis, Eskom and municipal INEP grants will begin funding alternative energy technologies such as rooftop solar and energy-saving devices. Due process must be followed to access funding for these new technologies. As a result, both Eskom and municipalities will need to conform to the set requirements by submitting business plans by 31 October 2023. These business plans, will need to be approved by the Department of Mineral Resources and Energy (DMRE) before they can be implemented. Priority should be given to new connections, i.e., non-grid technology should be targeted at households that do not have access to electricity.

The annual Division of Revenue Bill was published on 22 February 2023. The Bill specifies the grant allocations and municipalities must reconcile their budgets to the numbers published therein in compiling their 2023/24 MTREF.

The Division of Revenue Bill, 2023, which includes the annexures outlining allocations to each municipality is available at:
http://www.treasury.gov.za/documents/national%20budget/2023/default.aspx

2.2 Re-enforcing improved intergovernmental relations in the 2023 Division of Revenue Bill, (DoRB)

In order to strengthen the system of good intergovernmental relations as envisaged in the Chapter 3 of the Constitution and subsequent related legislation, municipalities are reminded of Section 31(3) of DoRA that provides for the facilitation of personal liability for unnecessary litigation. As required by subsection (1)(a) of this clause, read together with section 41(3) of the Constitution, a municipality may only institute litigation against any organ of state, state-owned enterprise, public- and/ or municipal entity after exhausting all dispute resolution mechanisms required and/ or available to the municipality in terms of existing intergovernmental relations processes, policy and/ or any related contract with the municipality, including in terms of the Municipal Finance Management Act, 2003, the Intergovernmental Relations Framework Act, 2005, and/ or the Electricity Regulation Act, 2006 (dispute processes administered by National Energy Regular of South Africa (NERSA)).

Section 31 is amended to include a clause that requires that where an organ of state decides to institute judicial proceedings against another organ of state, it must, within 10 working days of its decision, notify the National Treasury, the relevant provincial treasury, the Department of Cooperative Governance and the Auditor-General, of the details of compliance with Chapter 4 of the Intergovernmental Relations Framework Act, 2005, including an explanation of the failure to resolve the dispute.

2.3 Conditional grants usage

Conditional grant funds may only be used for the purposes, and subject to the conditions specified in the framework for each conditional grant. These conditions are binding in terms of sections 11 and 12 of the annual Division of Revenue Act. Any instruction by a municipal, provincial, or national official or politician that is inconsistent with the framework of a conditional grant is invalid. Municipalities are reminded that in terms of section 32 of DoRA, spending of a grant that is inconsistent with DoRA is considered irregular or unauthorised expenditure.

3. Pension and medical aid fund defaults

There has been a growing trend where municipalities are deducting pension and/ or medical aid contributions from officials but are not paying it over to their pension- and/ or medical aid fund. This is inconsistent with the intent and spirit of the MFMA and constitutes an act of financial misconduct in terms of section 171 of the MFMA read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014 and also a financial offence in terms of section 173 of the MFMA read together with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings. Municipal Councils should refer these actions to the Disciplinary Boards for further investigation and should also lay criminal charges against the accounting officer or any other responsible or delegated official who has failed to perform the responsibility outlined in terms of section 65(2)(f) of the MFMA which states that “the accounting officer of a municipality must take all reasonable steps to ensure that the municipality complies with its tax, levy, duty, pension, medical aid, audit fees and other statutory commitments”. Municipal Councils should also consider further measures and actions in terms of the Pension Funds Act, as may be applicable.

4. Municipal Standard Chart of Accounts (*m*SCOA)

4.1 Version 6.7 of the *m*SCOA Chart Go Live

Version 6.7 of the *m*SCOA chart will go live on 13 March 2023, whereafter tabled budget data strings can be uploaded on the GoMuni portal.

For new *m*SCOA chart changes to be considered for version 6.8 of the chart, a Frequently Asked Questions (FAQ) must be logged by 31 August 2023 on the *m*SCOA FAQ database on GoMuni. FAQ queries can be logged at:

https://lg.treasury.gov.za/ibi_apps/portal/mSCOA_FAQ

It is important that the issue logged is described clearly and that sufficient supporting evidence is provided to ensure that all aspects of the issue are considered. After investigating the query logged, the following actions will be taken:

- If the query does not require a chart change, the FAQ will be closed, and feedback will be provided to the logger.
- If the query warrants a chart change, it will be submitted for consideration and approval by the relevant committees within the National Treasury.

Chart changes are communicated in October of each year to allow sufficient time for municipalities and vendors to effect such changes. Chart changes are officially published in the MFMA Budget Circular in December of each year.

4.2 Additional requirements to change municipal financial systems

The cost and risk associated with procuring and implementing a new Enterprise Resource Planning (ERP) financial system necessitate careful consideration and extensive planning to ensure a smooth operational transition. Such a transition takes at least 18 months to conclude and does not come without challenges and disruptions in operations.

The National Treasury will regulate the minimum business processes and system specifications for *m*SCOA by the end of 2024/25. A new transversal tender for the provision of ERP financial systems that complies with these regulations will be put in place once the regulations have been issued. Municipalities should therefore exercise extreme caution when changing their financial systems at this stage to eliminate fruitless and wasteful expenditure by procuring financial systems that might not comply with the said regulations.

Municipalities are reminded to follow the due diligence processes set out in MFMA Budget Circulars No. 93, 98 and *m*SCOA Circulars No 5 and 6 prior to procuring new financial systems to protect them from making incorrect decisions in this regard.

In addition, and **with immediate effect**, municipalities must inform the National and relevant Provincial Treasury of any intention to replace the financial system currently operating at the municipality prior to inviting proposals from system providers. This is a requirement in terms of section 74 of the MFMA. The submission should include:

- A comprehensive motivation with specific reasons for why it is deemed necessary to replace the existing financial system;
- A copy of the service level agreement with minutes of the meetings between the municipality and the current service provider (financial system vendor) during the previous twelve months;
- An assessment to determine which modules of the existing financial system are being utilised by the municipality. Reasons must be provided for modules not in operation. Details and reasons must be provided on the use of third-party systems to provide functionality required in terms of MFMA Circular No. 80;

- An assessment to detail the proficiency of municipal users to utilise the current financial system properly. Reasons must be provided if users are not proficient in the use of the system and the details must be provided on how the system is being operated and transactions are being captured on the system in such cases;
- The date on which the existing financial system was implemented, the procurement and implementation costs and the current operational costs thereof must be disclosed;
- The organisational structure, specifically for the IT department/ function, clearly indicating management capacity and responsibility for operating the financial system;
- A technical assessment should be submitted indicating how the existing ICT infrastructure, server and network comply with the requirements of the current financial system; and
- Copies of all IT strategies, policies and procedural documents including the IT disaster recovery plan must be made available.

The above submissions and all enquiries must be forwarded to lgdocuments@treasury.gov.za. A working committee comprising representatives from the National and Provincial Treasuries, the Office of the Auditor-General and other relevant stakeholders will assess the submissions and respond with its findings. These findings must be tabled in Council and a council resolution must be submitted to lgdocuments@treasury.gov.za within 14 working days after the Council meeting has taken place.

It must be emphasized that the combination of both credible data inputs and an effective financial system is fundamental to ensure the quality and timeliness of financial reporting. If the data input into the financial system is incorrect then any management information generated by the system will lack credibility and reliability for decision making. Furthermore, a municipality with poorly designed business processes will not resolve the problem by implementing a new financial system. Processes must firstly be redesigned with the necessary data validation rules if the municipality is to improve its data integrity. This foundation is integral to ensuring that software applications generate credible information and can be used effectively by municipalities.

5. The revenue budget

Similar to the rest of government, municipalities face a difficult fiscal environment. The weak economic growth has put pressure on consumers' ability to pay for services, while transfers from national government are growing more slowly than in the past. Some municipalities have managed these challenges well, but others have fallen into financial distress and face liquidity problems. These include municipalities that are unable to meet their payment obligations to Eskom, Water Boards and other creditors. There is a need for municipalities to focus on collecting revenues owed to them and eliminate wasteful and non-core spending. It is important to note that the municipal equitable share as a policy instrument is meant to subsidies services to the poorest of the poor and not to pay municipal creditors. This bad practice by municipalities will have to be addressed as a matter of urgency. Municipal creditors should be advised that municipalities cannot use funds allocated for basic service provision to pay creditors.

Municipalities must ensure that they render basic services, maintain their assets and a clean environment. Furthermore, there must be continuous communication with the community and other stakeholders to strengthen awareness and participation and to improve the municipality's reputation. This will assist in attracting investment in the local economy which may result in increased employment.

Some municipalities are experiencing serious liquidity challenges. Therefore, the new leadership is advised to:

- Decisively address unfunded budgets by reducing non-priority spending and improving revenue management processes to enable collection; and
- Address service delivery failures by ensuring adequate maintenance, upgrading and renewal of existing assets to enable reliable service delivery.

5.1 Maximising the revenue generation of the municipal revenue base

Reference is made to MFMA Circulars No. 93, paragraph 3.1 and No. 98, paragraph 4.1. The emphasis is on municipalities to comply with Section 18 of the MFMA and ensure that they fund their MTREF budgets from realistically anticipated revenues to be collected. Municipalities are cautioned against assuming collection rates that are unrealistic and unattainable as this is a fundamental reason for municipalities not attaining their desired collection rates.

The purpose of the above mentioned MFMA Circulars is to ensure that the municipalities are using their entire revenue base as the basis for the revenue budget. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. The municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing.

One of the aims of the reconciliation process is to identify exceptions, i.e. records on the general valuation roll that are not on the billing system and records on the billing system and vice versa. In addition, the reconciliation must identify duplicated records, missing data, and data errors. These exceptions should then be investigated, and remedial action strategies developed for data cleansing and other corrective actions. The Debtors Ageing data should also form part of the reconciliation process so that “debtors” can be tracked and assessed at a property record level and prioritised for verification of rates liability measured against a MPRA property and owner.

To facilitate reconciliation of the separate databases (General Valuation Roll and Billing), a unique property identifier (common primary unique link code) must be created and populated for each rateable property on the general valuation roll system and on the rates billing system. This property identifier must be unique, without duplicates, and must remain constant for the life of the property. The standards adopted by the South African Council for the Property Valuers Profession (SACPVP), namely South African Standard: Municipal Valuations for Property Rating, specifies that the Surveyor General Code SG 21-digit Code, derived, and created from the property description, be applied for all registered full title properties defined in terms of part (a) of the definition of property.

For all other MPRA defined property, Part (a) Sectional Title, Part (b) Registered Rights, Part (c) Land Tenure Rights and Part (d) PSI and, apportioned multiple use property in terms of sections 8(2)(i) and 9(2), an added suffixed 5 digits to the SG 21-digit code must be assigned by the designated municipal valuer, thereby creating a unique 26-digit code. The municipality must ensure that the SG21 digit code and 26-digit coding system is applied in their valuation roll management system and billing system and engage with their designated municipal valuer and systems service providers to implement the unique property identifier.

Further it is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2023, must also as best practice compare the current consolidated roll to the new valuation roll. This will identify any anomalies and errors of category of property and market values for review and investigation and the option of lodging an objection by the municipality, where applicable. This process should also identify outliers and shifts in market values by category and area so that tariffs on the new roll can be modelled and determined in an equitable manner to avoid rates shocks.

Municipalities should undertake this exercise as a routine practice during the budget process so that supplementary adjustments to the valuation roll are kept up to date. In order to ensure that the most updated information is used for the reconciliations, municipalities are reminded to adhere and comply with Section 23(1)(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

Furthermore, municipalities are also advised and expected to comply with Section 8(1) of the MPRA in terms of the billing methodology that should to be specified within their policies to ensure that the correct categories (based on the selection made by the municipality) are used in the reconciliation process.

The list of exceptions derived from this reconciliation will indicate where the municipality may be compromising its revenue generation in respect of property rates or whether the municipality is overstating its revenue budget.

A further test would be to reconcile this information with the Deeds Office registry. In accordance with the MFMA Circular No. 93, municipalities are once more requested to submit their reconciliation of the Valuation roll/ Part A register to the billing system to the National Treasury on a quarterly basis by no later than the 10th working day after the end of the quarter. A detailed action plan must accompany the reconciliation where variances are noted.

The above information must be uploaded by the municipality's approved registered user(s) using the GoMuni Upload Portal at: https://lg.treasury.gov.za/ibi_apps/signin. If the municipality experience any challenge uploading the information, a request for an alternative arrangement may be emailed to linda.kruger@treasury.gov.za.

Municipalities are reminded of the need to clearly communicate the GV appeals and objection process to residents to ensure that any disputes are timeously resolved.

Revenue Collection – No operation can be sustainable if it does not collect its revenue. A municipality is no different. There is a misconception that a municipality may not interrupt or restrict the supply of water services of a defaulting consumer. The National Treasury confirms that neither the Water Services Act, 1997 (Act No. 108 of 1997) or any other legislation prevents a municipality from cutting the supply of water to a defaulting consumer unless the consumer is an indigent in which case the water services to that household must be restricted to the national free basic water limit of 6 kilolitre water monthly (or 50 kilowatt hours in the case of free basic electricity monthly). This was confirmed by the Constitutional Court in the matter of Mazibuko and Others v City of Johannesburg and Others (CCT 39/09) [2009] ZACC 28; 2010 (3) BCLR 239 (CC); 2010 (4) SA 1 (CC) (8 October 2009).

Municipalities are urged to use the restriction/ interruption of supply of both water and electricity services as a collection tool. Effective from the tabling and adoption of the 2023/24 MTREF, municipalities' By-laws and policies must facilitate this and clearly stipulate the order in which any partial payment of the consolidated municipal bill (including property rates) will be applied as well as the process before the supply of water and electricity services will be cut. The National Treasury recommended that any partial payment firstly be applied to property rates, wastewater, waste management, water and lastly to electricity. When interrupting or restricting the supply of water it is important that such is undertaken together with the municipal engineer(s) to ensure a continued minimum supply of waste-water.

Municipalities should develop a Wheeling Framework to allow for the transmission of energy across their networks. These wheeling frameworks provide an opportunity for municipalities to generate revenue from their distribution networks. Provincial Treasuries or National Treasury can be approached for support to develop these frameworks.

5.2 Funding Depreciation

The information shared in Circular 115 regarding the funding of the depreciation refers. It is important to note that depreciation represents the cost of using assets in service delivery and forms part of the total cost of providing the municipal service. Accordingly, it should be included in the setting of cost reflective tariffs to recover the full cost of rendering the service, failing which the depreciation will not be cash backed on Table A7 and will remain a journal entry with no value as mentioned in MFMA Circular No. 115.

5.3 Tariff-setting – the impact of loadshedding

Loadshedding not only affects the electricity service but also some municipalities' ability to pump water, thereby negatively impacting the stability of water supplies and the related functioning of the wastewater reticulation network. The loadshedding crisis has been declared a state of disaster and will require tough budgeting choices for municipalities to make sure that basic municipal services are sustained. The regulations published in the Government Gazette No. 48152 on 27 February 2023 in terms of the Disaster Management Act, 2002 (Act 57 of 2002) require municipalities to "ensure continuous operation of water infrastructure and other specified essential infrastructure, including by installing alternative energy sources or other measures to provide an uninterrupted power supply." Municipalities are also required to "mobilise available resources" and "provide funds for this purpose, subject to affordability." As an immediate interim solution back-up electricity to pump water should be prioritised while being mindful of its affordability within the municipality's available funding sources and other critical priorities. The municipality need to adequately plan and prioritise funding in its 2023/24 MTREF for this purpose, including:

- When planning to pump water/ maintain the wastewater service by way of any alternative solution(s), it is important that the municipality properly plan and budget for the associated capital and operational costs to operate and maintain the solution(s) over the 2023/24 MTREF and longer-term;
- Any additional cost the municipality already incurred in this regard during the period of elevated loadshedding since December 2022 should be projected to continue in 2023/24 i.e. diesel to operate a generator;
- Although a state of emergency has been declared to deal with the continual loadshedding challenges in the country, it is likely that loadshedding will continue during the 2023/24 municipal financial year. It is proposed that municipalities factor in the impact of loadshedding on their electricity revenue projections, taking into account current experience in terms of loadshedding practices by Eskom;
- The additional costs of prolonged loadshedding should be considered;
- Municipalities are always asked to try to balance full cost recovery on services with affordability for their residents. In practice, this means that where the full increase in the cost of a service is not passed on to consumers, municipalities must offset the increased costs through savings identified elsewhere in their operations. Therefore, **reducing/ limiting overall expenditure** is a key part of budgeting for the response to loadshedding. The municipality should stick to its core mandate and functions and carefully review overall expenditure to manage the net effect. Measures should include aggressively cutting costs, frills, and vanity projects, dealing with bloated administrations and structures possibly duplicated across Municipal Manager and Mayoral offices, and applying for exemptions from the annual salary increases if these are not affordable;
- While municipalities are urged to maximise efficiency in their operations, tariff setting efforts should consider the need to make additional provision for repairs and maintenance associated with infrastructure breakdowns during loadshedding;
- **Reducing/ limiting overall expenditure –** the municipality should stick to its core mandate and functions – it is necessary to carefully look at the overall expenditure side to manage the net effect, including aggressively cutting costs, fancy, frills, vanity

projects, deal with bloated admin- and structures possibly duplicated across Municipal Manager and Mayoral offices, and apply for exemptions from the annual salary increases; and
- The cost should be considered and included when setting the tariffs of the service(s) to which it relates.

Municipalities should also budget for reduced bulk purchases and sales to municipal customers based on the same loadshedding assumptions cited above.

Municipalities should carefully monitor their Eskom accounts for any penalties that result from increased demand immediately after a period of loadshedding is ended. Eskom has indicated that they will reverse any penalties for exceeding notified maximum demand that results from the implementation of loadshedding. This should be factored into the tariff calculation to ensure that consumers are not overcharged.

Lastly, it is important to note that a municipality may only introduce a load-shedding levy or surcharge with the approval of the Minister of Finance and in terms of the legislated processes set-out in the MFMA and Municipal Fiscal Powers and Functions Act, 2007.

5.4 Setting cost-reflective tariffs

Reference is made to MFMA Circular No. 98, paragraph 4.2. The setting of cost-reflective tariffs is a requirement of Section 74(2) of the Municipal Systems Act which is meant to ensure that municipalities set tariffs that enable them to recover the full cost of rendering the service. This forms the basis of compiling a credible budget. A credible budget is one that ensures the funding of all approved items and is anchored in sound, timely and reliable information on expenditure and service delivery (Financial and Fiscal Commission (FFC), 2011). Credible budgets are critical for local government to fulfil its mandate and ensure financial sustainability.

A credible expenditure budget reflects the costs necessary to provide a service efficiently and effectively, namely:

- A budget adequate to deliver a service of the necessary quality on a sustainable basis; and
- A budget that delivers services at the lowest possible cost.

The National Treasury issued a tariff setting tool and guide as part of MFMA Budget Circular No. 98 (refer item 4.2) on 6 December 2019 and since 2019, has encouraged municipalities to utilise the tool. **With effect, from the 2023/24 MTREF, all municipalities** (**except** *metropolitan cities and district municipalities that do not provide any services*) **as part of both the tabled and adopted MTREF submissions must submit the completed National Treasury tariff tool (in excel format)** illustrating that the revenue component of the budget is credible and funded and that the municipality's tariffs are cost reflective. If the municipality's initial calculation results in high increases to facilitate cost-reflectiveness, it is recommended that such are phased in over 3 to 5 years. The municipality's strategy in this regard should be included as part of the budget narratives.

This tool will assist in setting tariffs that are cost-reflective and enable a municipality to recover costs to fulfil its mandate. Going forward it is also imperative that every municipality fully embrace the Municipal Standard Chart of Accounts (*m*SCOA): costing component. Considering, *m*SCOA implementation is entering its sixth year of implementation, all municipalities must fully embrace and report also utilising the costing segment correctly. The National Treasury Municipal Costing Guide is available on the link below on the National Treasury website.

http://mfma.treasury.gov.za/Guidelines/Documents/Forms/AllItems.aspx?RootFolder=%2fGuidelines%2fDocuments%2fMunicipal%20Costing%20Guide&FolderCTID=0x0120004720FD2D0551AE409361D6CB3E122A08.

5.5 Tariffs – achieving a balance between cost-reflectiveness and affordability

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other consumers while ensuring the financial sustainability of the municipality.

When setting tariffs, it is therefore critical to understand the economic environment specific to the municipality and consideration should include at least –

- *The socio-economic profile undertaken for the municipality* available on the National Treasury GoMuni portal – municipalities are encouraged to annually update their own socio-economic profile using the template model available on GoMuni;
- *The most recent average monthly household income in the municipality* as per Statistics South Africa (Stats SA) available on Statistics South Africa | Improving Lives Through Data Ecosystems (statssa.gov.za);
- *The average property value in the municipality* per its most recent approved general valuation roll and/ or supplementary general valuation roll;
- *The number of indigent households in the municipality,* including any variation in the number of indigent households included in the Equitable Share: free basic services component for the municipality vs the municipality's own indigency level discretion; and
- *The economic drivers and activities specific to the municipal area*[1]*; etc*.

The municipality's tariff-setting or other committee tasked with this role must understand and deliberately reflect on this context during the tariff-setting process. Considering the average monthly household income, the median affordable municipal bill would ideally not exceed proportionally approximately 10 to 15 per cent the average monthly household income. This median affordable bill, in combination with the median average property value should inform the basis to determine any rebates to households with income below the median. Furthermore, municipalities contemplating to increase free basic electricity allocations as an indigent relief measure, should do so only after careful consideration of the long-term financial impact that such a decision might have.

It is also important when setting particularly water and electricity tariffs that municipalities are encouraged to set two-tier tariffs, that include a basic availability charge to recover the fixed (direct and indirect) cost associated with the service in conjunction with consumption-based tariff bands. For example, in a drought, such tariffs will facilitate the ability to pay for infrastructure and maintenance, treating chemicals and salaries, etc. while parallel facilitating water restriction based on inclining tariffs as consumption increase. Furthermore, it is important to link the municipality's water tariffs to dam levels, also approved as part of the budget process. For example, if the dam levels drop to 60 per cent the first tier of restriction tariffs should become applicable in terms of the municipality's approved tariff policy.

It is also noted that NERSA approves seasonal tariffs for Eskom but not necessarily for the municipality. It is important that the municipality clearly factors this in its tariff application to NERSA, illustrating the cash flow crunch if the municipality is not similarly allowed a seasonal tariff to recover the higher Eskom bulk cost during winter months.

Lastly, municipalities are cautioned against setting tariffs that include operating inefficiencies. This could lead to tariffs falling into the unaffordable range.

[1] The spatialised tax data is now available through National Treasury for all municipalities that provides an up to date information on economic activity within a municipal boundary.

The Consumer Price Index (CPI) inflation is forecasted to be within the 3 to 6 per cent target band; therefore, municipalities are required to ***justify all increases in excess of the* projected inflation target for 2023/24** in their budget narratives and pay careful attention to tariff increases across all consumer groups. In addition, municipalities should include a detailed account of their revenue growth assumptions for the different service charges in the budget narrative.

Additional loadshedding considerations when calculating anticipated revenue collection rates include:

- Consumption patterns amongst pre-paid users who work more sparingly with electricity units. This can have a lagging effect on revenue estimations i.e. although units are paid for up front, it is not necessarily used in high-demand periods; and
- A decline in average consumption patterns for post-paid customers.

As part of its debtor management strategy municipalities should clearly communicate the impact of loadshedding on municipal tariff setting, including through education campaigns. Consumers will expect a decrease in their electricity bills as consumption drops due to loadshedding. Not understanding the impact of tariff structures (fixed and demand-driven components) can create distrust and reduce willingness to pay municipal accounts.

5.6 Municipal Debt Relief

An optimally designed debt solution for Eskom can leverage the structural reform of the electricity sector that is needed both on the Eskom side and the municipal side, however, the municipal debt owed to Eskom pose a material risk to any Eskom debt relief package. In parallel the challenge of defaulting municipalities cannot be separated from a consumer culture to not pay for services.

Municipal Debt Relief that is **conditional and application based**, has therefore been sanctioned. The relief is aimed to correct the underlying behaviour and operational practices in defaulting municipalities and Eskom while in parallel, progressively introducing a smart metering solution to change consumer behaviour by instilling a culture of payment for services consumed. The proposal consists of 4 elements:

i. **Eskom will write-off all debt municipalities owe** as on 31 March 2023 (excluding the March 2023 current account). This will be done over three national financial years and require as a critical qualification that municipalities monthly honour their current (monthly consumption) Eskom and water accounts going forward and maintain a minimum average quarterly collection, etc;
ii. Secondly, **new mechanisms are explored to resolve non-payment** – this to include a dispute ombud mechanism and re-assigning the license of persistent defaulters;
iii. Thirdly, Eskom will continue to **implement a regime of installation of pre-paid meters** in Eskom supplied areas to improve Eskom collection. Municipalities are additionally encouraged to adopt a similar operating regime; and
iv. Lastly, the National Treasury will continue to implement municipal revenue enhancement initiatives, including a transversal tender for a smart pre-paid meter solution to change to a forward looking culture of payment of the consolidated municipal bill.

More details on the application process and related conditions for municipalities will soon be outlined and published through a separate MFMA Circular.

5.7 Bulk Account Payments and Concessions

Since 2018/19, intense work was undertaken to resolve systemic and structural issues pertaining to the electricity function in municipalities. Core to this work was addressing the

escalating Eskom debt that threatened the sustainability of Eskom as well as that of municipalities.

During the process, Eskom agreed to provide relieve in certain areas. Municipalities are reminded of the following concessions that remain in place:

- The interest rate charged on overdue municipal bulk accounts were reduced from prime plus 5 per cent to prime plus 2.5 per cent;
- Payment terms were extended from 15 days to 30 days for municipal bulk accounts; and
- Eskom allocation of municipality payments to capital first and then to interest.

These concessions align to the MFMA and are meant to curb municipal growing debt levels by allowing a more conducive payment regime than what was previously employed. In addition, municipalities are urged to budget for and ring-fence their payment of bulk services. Bulk current account payments must be honoured religiously to avoid stringent application of the bulk suppliers' credit control policy.

Municipalities are also urged to enforce a culture of payment for services through their normal credit control processes. In this regard it should be noted that municipalities are only compensated for free basic services based on an indigent user component calculation through the equitable share. As such, a municipality's allocation of free basic services to all of the municipality's consumers is not funded in the equitable share. Every municipality, during the budget process, must consider the affordability to the municipality when allocating free basic services above the national norm and to consumers other than indigent consumers. **If a municipality has any arrears on any of its bulk supplier's accounts, it must limit its provision of free basic services to registered indigent consumers only**.

5.8 Critical Notice Affecting STS Meters

As highlighted in previous MFMA Circular No. 115 (dated 04 March 2022) municipalities are once again alerted that there is still a pending business risk to the prepayment metering industry that requires urgency of action. The token identifiers (TID) used to identify each credit token will run out of available numbers in November 2024, at which point all STS meters will stop accepting credit tokens.

The remedy is to visit each meter and enter a special set of key change tokens in order to reset the meter memory. Municipalities are advised that the National Treasury, through the Office of the Chief Procurement Officer (OCPO), will soon facilitate a transversal contract for the provision of auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters that align to minimum and critical technical specifications for local government. In this respect the development of the transversal contract for smart prepaid meters as per NRS 049 (per latest approved version) is at an advanced stage and should be issued shortly by National Treasury.

If your municipality or municipality entity is currently in the process of procuring for a solution or is planning to, you are cautioned:

- Against proceeding prior to the OCPO having issued and awarded the transversal contract for the provision of inter alia auditing, re-calibration and re-configuration services for standard transfer specification compliant prepayment meters Terms of Reference (ToR); and
- That, with immediate effect, you must inform and obtain the National Treasury's input prior to proceeding with any current procurement or proposed procurement for this purpose or any related solution or similar. This is to prevent unnecessary and wasteful expenditure on such solutions. Any request for National Treasury's input on the current or planned procurement of any related solution or similar or component thereof, must be

directed to the National Treasury for the attention of the Local Government Budget Analysis Unit (Mr. Sadesh Ramjathan) at Sadesh.Ramjathan@treasury.gov.za.

In this regard, municipalities will have two options to choose from:

- Firstly, to pursue the route of auditing, re-calibrating and re-configuring services for standard transfer specification compliant prepayment meters; and/ or
- Secondly, to replace the old meter with a new smart prepaid meter.

For both options, the municipality will have to budget accordingly as no additional funding will be available through the national fiscus.

Your assistance in proactively ensuring that the municipality and/ or its entities are not adversely affected by these processes will be appreciated.

5.9 Completeness and credibility of revenue related information in the Budget

The MBRR regulates the minimum level of information required from municipalities when compiling, implementing, monitoring, and evaluating the municipality's financial management situation. Failure to include the minimum required information hampers the municipal council, the public and stakeholders' ability to make informed decisions and engage on the matter. It also limits research, studies, and benchmarking undertaken for local, provincial, and national purposes.

The National Treasury would like to take this opportunity to caution municipalities that the MBRR prescribe the minimum level of information municipalities must include as part of their legal reporting obligations.

Going forward the Treasuries will place increased attention and focus on the adequacy of municipalities' submissions. The National Treasury regards this non-compliance to include the minimum level of information as serious and if persistent will consider applying the available legal sanctions, including recourse in terms of section 216(2) of the Constitution. In this context, National Treasury will particularly focus on the completeness of asset management related information as well as the statistical information required in the A, B and C schedules during the 2023/24 MTREF.

5.10 Eskom Bulk Tariff increases

The National Energy Regulator of South Africa (NERSA) is responsible for the price determination of the bulk costs of electricity. In January 2023, NERSA approved tariff increases of 18.7 per cent in 2023/24 and 12.7 per cent increase in 2024/25. For purposes of calculating the free basic energy subsidy in the local government equitable share formula, the National Treasury has added 2 per cent to these increases. This is in anticipation of higher increases than those published in January, for municipalities, due to the difference in the financial years of Eskom customers and municipalities meaning that Eskom only has nine months to collect the allowable revenue from municipalities. R1.1 billion is added to the free basic energy subcomponent of the free basic services component of the local government equitable share formula to fund these higher tariff increases. To this end, the free basic electricity subsidy in the local government equitable share is calculated based on a 20.7 per cent tariff increase in 2023/24 and a 14.7 per cent increase in 2024/25. In the absence of an approved tariff increase in the outer year of the MTEF period, the formula assumes an increase of 17.7 per cent in 2025/26. This is the average of the estimated increases for the first two years of the MTEF period.

5.11 Updated Municipal Borrowing Policy Framework

Cabinet approved the Update to the Policy Framework for Municipal Borrowing and Financial Emergencies on the 17th of August, 2022. The purpose of the update was to re-examine the original Policy Framework, along with the legislation (i.e. Municipal Finance Management Act – MFMA) that was adopted to implement it, considering the experience with municipal borrowing that has accumulated since 2000.

The following key reforms have been introduced through the Update to the Policy Framework for Municipal Borrowing:

- The Policy Framework for Municipal Borrowing has been updated to introduce the necessary reforms that will expand the scope of responsible municipal borrowing and create an environment that attracts more players (e.g. insurers, pension funds, institutional investors and fund managers, and international Development Finance Institutions) in the municipal debt market space. The original core principles underlying municipal borrowing are maintained (i.e. creditworthy municipalities should borrow prudently to finance capital investment, and that there will be no bail-outs by the provincial or national government);

- The updated policy framework clarifies the role of Development Finance Institutions (DFIs), as it was not clearly articulated in the original policy. DFIs are required to pursue clear and agreed developmental goals, as outlined in the policy. The objective of this approach is to ensure that a DFI lending does not crowd out the private sector. Public-sector lenders, both domestic and foreign, should be guided by a social and developmental investment approach in which demonstrable social outcomes are considered alongside potential financial returns;

- The updated policy framework permits and clarifies innovative infrastructure financing mechanisms (such as pooled financing mechanisms, project finance, tax increment financing, revenue bonds, and pledging of conditional grants) that municipalities can use to leverage municipal borrowing. Municipalities are encouraged to explore these alternatives, and innovative infrastructure financing mechanisms permitted subject to the requirements contained in the Municipal Finance Management Act (MFMA); and

- The participation of both private and public sector market participants in the development of a liquid secondary market for municipal debt securities is also encouraged. The policy proposes options that can be explored to support the development and growth of an efficient and liquid market for municipal debt obligations.

The Updated Municipal Borrowing Policy Framework can be accessed at the MFMA website at the following link http://mfma.treasury.gov.za/Guidelines/Pages/default.aspx.

5.12 Tariff Policies

Municipalities must comply with the provisions of Section 74 of the Municipal Systems Act (MSA) which requires that a municipal council must adopt and implement a tariff policy on the levying of fees for municipal services provided by the municipality itself or by way of service delivery agreements, and which complies with the provisions of this Act and with any other applicable legislation. Municipalities should also ensure that the tariff policies adhere to all the principles outlined in section 74(2) of the MSA. A municipality's tariff policies must also take into consideration variable factors such as water shortages and electricity feedback excess into the municipal system from new generation capacity. Municipalities are urged to develop wheeling and Small-Scale Embedded Generation (SSEG) frameworks to guide the

development of associated tariffs. Municipalities must adopt by-laws to give effect to the implementation and enforcement of their tariff policies.

5.13 Non-Revenue Electricity and Non-Revenue Water/ Revenue Losses

Water Service Authority municipalities and electricity licensed municipalities are urged to align both their non-revenue water and non-revenue electricity indicators and their set targets in the 2023/24 SDBIPs with identifiable infrastructure or operational projects and/ or programmes. Municipalities should track improvements on the baseline information included in the SDBIPs by indicating the volume of water losses (i.e., kilolitres/ mega-litres) and the amount of electricity losses (KwH or MWs) for the previous year. This approach will help to determine the progress of municipalities in curbing losses, which impact on municipal revenues, in both non-revenue water and non-revenue electricity.

6. Burial of Councillors

Salaries, allowances and benefits for political office-bearers and members is managed through Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils notice issued by the Minister of Cooperative Governance and Traditional Affairs.

Section 167 of the MFMA provides that a municipality may remunerate its Councillors within the framework of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998), setting the upper limits of the salaries, allowances and benefits for those political office-bearers and members. Any benefit which is not included in the above-mentioned notice constitutes irregular expenditure and recovery thereof from the Councillor concerned is mandatory.

Municipalities may also refer to relevant Councillor Pension Scheme or personal funeral policies in existence for any funeral benefits relating to such Councillor.

7. Funding choices and management issues

Municipalities are under pressure to generate and collect revenue for service delivered. The ability of customers to pay for services is declining and this means that less revenue will be collected. Therefore, municipalities must consider the following when compiling their 2023/24 MTREF budgets:

- Improving the effectiveness of revenue management processes and procedures;
- Cost containment measures to, amongst other things, control unnecessary spending on nice-to-have items and non-essential activities as highlighted in the Municipal Cost Containment Regulations read with MFMA Circular No. 82;
- Ensuring value for money through the procurement process;
- The affordability of providing free basic services to all households;
- Not taking on unfunded mandates;
- Strictly control the use of costly water tankers and fix the water infrastructure to enable the sustainable provision of water;
- Automate business services where possible to increase efficiencies and lower customer costs;
- Prioritise the filling of critical vacant posts, especially linked to the delivery of basic services; and
- Curbing the consumption of water and electricity by the indigents to ensure that they do not exceed their allocation.

Accounting officers are reminded of their responsibility in terms of section 62(1)(a) of the MFMA to use the resources of the municipality effectively, efficiently and economically. Failure to do this will result in the accounting officer committing an act of financial misconduct which will trigger the application of chapter 15 of the MFMA, read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

7.1 Employee related costs

The Salary and Wage Collective Agreement for the period 01 July 2021 to 30 June 2024 dated 15 September 2021 through the agreement that was approved by the Bargaining Committee of the Central Council in terms of Clause 17.3 of the Constitution should be used when budgeting for employee related costs for the 2023/24 MTREF. In terms of the agreement, all employees covered by this agreement shall receive with effect from 01 July 2023 and 01 July 2024 an increase based on the projected average CPI percentages for 2023 (5.4 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023) and 2024 (4.8 per cent according to the Reserve Bank's Monetary Committee Statement for January 2023). The forecasts of the Reserve Bank, in terms of the January 2023 and January 2024, shall be used to determine the projected average CPI. Municipalities are encouraged to perform an annual head count and payroll verification process by undertaking a once-a-year manual salary disbursement, to root out ghost employees.

According to the 2021 State of Local Government Finance Report, there are about 165 municipalities that are in financial distress. These municipalities need to ensure that they seek an early exemption from this dispensation of this salary agreement. Municipalities should also avoid paying out leave in cash while having major financial challenges.

7.2 Remuneration of Councillors

Municipalities are advised to budget for the actual costs approved in accordance with the Government Gazette on the Remuneration of Public Office Bearers Act: Determination of Upper Limits of Salaries, Allowances and Benefits of different members of municipal councils published annually between December and January by the Department of Cooperative Governance. It is anticipated that this salary determination will also take into account the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors contrary to the upper limits as published by the Minister of Cooperative Governance and Traditional Affairs will be irregular expenditure in terms of Section 167 of the MFMA and must be recovered from councilor(s) concerned.

8. Conditional Grant Transfers to Municipalities

8.1 Criteria for the release of the Equitable Share

The equitable share release criteria for 2023/24 were set out in MFMA Circular No. 122. To assist with managing this process, a guiding checklist has been developed (attached hereto as Annexure A) which municipalities can follow throughout the course of the year to ensure that the required documents are timeously uploaded to the GoMuni platform in line with the prescribed deadlines.

Going forward, municipalities will be required to submit the completed checklist as part of the quarterly performance reporting process for quarter 1 of the municipal financial year. According to section 52(d) of the MFMA, the mayor of a municipality must within 30 days of the end of each quarter, submit a report to council on the implementation of the budget and the financial state of affairs of the municipality. The report must then be submitted to National

and Provincial Treasury within 5 days of being tabled in council as per section 32 of the MBRR. The report for quarter 1 of 2023/24 must therefore be submitted to council by the end of October 2023 and submitted to National and Provincial Treasury by no later than 5 November 2023. By including the completed checklist in this report, municipalities confirm their adherence to the equitable share release criteria, including that all supplementary information (as defined in the checklist) was successfully uploaded to the GoMuni platform.

Please note that most of the information required for the release of the equitable share, is already uploaded/ submitted by municipalities as part of existing reporting requirements throughout the year. There are however a few items (clearly marked in the checklist) that does not have a dedicated storage location (for example, payments of employee benefits) on GoMuni. A dedicated Equitable Share Verification Folder will be created on GoMuni for this purpose.

8.2 Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2022 (Act No.5 of 2022) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2022 (Act No. 15 of 2022) (DoRAA), the Act requires that any conditional allocation or a portion thereof that is not spent at the end of the 2022/23 financial year reverts to the National Revenue Fund (NRF), unless the rollover of the allocation is approved in terms of subsection (2). Furthermore, the receiving officer, provincial treasury and national transferring officer is required to prove to National Treasury that the unspent allocation is committed to identifiable projects, in which case the funds may be rolled over.

When requesting a rollover in terms of section 21(2) of the 2022 DoRA, municipalities must include the following information with their submission to National Treasury:

1. A formal letter, signed by the accounting officer addressed to the National Treasury requesting the rollover of unspent conditional grants in terms of section 21(2) of the 2022 DoRA;
2. A list of all the projects that are linked to the unspent conditional grants and a breakdown of how much was allocated, spent and the balance per project;
3. The following evidence indicating that work on each of the projects has commenced, as applicable to the specific rollover(s):

    a) Proof that a contractor or service provider was appointed for delivery of the project before 31 March; or
    b) Proof of project tender and tender submissions published and closed before 31 March or with the appointment of contractor or service provider for delivery of service before 30 June in cases where additional funding was allocated during the course of the financial year of the project;
    c) Incorporation of the Appropriation Statement;
    d) Evidence that all projects linked to an allocation will be fully utilised by 30 June 2024 (attach cash flow projection for the applicable grant).

4. A progress report (also in percentages) on the status of each project's implementation that includes an attached **legible implementation plan**);
5. The value of the committed project funding and the conditional allocation from the funding source;
6. Reasons why the grants were not fully spent during the year on the original allocation per the DoRA;
7. Rollover of rollovers will not be considered. Municipalities must therefore not include previous year's unspent conditional grants as rollover request;
8. An indication of the time period within which the funds are to be spent if the rollover is approved; and

9. Proof that the Municipal Manager and Chief Financial Officer are permanently appointed.

No rollover requests will be considered for municipalities with vacant or acting Chief Financial Officers and Municipal Managers for a period exceeding 6 months from the date of vacancy; this also includes acting appointments because of suspensions of either MM or CFO that are more than 12 months.

If any of the above information is not provided or the application is received by National Treasury (Intergovernmental Relations Division) after 31 August 2023, the application will be declined.

In addition, National Treasury will also consider the following information when assessing rollover applications; and reserves the right to decline an application should there be non-performance by the municipality in any of these areas:

1. Compliance with the in-year reporting requirements in terms of sections 71 and 72 of the MFMA and section 12 of the 2022 DoRA, **including the Municipal Manager and Chief Financial Officer signing-off on the information** sent to National Treasury;
2. Submission of the pre-audited Annual Financial Statements to National Treasury by 31 August 2023;
3. Accurate disclosure of grant performance in the 2022/23 pre-audited Annual Financial Statements, (i.e. correct disclosure of grant receipts and spending in the notes to the AFS);
4. Despite the fact that local government is required to comply with to different norms and standards prescribed by different legislations, municipalities are expected to fully comply with the provisions of DoRA that relate to rollover processes and disclose conditional grant performance in the 2022/23 pre-audited Annual Financial Statements (i.e Cash coverage and unspent conditional grants in the Statement of Financial Position) in order to verify grant expenditure; and
5. Cash available reflected in the Statement of Financial Position and Cash Flow Statements and the bank (net position including short term investments) as at 30 June 2023 is equivalent to the unspent amount at the end of the financial year. If the amount that is requested for rollover **is not entirely cash-backed**, such a rollover will not be approved. National Treasury will also not approve portions of rollover requests.

It should be noted that under no circumstances will the National Treasury consider requests to rollover:

1. The entire 2022/23 allocation to the municipality, in cases whereby the rollover request is more than 50 per cent of the total allocation, National Treasury will approve the rollover amount up to 50 per cent of the 2022/23 allocation;
2. Rollover request of the same grant for the third consecutive time. In a case where a municipality is applying for rollover as a result of additional funding, the application will be given a careful consideration;
3. Funding for projects procured through Regulation 32 of the Municipal Supply Chain Management Regulations (Gazette No.27636) – Projects linked to additional funding and disasters are exempted; and
4. A portion of an allocation where the proof of commitment for the rollover application is linked to invoices that were issued before or on 31 May 2023.

8.3 Unspent conditional grant funds for 2022/23

The process to ensure the return of unspent conditional grants for the 2022/23 financial year will be managed in accordance with section 22 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

Step 1: Municipalities must submit their June 2023 conditional grant expenditure reports according to section 71 of the MFMA reflecting all accrued expenditure on conditional grants and further ensure that expenditure reported to both National Treasury and national transferring officers reconciles;

Step 2: When preparing the Annual Financial Statements, a municipality must determine the portion of each national conditional grant allocation that remained unspent as at 30 June 2023. The unspent grant values must be determined based on the guidance that was provided in *m*SCOA Circular No. 13 in as far as VAT, retention and interest is concerned; and

Step 3: If the receiving officer wants to motivate in terms of section 22(2) of the 2020 DoRA that the unspent funds are committed to identifiable projects, the rollover application pack must be submitted to National Treasury by no later than 31 August 2023.

National Treasury will not consider any rollover requests that are incomplete or received after this deadline.

Step 4: National Treasury will confirm in writing whether or not the municipality may retain any of the unspent funds as a rollover based on criteria outlined above by 20 October 2023;

Step 5: National Treasury will communicate the unspent conditional grants amount by 08 November 2023. A municipality must return the remaining unspent conditional grant funds that are not subject to a specific repayment arrangement to the National Revenue Fund by 17 November 2023; and

Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund by 17 November 2023, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 06 December 2023 equitable share allocation.

All other issues pertaining to Appropriation Statement and reporting on approved rollovers are addressed in the Annexure to MFMA Circular No. 86.

9. The Municipal Budget and Reporting Regulations

9.1 Alignment of Municipal Budget and Reporting Regulations (MBRR) Schedules

The revised Regulated MBRR Schedules (A1, B, C, D, E and F), as aligned to the *m*SCOA chart and GRAP are published on the National Treasury web page and can be accessed using the following link.

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The alignment of the A1 Schedules required substantial changes to the reporting formats used for budgeting and reporting purposes which required the creation of new A1 Schedule codes to ensure that the data strings populate the new reporting formats. The relevant changes were also made in the reporting formats relating to versions 6.1 to 6.7 of the *m*SCOA chart to ensure that the historical data are populating when reports are drawn from GoMuni.

To ensure that ERP systems generate the A1 Schedule aligned to version 6.7 of the *m*SCOA chart, municipalities and system vendors should refer to the linkages provided on GoMuni. The following reports on GoMuni should be used for this purpose:

- List *m*SCOA account linkages to A1 Schedule based on 6.7 under menu option *m*SCOA Reporting; and
- List *m*SCOA A1 schedule codes WIP (i.e. new A1 Schedule codes) under menu option *m*SCOA Administration.

Both reports can be located under:

https://lg.treasury.gov.za/ibi_apps/portal/Local_Government_Database

The new format for the non-financial data strings A1D and A1F is available on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Documents/Forms/AllItems.aspx?RootFolder=%2fRegulationsandGazettes%2fMunicipal%20Budget%20and%20Reporting%20Regulations%2fDocuments%2f2023%2d24&FolderCTID=0x0120001860D4A2BD7AD042BF8427FC3BB59F67

The A1D is the data string which populates information which we do not extract from the TABB while the A1F populates the budget information which we do not extract from the ORGB. Municipalities should ensure that they use the new format when submitting the non-financial data strings.

10. Submitting budget documentation and A1 schedules for 2023/24 MTREF

The MFMA and its Regulations require the submission of *m*SCOA data strings for budgets, in-year reporting, and annual financial statements in a specific format and by a required timeframe. The credibility and accuracy of the *m*SCOA data strings must be verified by municipalities prior to submission to the GoMuni Upload portal. Since the financial system must be locked at the end of the month in order to generate a *m*SCOA data string, municipalities may not open closed periods to correct errors. Errors must be corrected in the next open period. Providers of municipal financial systems must ensure that the necessary internal controls are built into the system to prevent the opening of closed periods on the financial system and the bypassing of such controls. This also applies to the correction of information in closed periods for 3rd party systems that should be integrating with the main financial system in terms of the requirements of the *m*SCOA Regulations.

From 1 July 2023, Municipal Managers and Chief Financial Officers will be required to sign off on the financial and non-financial data strings submitted to the GoMuni Upload portal when they submit their data strings. The schedules prescribed in terms of the Municipal Budget and Reporting Regulations (MBRR) populated from the *m*SCOA data strings on National Treasury's Local Government and Reporting System (LGDRS) must also be signed off monthly. These sign-offs are for audit purposes and serves as a confirmation by the municipality that the data strings submitted are accurate. Details on the submission of the signed-off figures will be communicated in due course.

In terms of Section 171 of the MFMA, financial misconduct by municipal officials includes the provision of incorrect or misleading information in any document which must be submitted to the National Treasury.

From 1 July 2023, the GoMuni Upload portal for the monthly in-year data strings will be closed at 16h00 on the 10th working day of each month. All publications by the National and Provincial Treasuries are now solely sourced from the *m*SCOA data strings submitted by

municipalities and several stakeholders including Statistics South Africa (STATSSA), Auditor General South Africa (AGSA), the Reserve Bank, and NERSA are in the process of streamlining some of their reporting to the information contained on the National Treasury Local Government Database and Reporting System (LGDRS). The resubmission of data strings after the legislated timeframes is not only illegal but also causing challenges in data sets used by various stakeholders for analysis and reporting purposes. **No data string submissions will therefore be accepted by the National Treasury after the 10th working day of the respective month**.

Contact

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JH Hattingh
Chief Director: Local Government Budget Analysis
03 March 2023

ANNEXURE A: Equitable Share Verification Checklist:

General Requirements

Criteria	Verification Requirement	Yes/No
2023/24 Adopted Budget	Council resolution, adopted *m*SCOA budget data strings (ORGB), PDF version of adopted MTREF budget uploaded to GoMuni Upload portal immediately after approval.	
• Is the municipality's completed tariff tool (National Treasury format) included as part of its budget submission (MFMA Budget Circular No. 98 (refer item 4.2).	The completed National Treasury EXCEL tariff tool uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
• Are allocations made for bulk suppliers current account payments?	Allocations reflected in *m*SCOA budget data strings (ORGB) and budget schedules/ document.	
If unfunded budget position–	-	
• Is a Budget Funding Plan (BFP) adopted with the budget?	Copy of the adopted Budget Funding Plan uploaded to GoMuni with the adopted budget by start of budget year i.e. **1 July 2023**.	
	PDF version of BFP/progress report uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
	Is the BFP credible and show how the municipality intends moving progressively out of this position into a funded state?	
	In the case of the latest progress report being submitted, is it aligned to the rescue phase of the new approach to Municipal Financial Recovery Service (MFRS)?	
• Council resolution reflecting commitment to address unfunded position.	PDF copy of resolution uploaded to GoMuni Upload portal by start of budget year i.e. **1 July 2023**.	
***m*SCOA**		
• Submission of Data Strings	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Timeous submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
	Data strings submitted are credible as per the analysis done by NT/PTs	
	Data strings are generated directly from the main municipal financial system	
	The regulated MBRR Schedules are generated directly from the core municipal financial system	
	Successful submission of all financial and non-financial *m*SCOA data strings to the GoMuni Upload portal	
• Submisison of documents	Municipal documents required in terms of legislation and MFMA Circulars have been submitted timeously and in the required format to the GoMuni Upload portal.	
• Financial System Changes	Municipality has followed the processes in Circulars No. 93, 98, 123 and mSCOA Circulars No 5 and 6 to change their financial system.	
UIF & W		
• UIF&W Register	Documents need to be uploaded to NTs eMonitoring Webpage	
• MPAC recommendation on UIF&W		
• Council Resolution on UIF&W		
• UIF&W Reduction Strategy		
Disciplinary Board		
• Does the municipality have a functional disciplinary board?	Proof of establishment (or efforts to establish DC Board) uploaded to NTs eMonitoring Webpage NTs eMonitoring Website.	
Competency Regulations		
• Has the minimum municipal competency regulations reporting requirements been adhered to?	In line with the Competency Regulations, consolidated reporting information must be uploaded to GoMuni by **30 January 2023** and **30 July 2023**.	
Audit Process		
• Opinion Received	Did the municipality receive an adverse or disclaimed audit opinion or had outstanding audits for two consecutive financial years?	
• Adverse or disclaimed audit opinion	Council resolution signed by each member of the Council was was uploaded to NT's eMonitoring Webpage within 1 month after conclusion of the audit process reflecting council's commitment to address the opinion.	
• Is a council approved audit action plan in place?	Audit action plan, together with council resolution, to be uploaded to NT's eMonitoring Webpage within 60 days from audit report issuance.	
Interventions (where applicable)		
• In the event of a discretionary or mandatory intervention in terms of section 139 of the Constitution, is a Financial Recovery Plan (FRP) in place?	The FRP and monthly progress reports submitted in terms of sections 145 and 146 of the MFMA must be uploaded to GoMuni Upload portal for each month since the inception of the FRP.	

Quarterly Requirements

Criteria	Verification Requirement	Quarter 3 (Jan – March)	Quarter 4 (April – June)	Quarter 1 (July – Sept)	Quarter 2 (Oct – Dec)
Bulk Supplier Payments					
• Were current account payments to bulk suppliers (Eskom and Water Boards) timeously made?	PT/NT to verify status according to MFMA S41 Report. No action required from municipality if account in good standing.	-	-	-	-
• *If current account in arrears, are payment agreements in place?*	Copy of payment agreement or evidence of discussions are uploaded to on GoMuni Upload portal.				
Staff benefit Deductions					
• Were a) SARS, b) pension and c) other staff benefits timeously paid over to the relevant funds/institutions?	Proof of payment for each category, for each month of the quarter uploaded to on GoMuni Upload portal.				
Reconciliation of Valuation Roll					
• Has the valuation role been reconciled to the financial system?	In line with MFMA Circulars No. 93, 98 and 107, proof of the verification for each quarter should be uploaded on GoMuni Upload portal.				

Western Cape Government

FOR YOU

Strategic Integrated Municipal Engagement 2023

Cape Winelands District

Witzenberg Municipality

2023 SIME ASSESSMENT KEY RECOMMENDATIONS

INTEGRATED PLANNING

It is recommended that the Municipality:

- when adopting the proposed amendment to the 2022 - 2027 IDP, set out reasons for such amendment in a memorandum which must accompany the submission to the MEC for DLG;
- update the status of sector plans indicating that adoption is in process and include when sector plans are due for review in the adopted IDP;
- consider prioritising the approval of the Stormwater Master Plan, Infrastructure Growth and Workplace Skills Plans and ensure integration of these into subsequent reviews/amendments of the 2022 - 2027 IDP; and
- consider the various recommendations and suggestions of sector departments included in section 2.2.4 of this report dealing with IDP alignment.

Environmental and Planning Analysis

- Several MSDF proposals remain unfunded. It is recommended that the Municipality consider allocating funds from its budget for this purpose or explore external funding opportunities. The Municipality is acknowledged for drafting an updated CEF.
- Detailed findings and recommendations are highlighted under section 2.4 of the report.

ECONOMIC AND FINANCIAL SUSTAINABILITY

Financial Sustainability

The tabled municipal budget is funded with threats to sustainability over the MTREF and the following should be considered with the finalisation of the final budget for adoption:

- The long outstanding debtors for water are increasing and efforts to improve this should be reviewed.
- Two of the trading services, wastewater and waste management, are trading at a deficit whilst electricity and water are being utilised to cross-subsidise other services.
- Continue to closely monitor the impact of changes in the electricity distribution business and their impact on the funding model of the municipality.
- Repairs and maintenance remain below the national norms and standards. It is recommended that the Municipality provide a detailed explanation that the budgeted allocations is adequate to secure ongoing health of infrastructure.

- Municipality needs to relook at the huge increase (144.4 per cent) budgeted overtime for other employees and find alternative ways to contain expenditure on this item such as looking at shift work where possible.
- Contracted services are above the national norm. It is recommended that the Municipality weigh the cost benefit of building capacity in-house versus the increasing budget allocation to the outsourcing of certain functions to contractors.
- A history of underspending on the capital budget impacts the credibility of the budget and measures should be put in place to expedite spending.
- The funding mix shows a good balance; however, the Municipality is urged to continue to maintain the capital replacement reserve for smoothing over the medium to long term.
- The Municipality should maintain or improve on its current, liquidity and cash coverage ratios beyond the MTREF period to maintain its sustainability.
- The Municipality must address the findings related to the segment tool analysis shared with the Municipality to ensure that the final budget considers all the recommendations and correct segment use is achieved. Municipality to also consider the NT requirements stipulated in the MTREF Budget Circular 123 should it plan to acquire a new mSCOA compliant ERP financial system.

Economic Sustainability

- In addition to the various strategies being implemented to improve solid waste management, a formal waste pickers programme could be established in the municipal area. This would require mapping and registering 'pickers', establishing legal frameworks, providing training and support, offering formal contracts, providing social benefits, and raising public awareness.
- To combat the risk of water shortages in the future, the Municipality should consider embarking on water conservation programmes to reduce the overall demand for water.
- Given that Eskom supply constraints is one of the most pressing challenges facing the Municipality and may only be addressed in 2030. The Municipality should explore alternative measures to promoting growth within the region. These include but are not limited to:
    - A greater focus on tourism – Invest in attractions and events that can draw visitors. This can help create new business opportunities in the tourism industry and increase the revenue for local businesses. The Municipality currently has a strong focus on tourism, and effective strategies are in place. Other options to explore would be to leverage the strong agricultural focus in the municipal area such as agro-tourism experiences allowing visitors the opportunity to learn about local agriculture. Other examples include regular farmers' markets that feature local farmers and artisans.
    - Promote telecommuting and remote work – This will reduce the need for businesses to operate from a physical location and may help reduce energy consumption and costs while providing more flexible work options for employees.
- Focus on local production and supply chains, which could reduce transportation costs and make it more attractive for businesses to operate locally. This can involve promoting local sourcing and production or investing in infrastructure to support local businesses.

Supply Chain Management

- The Municipality has Directorates that have projects values of more than R10 million must take cognisance of NT MFMA Circular 62, which states that, "Goods, services and/or infrastructure projects above the value of R10 million (all applicable taxes included) may only be advertised after the CFO has verified in writing that budgetary provision exists for the commencement of the particular project".
- It is of utmost importance for the Municipality to consider SCM Regulations 5 to those contracts' values expected to exceed R10 million.
- The Municipality should utilise a commodity-based strategy for standardisation of item expenditure, which will assist in determining the sourcing strategies and achieve economies of scale. This will further assist the Municipality to identify certain commodities for alternative procurement decisions such as District Transversal Contracts, framework agreements and bulk procurement.

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Annexure A MUNICIPAL BENCHMARK GRAPHS 1

LIST OF ACRONYMS

AQMP	Air Quality Management Plan
BESP	Built Environment Support Programme
CAPEX	Capital Expenditure
CBD	Central Business District
CBA	Critical Biodiversity Areas
CMP	Coastal Management Programme
CPI	Consumer Price Index
CRR	Capital Replacement Reserve
CSIR	Council for Scientific and Industrial Research
DCAS	Department of Cultural Affairs and Sport
DEA&DP	Department of Environmental Affairs and Development Planning
DHS/DOHS	Department of Infrastructure
DM	District Municipality
DLG	Department of Local Government
DWA	Department of Water Affairs
EPWP	Expanded Public Works Programme
FBE	Free Basic Electricity
HSP	Human Settlements Plan
IDP	Integrated Development Plan
IGP	Infrastructure Growth Plan
IIAMP	Integrated Infrastructure Asset Management Plan
IIF	Infrastructure Investment Framework
ITP	Integrated Transport Plan
ISDF	Integrated Strategic Development Framework
IYM	In-year Monitoring
IWMP	Integrated Waste Management Plan
JOC	Joint Operations Centre
kl	kilolitre
KPA	Key Performance Area
KPI	Key Performance Indicator
kWh	kilowatt hour (1000 watt hours)
LED	Local Economic Development
LTFP	Long-Term Financial Plan

LUPA	Land Use Planning Act
MBRR	Municipal Budget and Reporting Regulations
MDG	Millennium Development Goal
MFMA	Municipal Finance Management Act
MER	Municipal Energy Resilience
MI	Municipal Infrastructure
MIG	Municipal Infrastructure Grant
MIP	Municipal Infrastructure Plan
MISA	Municipal Infrastructure Support Agent
MMP	Maintenance Management Plan
MTREF	Medium Term Revenue and Expenditure Framework
MVA	Megavolt Amperes (1 Million volt amperes)
MWh	Megawatt hour (1 Million watt hours)
NRW	Non-revenue Water
NDHS	National Department of Human Settlements
NT	National Treasury
O&M	Operations and Maintenance
OPEX	Operating Expenditure
PMS	Performance Management Systems
RMP	Road Management Plan
SCM	Supply Chain Management
SDBIP	Service Delivery Budget Implementation Plan
SDF	Spatial Development Framework
SOP	Standard Operating Procedure
SWMP	Stormwater Management Plan
WDM	Water Demand Management
WSDP	Water Service Development Plan
WTW	Water Treatment Works
WWTW	Wastewater Treatment Works

SECTION 1: INTRODUCTION

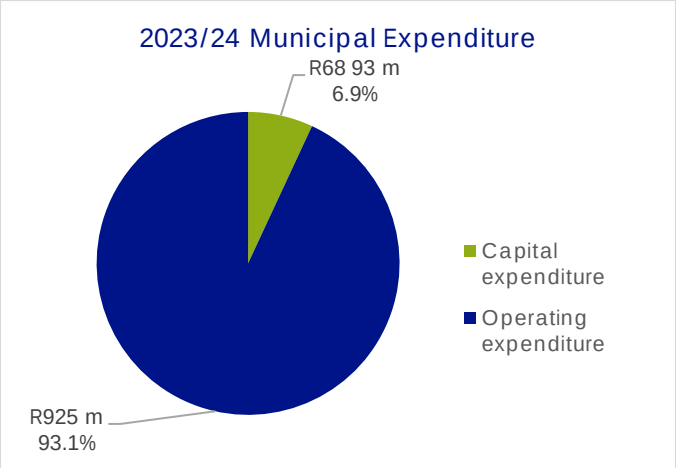
The 2023 SIME assessment encapsulates comments by the Western Cape Government (WCG) on the draft 2023/24 MTREF Budget, 2023/24 Integrated Development Plan (IDP), Spatial Development Framework (SDF) and other associated documents.

The assessment covers the following key areas; conformance with the MFMA, MSA & Municipal Budget and Reporting Regulations (MBRR); an integrated, spatial and environmental Planning analysis of the IDP and SDF and the responsiveness, credibility and sustainability of the tabled budget.

The WCG plans to meet the executives of your Municipality in May 2023, where the key findings and recommendations of this report will be presented and deliberated upon. The planned engagement will contextualise the Municipality's challenges and responses as presented in the draft budget, IDP, LED, SDF and as well as other strategic matters for discussion between the two spheres of government. All the information related to the assessment and analysis of the draft annual budget, IDP and SDF are found in the report below.

The budget snapshot below provides a high-level overview of key socio-economic and financial indicators of the Witzenberg Municipality in relation to the regional economy.

BUDGET SNAPSHOT

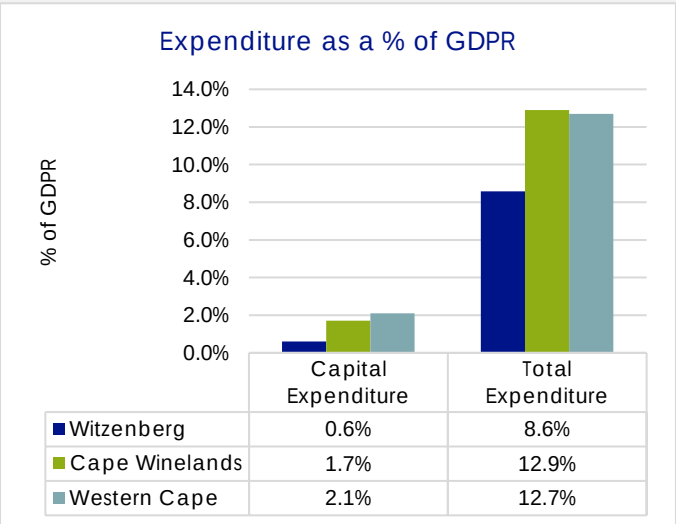


GDPR Current Prices 2021e	GDPR Growth 2023f
R11.575 billion	2.7%

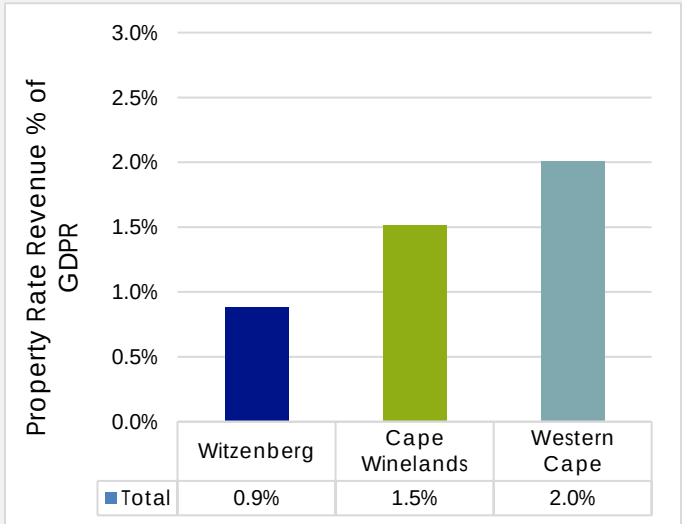
Inflation	2022	2023	2024	2025
	6.9%	5.3%	4.9%	4.7%

Population 2023f	Population Growth 2023f
156 726	2.1%

Disclaimer: Population forecast subject to change upon release of Census 2022.



	Capital Expenditure	Total Expenditure
Witzenberg	0.6%	8.6%
Cape Winelands	1.7%	12.9%
Western Cape	2.1%	12.7%



	Witzenberg	Cape Winelands	Western Cape
Total	0.9%	1.5%	2.0%

Source: Municipal expenditure and revenue estimates - Draft 2023/24 A1 schedule; Population - Stats SA MYPE base year 2022 (Feb. 2023); GDPR - Quantec, 2022.

SECTION 2: INTEGRATED PLANNING

2.1 INTEGRATED DEVELOPMENT PLANNING

2.1.1 Introduction

An Integrated Development Plan (IDP) is the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development in a municipality. An IDP provides the strategic direction for all the activities of a municipality over five years linked to the council term of office.

Each municipal council must annually review and may amend the IDP of the municipality. Should the review process determine that an amendment is required, a municipality should follow the process as stipulated in Regulation 3 of the Local Government: Municipal Planning and Performance Management Regulations of 2001 (MSA Regulations).

The 2023/24 IDP review of the Witzenberg Municipality (the Municipality) took into consideration any changed circumstances and an assessment of the performance measurements. Based on Council Resolution dated 27 March 2023, the Municipality intends to adopt an amended IDP in May 2023.

2.2 INTEGRATED PLANNING ANALYSIS

2.2.1 IDP Overview

The tabled IDP reflects that the Council's vision, mission and strategic objectives of Council will remain unchanged. A detailed SWOT analysis is captured in the tabled IDP, which identifies the key challenges and reaffirms the Council's strategic trajectory to address the service delivery challenges and community needs identified.

The socio-economic information contained in the tabled IDP is based on the most recent data from the Socio-Economic Profile for Local Government 2022, which include statistics such as population projections, households, safety and security, health and education. The existing level of development and the key challenges have been identified together with communities that do not have access to basic services, including rural (farm) communities.

The tabled IDP reflects that the Municipality has identified six Strategic Objectives (SO) that are linked to four key performance areas (KPAs), which are further broken down into programmes, projects and activities. The tabled IDP reflects the Municipality's development priorities and clearly illustrates how these are aligned to national and provincial strategic goals.

A summary of the long-term financial plan is reflected in the tabled IDP, which also includes budget projections for the next 3 years. An organogram of the senior management team is included in the tabled IDP and key performance indicators and performance targets are also reflected which are linked to the relevant SOs.

The tabled IDP identifies extensive challenges around waste management but also reflects on the Municipality's long-term twinning agreement with Essen Municipality in Belgium, relating to support around waste management. As part of the twinning agreement, an application was approved for assistance with a long-term strategy and related infrastructure such as a material recovery facility for waste management in Witzenberg.

A comparative assessment between the tabled IDP and the 2022–2027 IDP reveals minor changes, namely;

- Updates on the statistical information that informs the situational analysis;
- Municipal Risk Assessment Relating to Loadshedding; and
- Additions to the Joint District and Metro Approach section.

2.2.2 IDP process including community consultation

In terms of Sections 28 and 29 of the Municipal Systems Act 32 of 2000 (MSA), a municipality must follow a prescribed process when reviewing and/or amending an IDP. The process to be followed must allow for the local community to be consulted on its development needs and priorities, for the community to participate in the drafting of the IDP and for organs of state and other role players to be identified and consulted on the drafting of the IDP.

Key activities and deadlines for the process must be set out in a Time Schedule tabled in terms of Section 21 of the Municipal Finance Management Act 56 of 2003. Furthermore, Regulation 3 of the MSA Regulations provides that a proposal to amend an IDP may only be introduced by a council member or committee of council; that it must be accompanied by a memorandum and that a district municipality must consult with the local municipalities when intending to amend their IDP and that local municipalities must similarly consult the district municipality if they intend to amend their IDP.

The Municipality adopted an amended Process Plan–2023/24 together with the tabled IDP in March 2023. The amended Process Plan reflects a comprehensive participation process through community imbizos, jamborees, sector engagements, and ward committee meetings in October 2022. It is noted that this round of consultation focussed on the outcome of the analysis phase of the tabled IDP, and community needs identified in the relevant Ward-based Plans.

A second round of engagements scheduled for April 2023, follows the same structure, process, procedure and mechanism as the previous round in October 2022. The amended Process Plan also reflects engagement on the proposal to amend the 2022 - 2027 IDP with the district and local municipalities.

The Municipality has thus followed the prescribed process to review and amend its IDP, which allowed for the local community and various other stakeholders to participate on their development needs and priorities and to participate in the drafting of the tabled IDP. Furthermore, the tabled IDP identifies the plans and planning requirements binding on the Municipality in terms of national and provincial legislation as required by section 29 of the MSA.

A proposal to amend the 2022 - 2027 IDP was accompanied by a memorandum (ref: 03/02/02), outlining the public participation programme and co-signed by the Executive Mayor, approving the proposal. It is noted that the memorandum was approved on 15 March 2023 and published for public comment. However, the memorandum did not provide clear reasons for the proposed amendment. The Municipality is encouraged to clearly set out the reasons for the decision to amend the 2022 - 2027 IDP in the memorandum to Council when adopting the amended IDP.

2.2.3 IDP compliance

The core components of an IDP are set out in section 26 of the MSA and Regulation 2 of the MSA Regulations. An assessment of the tabled IDP reflects compliance with the MSA and partial compliance to the MSA Regulations in that the memorandum did not set out clear reasons for the proposed amendment to the 2022 - 2027 IDP.

2.2.4 IDP alignment

According to Section 32 of the MSA the MEC may within 30 days of receiving a copy of an IDP, or within such reasonable period as may be approved, request a municipality to adjust the plan or amendment in accordance with the MEC's proposal if it is in conflict with or is not aligned with or negates any of the development strategies of other affected municipalities or organs of state. Section 26 of the MSA further requires that IDPs must be aligned with and not negate the national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

The tabled IDP reflects alignment between national and provincial development plans such as National Development Plan, Provincial Strategic Plan (PSP) with the Municipality's SOs. In addition, the Municipality's catalytic projects as well as social support received is reflected in the Joint District and Metro Approach Implementation Plan for the Cape Winelands district.

Economic Development

The tourism sector is a key driver of economic activity in the municipal area, with several tourism related initiatives being planned over the remaining years of Council's term. Planned initiatives include for example, the finalisation of both the national road corridor through Witzenberg and the Ceres Golf Estate Project. The tabled IDP further reflects the Municipality's intention to expand the Epic Mountain Bike Tour, which presents a unique opportunity to leverage the locational advantage of the municipal area.

The tabled IDP reflects that agriculture is the largest sector of the local economy where several agri-processing activities relating to wine, fruit and vegetables are undertaken. To this end, the Municipality established a strategic partnership with the Ceres Business Initiative with the aim of developing effective economic development strategies and programmes to create employment and contribute to the imperatives of Broad-Based Black Economic Empowerment. The Municipality's aim towards unlocking the economic potential in the agricultural sector, include incentivising green agricultural practice and technologies, supporting alternative farming models i.e., transforming unused industrial land into community gardens, and supporting private sector initiatives that address the housing needs of agri-workers. The tabled IDP however, does not provide a clear strategy and mitigation plan to address concerns around rural safety and the impact of energy disruptions to the agricultural infrastructure such as cold storages, packhouses and irrigation water pumps.

The economic activities and planned initiatives are linked to the Municipality's SO 4.2: Create an enabling environment to support local economy, which further aligns to the Western Cape Recovery Plan's focus on growing the economy and creating jobs. The time is however opportune for the Municipality to critically assess linkages, opportunities and prepare for the alignment of planning, collaboration and joint delivery through the Growth for Jobs Strategy spearheaded by the Western Cape Government (WCG). Leveraging this opportunity may assist the Municipality in maximising the economic potential of the local economy.

Municipal Infrastructure, Human Settlements and Transport

The prolonged drought in the Western Cape Province (the Province) in recent years has had a significantly negative impact on the well-being of the Province and poses a high risk to the livelihood of many residents, retaining economic activity and thus job security. Water resources and the availability of water in the Province, are known to be affected by climate change. Changes in rainfall and temperature translate into increased hydro-meteorological variability and uncertainty and result in impacts on stream flows and certain demands. It is commonly known that the Province can expect more frequent, intensive, and persistent drought events, which require a holistic methodology and an integrated, collaborative, and coordinated response from all government departments and stakeholders. Water security and climate resilience has therefore become a key priority.

To address this challenge, the WCG registered water security as a transversal risk and the Department of Local Government (DLG) has been designated as the coordinating department for managing the Provincial Transversal Water Risk and identified mitigation measures. A 15-year Water Resilience Plan was completed during the 2022/23 financial year following an extensive consultation process with various stakeholders. The strategic outcome of this Plan is the development of municipal water infrastructure with the purpose of enhancing water resilience through augmenting water supply, water infrastructure capacity upgrading, water source management and water demand management across the Province.

The tabled IDP reflects on challenges to water security, with reference to illegal dumping in rivers, illegal water extractions, land invasions, erosion and under-regulated industrial activity. As a response to some of these challenges, the Municipality implements programmes aimed at conserving water and promoting biodiversity on mountain catchment areas, water source areas and riverbanks. Threats to the freshwater ecosystem are further mitigated through the Ceres River Restoration Project, funded by the World Wildlife Fund, an Alien Vegetation Clearing Project and water security awareness campaigns. These projects are expected to offset some of the water security risks affecting community members, organized agriculture and the local business community.

The WCG is determined to ramp up energy security and decrease the reliance on Eskom throughout the Province by implementing a comprehensive Western Cape Energy Resilience Programme. As part of the Whole of Government Approach in managing the energy crisis, the DLG in collaboration with the Provincial Energy Resilience Team will assist municipalities to pilot various energy solutions, which will include technical advice in this specialised field to find the best-fit energy options, appropriate to municipalities, as well as assistance with Municipal Energy Planning.

The DLG allocated funds to municipalities through the Emergency Municipal Loadshedding Relief Grant, as an urgent response to the increasing frequency and severity of loadshedding affecting municipalities and its impact on basic service delivery, health and the economy. The purpose of the grant is to provide municipalities with a financial contribution towards the purchase and installation of back-up energy supply, which may include generators, renewable power sources, batteries and all ancillary costs, for water and wastewater infrastructure as an immediate response to prolonged loadshedding.

The Strategic Environmental Assessment for Wind and Solar Photo-voltaic energy has identified the municipal area as one of the eight Renewable Energy Development Zones. This identification reflects the strategic importance of the locality in the context of energy resilience, with the Municipality further identifying renewable energy as a key opportunity as part of the SWOT analysis undertaken throughout the IDP review process.

The tabled IDP provides project information on the Vredebes and Bella Vista social housing developments, however, budgetary allocations are not reflected beyond the 2020/21 financial year, demonstrating a gap to the Department of Infrastructure Business Plan. In addition, the Municipality should reflect the beneficiary selection criteria where top structure beneficiaries are prioritized and provide an indication on how the Municipality will manage the shift in the housing policy position of the national Department of Human Settlements i.e., from the prioritisation of top structures to the delivery of serviced sites.

In terms of transport, the Municipality reflects that the Integrated Transport Plan (ITP) was recently prepared as part of the update to the 2022-2027 Cape Winelands District ITP, in addition to the development of a Roads Master Plan. The tabled IDP reflects on planning initiatives to secure land for the expansion of the local taxi rank, rise mobility through increasing the footprint of Non-Motorized Transport and implementing recommendations from the Operating License Strategy. These initiatives reflect alignment to the strategic intent of the PSP with reference to Vision Inspired Priority 4 – Mobility and Spatial Transformation, as well as the strategic direction of the former Department of Transport and Public Works 2020 - 2025 Strategic Plan.

Health, Social Services and Amenities

In respect of social services, the Municipality reflects projects and initiatives geared towards addressing gender-based violence, substance abuse, community development, homelessness and people with disabilities, which is consistent with the programmes agreed upon in the Implementation Protocol entered into between the Municipality and the Department of Social Development.

The Municipality points out the intrinsic relationship on how the number and geographical spread of healthcare facilities impact on the right of access to healthcare. To this extent, the Municipality has eight fixed Primary Healthcare Facilities, supported by six mobile/satellite clinics and a district hospital. The Municipality should, however, reflect integration of the District Health Plan in a manner that demonstrates planning synergies to implementing the strategic direction and programmatic approach towards extending healthcare coverage.

Through Programme 3.1(A): Upgrading and maintenance of facilities, the Municipality reflects a commitment to continue fostering partnerships with local sport forums and the establishment of new ones in accordance with the Municipality's approved Sport Master Plan. The Municipality further indicates that a Community Satisfaction Survey was undertaken to determine community members' perception of public facilities and amenities. The Municipality acknowledges the survey as a key instrument in determining the locus of attention in relation to public facilities and amenities investment going forward.

Safe and Cohesive Communities

In respect of disaster management readiness, the tabled IDP reflects on several strategies, structures and processes in place to promote a disaster resilient municipal area. To this extent, the Municipality's Chief of Fire and Disaster Management functionary is represented at the Disaster Management Advisory Forum co-ordinated quarterly by the Cape Winelands District Municipality.

Several community safety concerns were registered as part of the Municipality's public participation processes, including poor street lighting, illegal electrical connections, an unsafe water canal in Wolseley and general concerns around scholar road safety. To this extent, the Municipality aims to implement the Violence Prevention through Urban Upgrading Programme, The District Safety Plan and continue the enforcement of the Municipality's by-laws to manage community safety within the municipal area.

The Municipality's interventions towards promoting community safety reflects alignment to the strategic intent of the PSP, with reference to Vision Inspired Priority 1 – Safe and Cohesive Communities and the Western Cape Safety Plan.

2.2.5 Outstanding areas for improvement

The Municipality adequately responded to the identified areas for further improvement outlined in the 2022/23 SIME Assessment Report however, the tabled IDP does not reflect the latest adopted Housing Pipeline which has been approved by Council. The Municipality is encouraged to reflect the latest Council approved Housing Pipeline in the adopted IDP.

2.3 KEY FINDINGS

2.3.1 Key findings

Based on the above assessment, below is a summary of key findings:

- The memorandum accompanying the proposal to amend the 2022-2027 IDP does not set out clear reasons for the proposed amendment;
- The tabled IDP depicts the relevant sector plans indicating the status of the sector plans, however, not all plans reflect when they are due for a review; and
- The tabled IDP does not reflect the following sector plans; Stormwater Master Plan, Infrastructure Growth Plan and Workplace Skills Plan.

2.4 ENVIRONMENTAL AND PLANNING ANALYSIS (INPUT FROM DEA&DP)

2.4.1 COMPLIANCE, PERFORMANCE, IMPLEMENTATION AND CHANGING CIRCUMSTANCES

- Spatial Planning

There is no evidence that a performance review was undertaken. The Municipality is reminded that a performance review entails a review of how well the municipality is performing in terms of the implementation of its MSDF. This should accompany the IDP review which, like the MSDF, should focus on how well the municipality is performing in terms of the implementation of its IDP.

There is some evidence of alignment of the MSDF with the 2023/24 budget allocations, e.g.:

- The library proposed in Nduli.
- New transfer station/drop off centre in Ceres.
- Significant budget allocation for the upgrade of water infrastructure in Tulbagh.
- Upgrade of the Van Breda Bridge.
- Roads and electricity infrastructure in Vredebes (The IDP notes that because of the challenges due to Eskom, only priority electrical infrastructure is proposed in 2023/24 and it is hoped that the next financial year will have a more positive outlook)

Several other MSDF proposals remain unfunded. It is recommended that the Municipality consider allocating funds from its budget for this purpose or explore external funding opportunities. The Municipality is acknowledged for drafting an updated CEF.

- Biodiversity Management:

Biodiversity Spatial Plan

Please take note of the enabling of certain prescripts in the Western Cape Biodiversity Act, Act 6 of 2021, which includes legislative requirements pertinent to municipalities in terms of a Biodiversity Spatial Plan adopted by the provincial Minister. Sections 36, 37 (1), 37(2)(c), 37(2)(f); and of particular importance, 37(3) of the Western Cape Biodiversity Act should be noted by all municipalities within the Western Cape.

In addition to the above, the current Biodiversity Spatial Plan is being revised and an updated version is likely to be adopted in terms of section 36 of the Western Cape Biodiversity Act before the end of the 2023/24 municipal year.

Alien invasive plant clearing

Municipalities are reminded of the Ecological Infrastructure Investment Framework was developed for the Western Cape and speaks directly to the clearing of alien invasive plants for water gains, fire and flood risk reduction, and improved food security. Recent inclusions of ecological infrastructure in policies that pertain to municipal infrastructure should be noted. In many areas of the province, alien plants utilise considerably more water than their indigenous counterparts, and the eradication of these plants would often result in downstream water gains. Additionally, alien plants are known to increase the risk and intensity of wildfires and flooding, which impact on municipal infrastructure as well as require disaster risk response. It is important to keep these relationships in mind when prioritising interventions that aim to augment a municipality's water supply.

- Climate Change

The Climate Change Directorate within DEA&DP led the revision of the Western Cape Climate Change Response Strategy. The 2022 Strategy lists four guiding objectives for climate change response, namely: 1) Responding to the climate emergency, 2) Transitioning in an equitable and inclusive manner to net zero emissions by 2050, 3) Reducing climate risks and increasing resilience, and 4) Enabling a Just Transition through public sector, private sector and civil society collaboration. Each of the Guiding Objectives is supported by a preliminary list of key responses, which are detailed in an Implementation Plan. The Implementation Plan adds detail to the response actions outlined in the strategy and identifies the role players required to drive the actions. It also specifies timeframes for the actions and a framework within which the actions can be evaluated to measure progress and overall impact.

A new resource was released last year to assist municipalities with the most up to date climate science and projections. The document titled "SmartAgri: Updated Climate Change Trends and Projections for the Western Cape" (2022) was completed for the Western Cape Department of Agriculture by the Climate Systems Analysis Group at the University of Cape Town.

The IDP recognises the growing concerns around climate change and indicates a few 'important interventions. The manifestation of these concerns in the development plan and budget allocations is not evident though.

- Air Quality

It is unclear whether an Air Quality Management Budget has been allocated within the tabulated draft budget. A budget allocation to implement/ review and adopt the Air Quality Management Plan is to be secured to:

- develop (or update) the Air Quality By-law, inclusive of noise control,
- conduct awareness raising and capacity building,
- monitor ambient air quality (passive or continuous monitoring of air pollutants via either a fully equipped ambient air quality monitoring station or low-cost air quality sensors), and
- implement air quality management intervention strategies in its jurisdiction.

STRATEGIC RISK / ISSUE	PROPOSED ACTION
Witzenberg does not have an Air Quality Management By-law.	Consider adopting an air quality By-Law to assist with air quality management compliance and enforcement.
Noise complaints handling in respect of the Western Cape Noise Control Regulations P.N. 200/2013, for an activity in terms of nuisance or disturbance matters.	Must designate/appoint a Noise Control Officer, in terms of Section 9 of the Western Cape Noise Control Regulations P.N. 200/2013.

- Waste Management:

Waste Management Licensing

- Waste management facilities in Witzenberg include Tulbagh WDF, Op-Die-Berg WDF, Wolseley WDF (not in use) and Prince Alfred Hamlet WDF. Recent Departmental audit scores are Prince Alfred Hamlet WDF 12.09 per cent and Wolseley WDF 1.88 per cent.
- Wolseley has been abandoned but needs to be properly decommissioned. A large number of houses are situated on the periphery, so there is a community placed at risk.
- Internal and external audits are not conducted at all waste facilities.

The Municipality's current integrated waste management infrastructure cannot accommodate the projected waste quantities over the next 5 years. It seems that the Municipality made funds available as they are in the process of doing some environmental impact assessments at their facilities. The IWMP for Witzenberg contains capital and operational budgets for planned waste infrastructure such as drop-offs and MRFs.

The Regional Cape Winelands WDF will be located in Worcester. The District Municipality is in the process of appointing service providers to get the regional WDF design approved, where after commencement with construction to occur. The EA for the regional facility indicates that the Licence is valid until the airspace has been reached. An airspace determination plan is thus required annually, which will supply new figures on an annual basis. The Regional Landfill Site is planned to become operational 2024.

As 2024 is very soon, the construction and various approval process will have to be completed before the site can be used. This date is very close to the end of the commencement period. If any further delays are caused, the WML may also have to be varied to extend the commencement period.

A presentation about various waste management issues, including landfill airspace, was delivered on 2 December 2022, at the Cape Winelands District Municipality's Waste Summit. The DEA&DP is also in communication with the District Municipalities officials facilitating the licensing and the DWS requirements.

The Municipality submitted a second draft of its OWDP in April 2023.

Waste Minimisation & Policy

The Municipality only has a by-law relating to refuse removal which was published in 2005. We are aware that the Municipality has updated and completed a new waste by-law, but it still needs to be approved by Council and gazetted.

They have a drop-off in Wolseley for general, recyclable and garden waste. Here residents are offered a R3.00 rebate incentive on their waste rates, per bag of recycling brought to the drop-off. There is also a new MRF which has recently become operational. It is mostly operating as a dirty MRF where recyclables are manually separated from general waste. Material is currently being stockpiled, but buyers are being sought. More staff are also being trained to work at and increase the output at the MRF.

The Municipality supplies green bags to residents to separate garden waste at source, although this is not yet been properly diverted as the chipper is broken. However, lots of green waste does get diverted by private entities (e.g., Lumbri Composting). A draft Organic Waste Diversion Plan was submitted to the Department for review, but a final plan will be put together by the consultants appointed by the District Municipality, and this is nearing completion.

The Municipality has a Recycling Forum that brings together relevant role players that are working within the waste sector. They have also been one of the municipalities selected as part of the Departments

Wastepreneur Integration project and have worked with the service provider to plan and realise the best way to better integrate wastepreneurs and wastepickers.

Waste Information

The Municipality has five (5) registered waste activities on the Integrated Pollutant and Waste Information System (IPWIS) namely: Prince Alfred Hamlet Waste Disposal Facility D03118-01, Tulbagh Landfill D03119- 02, Witzenberg Recovery D15721-01, Op Die Berg Waste Disposal Site D04146-01, Wolseley Waste Disposal Facility D04076-01.

For the period Jan - Dec 2022 the number of reports submitted for the Municipality are as follows: Prince Alfred Hamlet Waste Disposal Facility D03118-01 (12/12), Tulbagh Landfill D03119 - 02 (12/12), Witzenberg Recovery D15721 - 01 (12/12), Op Die Berg Waste Disposal Site D04146 - 01 (12/12), Wolseley Waste Disposal Facility D04076 - 01 (12/12).

For the period Jan - December 2022, Witzenberg Municipality disposed 11 752T. The Municipality diverted 5171T and has a diversion rate of 20 per cent.

2.4.2 KEY FINDINGS AND RECOMMENDATIONS

Several MSDF proposals remain unfunded. It is recommended that the Municipality consider allocating funds from its budget for this purpose or explore external funding opportunities. The Municipality is acknowledged for drafting an updated CEF.

- Biodiversity

Towards the end of managing, controlling and eradicating alien plants, it was noted that Witzenberg does have an invasive species monitoring, control and eradication plan, but that the plan had not yet been approved by DFFE. However, it was not possible to ascertain what the annual target for clearing and follow-up were for the year under review or the associated budget. The inclusion of a succinct overview of these targets and budgets would be advantageous in next year's assessment.

In terms of spatial alignment between the SDF and the Biodiversity Spatial Plan, it was noted, with thanks, that the Witzenberg SDF has been aligned with the Biodiversity Spatial Plan.

- Climate Change

It is recommended that climate change be recognised in the disaster risk assessment and planning as a factor that will make the identified natural hazards (flooding, fires, drought) more intense or more frequent in future – and correspondingly requiring increasing pro-active response interventions

Similarly, the bulk resources and infrastructure component of the IDP needs to look to the future when business-as-usual infrastructure maintenance and upgrades will not satisfy demands. More detail can also be provided in terms of the maturity, rollout and impact of the Small-Scale Embedded Generation plan.

It would also be good, going forward, to see sustainability considerations explicitly forming part of capital expenditures.

- Waste Management

Waste Licensing

In terms of compliance, certain sector plans may need updating and therefore the SDBIP must highlight this.

The Municipality has largely neglected its compliance with the waste management licence conditions for its landfills. Wolseley landfill has seemingly been abandoned and the surrounding community is at risk, so the Municipality needs to legally decommission this facility urgently. Prince Alfred Hamlet landfill burns routinely as illegal access has been prevalent for several years. Low Departmental audit scores must urgently be addressed, as they have not improved in recent years.

Waste Minimisation & Policy

The new MRF holds great potential, and the Municipality is encouraged to implement a two-bag system so that clean recyclables are brought to the MRF. The Municipality is also encouraged to consider integrating the wastepickers in the area into the MRF. Lastly, we encourage the Municipality to take forward the plans and actions put together in the Departments' Wastepreneur Integration Project.

The Municipality is well set up to divert organic waste as green waste is already being separated, however, this is currently being landfilled. This needs to be urgently addressed as by 2027 all organic waste will be prohibited from landfill.

Waste Information

Through IPWIS report submissions the municipality achieved a compliancy score of 100 per cent within this period, thus the Municipality is compliant with respect to the National Waste Information regulations. There is no recommended action as the Municipality is compliant in terms of their registration and reporting to the IPWIS. Reporting on the IPWIS must be updated and continuous and regular waste reporting must be submitted to the IPWIS. Waste diversion initiatives must be reported to the IPWIS. Municipalities are reminded to report on organic waste to the IPWIS.

Waste Management Planning

There is no clear indication that the Municipality's current IWMP was adopted by Council. The amended IDP (2021/22) indicates that the IWMP was adopted by Council but the 2022 – 2023 IDP amendment mentions that the adoption is in process. The Municipality needs to submit the Council Resolution for the approval of their current IWMP.

There should be updates on the implementation of the IWMP in the next Annual Report. The Department will provide municipalities with a reporting template to report on the implementation of their IWMP. The reporting template must be included in the Annual Report submitted to Provincial Treasury and the Provincial Department of Local Government.

SECTION 3: ECONOMIC AND FINANCIAL SUSTAINABILITY

3.1 Introduction

This section provides an assessment of key indicators related to the responsiveness, credibility and sustainability of the tabled budget.

Key to assessing the above criteria is the alignment of the municipality's budget to its strategic objectives, where if there are gaps identified, recommendations will be provided considering the municipal areas current socio-economic challenges.

The revenue and expenditure analysis and risks section provide a gap analysis with regards to trading services, analysing the credibility, tariff structure and responsiveness of the municipality's budget.

As capital infrastructure development is a key catalyst for economic growth and sustainability, the municipality's capital funding mix, capital budget implementation and procurement planning assessment are critical to understand the municipal area's growth trajectory.

3.2 Sustainable Economic Development (LGBO)

Key budget priorities in terms of IDP Strategic Objectives

This section assesses whether the budget is aligned to the Integrated Development Plan (IDP) of the municipality, specifically to the municipality's strategic objectives. The extent to which national and provincial priorities and plans were considered is also analysed and well as progress towards reaching key national goals.

Table 1 Strategic Objectives for the 2023/24 Medium Term Revenue & Expenditure Framework

Strategic Objective	2023/24 Medium Term Revenue & Expenditure Framework OPEX				2023/24 Medium Term Revenue & Expenditure Framework CAPEX			
R thousand	Budget Year 2023/24	Budget Year 2024/25	Budget Year 2025/26	Average Annual Growth	Budget Year 2023/24	Budget Year 2024/25	Budget Year 2025/26	Average Annual Growth
Essential Services	612 218	666 430	753 165	10.9%	65 121	23 883	14 383	-53.0%
Governance	176 768	188 343	201 307	6.7%	180	190	5 150	434.9%
Communal Services	122 424	125 010	132 928	4.2%	3 130	16 074	25 183	183.6%
Socio-Economic Support Services	13 589	12 403	13 154	-1.6%	500	_	_	_
Total Expenditure	925 000	992 185	1 100 554	9.1%	68 930	40 147	44 716	-19.5%

Source: Witzenberg Municipality, A-Schedules

- The Municipality's 2023/24 MTREF budget is aimed at improving the livelihoods of its residents. The strategic goals noted above are aligned to the strategic goals in the IDP and reflect financial commitments to all four key performance areas.
- The operating budget is concentrated within the 'Essential Services' Key Performance Area (KPA) (66.3 per cent) as it encompasses all the main functions for the sustainable provision and maintenance of basic services infrastructure. Operating expenditure for Essential Services increases by 16.7 per cent from the 2022/23 adjustments budget and will increase at 10.9 per cent on average per annum over the MTREF period. Average annual growth across the ensuing MTREF is an above inflationary increase for these key mandated areas, indicating that as population grows and the demand for these services

increase, the Municipality can provide basic services at an adequate level and may improve the quality of services provided.

- The Essential Services KPA addresses allocations for water, sanitation, and electrical services, roads and transport management as well as street lighting and solid waste management. The Municipality's 2023/24 budget allocations thus prioritises basic trading services and service delivery which is the core mandate of the municipality.

- The remaining operating budget (R312.782 million) is distributed across the three KPA's with Governance allocated 19.1 per cent, Communal Services 13.2 per cent, and Socio-Economic Support Services 1.4 per cent.

- The total capital expenditure budget has decreased by 31.1 per cent from 2022/23. Over the MTREF it is envisaged to further decrease by 41.7 per cent in 2024/25, before increasing by 11.3 per cent in 2025/26.

- The majority of the capital expenditure allocation (R65.121 million; 94.4 per cent) is allocated to the provision and maintenance of basic services, the needs of informal settlements as well as the provision of bulk infrastructure. This is followed by a 4.5 per cent allocation towards providing and maintaining facilities that make citizens feel at home, and marginal allocations to the rest of the strategic objectives.

- These objectives take the socio-economic reality and priorities of the Municipality into account and encompass the strategic goal of delivering on adequate basic service provision, infrastructure-led growth and sustainable human settlements.

3.3 Revenue and Expenditure Analysis and Risks

3.3.1 Budget Overview

Table 2 Budget overview for the 2023/24 MTREF Budget:

Witzenberg	CURRENT YEAR					MEDIUM TERM REVENUE & EXPENDITURE FRAMEWORK					
Description	2022/23	2022/23	2022/23	2022/23	2022/23	2023/24	2023/24	2024/25	2024/25	2025/26	2025/26
R thousand	Original Budget	Adjusted Budget	Treasury Calculation	Full Year Forecast	Pre-audit outcome	Budget Year +0	Treasury Calculation	Budget Year +1	Treasury Calculation	Budget Year +2	Treasury Calculation
Total Operating Revenue (excluding capital transfers and contributions)	748,205	767,216	767,216	767,216	499,845	848,469	848,469	930,323	930,323	1,051,651	1,051,651
Total Operating Expenditure	799,484	830,734	839,222	830,734	417,966	925,000	938,946	992,185	1,011,452	1,100,554	1,128,132
Surplus/(Deficit)	(51,279)	(63,519)	(72,006)	(63,519)	81,878	(76,531)	(90,477)	(61,862)	(81,129)	(48,903)	(76,480)
Non Cash Items											
Depreciation & asset impairment	39,589	52,989	52,989	52,989	–	54,369	54,369	39,319	39,319	39,319	39,319
A4: Total Operating Budget Restated Result	(11,691)	(10,530)	(19,018)	(10,530)	81,878	(22,163)	(36,109)	(22,544)	(41,810)	(9,584)	(37,162)
A5: Total Capital Expenditure	92,143	100,691	100,691	100,691	47,754	68,930	68,507	40,147	41,343	44,716	45,633
Funded by:											
Transfers recognised - capital	60,036	77,978	77,978	77,978	38,695	46,744	46,321	23,547	24,743	24,436	25,353
Borrowing	10,000	1,000	1,000	1,000	–	9,000	9,000	–	–	–	–
Internally generated funds	22,107	21,714	21,714	21,714	9,059	13,187	13,187	16,600	16,600	20,280	20,280
A7 - Cash/cash equivalents at the year end:	131,493	154,483	152,661	154,483	292,311	169,951	140,377	161,473	118,832	168,027	102,007
A8 - Surplus / (shortfall) after application of cash and investments	94,665	115,737	127,723	115,737	(31,093)	150,754	106,876	152,520	79,159	172,656	58,321
BUDGET FUNDING POSITION	FUNDED					FUNDED		FUNDED		FUNDED	

Source: A1 schedules, NT funding tool, TABB data strings.

- For the past 3 year the Municipality has been budgeting for operating deficits as well as over the 2023/24 MTREF, indicating that this is becoming a common practice. After the reversal of non-cash items such as depreciation, the Municipality is still in a deficit. The deficit is funded with accumulated reserves, but depreciation and asset impairment are not fully cash backed.

- It should be noted that reserves or accumulated funds provide for a degree of stability by reducing the reliance on government grants and debt to finance capital projects and acquisitions. Operating surpluses should be adding to reserved funds and as such, budgeting for operating deficits creates risks to stability and sustainability of future operations.

- The Municipality is advised to ensure that a portion of the depreciation expense is integrated into the tariffs going forward. This will enable the Municipality to fund the replacement of assets once they have reached their useful life. The draft budget indicates limited reserves to be cash backed (A8 table) which is an indication that the Municipality does not generate enough surpluses to contribute towards building a sufficient Capital Replacement Reserve Fund (CRR). This is also evident in the high reliance on grants to fund capital projects during the MTREF.

- When assessing the Municipality's historically achieved (audited) collection rates and budgeted revenue over the 2023/24 MTREF, an increase in the average collection rate for rates and service charges has been noted and this results in positive projected cashflows and places the Municipality in a funded position over the 2023/24 MTREF. The Municipality has gradually moved from an 84.4 per cent collection rate average for rates and service charges in 2020/21 to an 86.2 per cent average in 2021/22 and 91 per cent average in 2022/23. The Municipality is assuming a collection rate of 92 per cent which seems credible based on the previous audited results.

- The Municipality's budget is funded but with threats to its sustainability over the 2023/24 MTREF. The Municipality's cash and cash equivalents remain positive over the entire 2022/23 MTREF, however, the budget report states that the Municipality only has sufficient cash and cash equivalents to fund its operations for 3 months. The expansion of the revenue base should be a key financial lever in the Long-term Financial Plan as the Municipality is already increasing electricity service charges above inflation which could lead to the municipal bill becoming unaffordable over an extended period of high increases.

- To cushion the Municipality against price increases, cost of employment, inflation and interest rates, the Municipality is encouraged to implement cost containment measures and fiscal discipline, exploit alternative revenue sources and protect the revenue capacity of its current revenue streams.

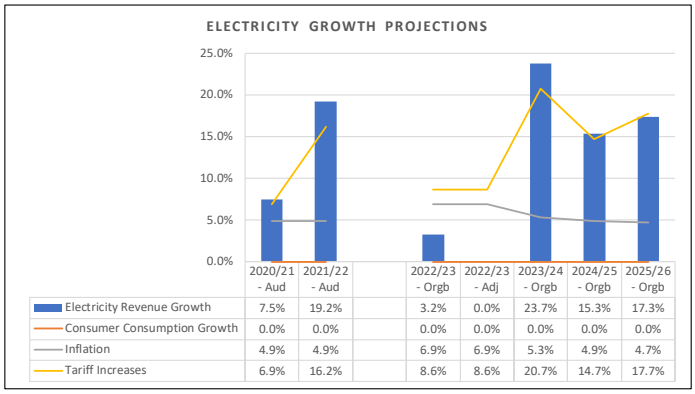
3.4 Trading Services

The Municipality anticipates realising an increase in operating revenue of 10.6 per cent for 2023/24. The most significant components of the operating revenue budget are Service charges - electricity (49.2 per cent), Transfers recognised - operational (18.7 per cent) and Property rates (12.1 per cent). Although service charges indicate real growth from the previous financial year it should be noted that pressure will be exerted on surplus margins due to well above inflation increases of bulk purchases, a stagnating revenue base and increasing informal settlements.

3.4.1 Energy Services

3.4.1.1 Energy Services Credibility and Sustainability

Diagram 1 Energy trading service trends



	2020/21 - Aud	2021/22 - Aud		2022/23 - Orgb	2022/23 - Adj	2023/24 - Orgb	2024/25 - Orgb	2025/26 - Orgb
Electricity Revenue Growth	7.5%	19.2%		3.2%	0.0%	23.7%	15.3%	17.3%
Consumer Consumption Growth	0.0%	0.0%		0.0%	0.0%	0.0%	0.0%	0.0%
Inflation	4.9%	4.9%		6.9%	6.9%	5.3%	4.9%	4.7%
Tariff Increases	6.9%	16.2%		8.6%	8.6%	20.7%	14.7%	17.7%

Cost Recovery	Direct and Indirect	2023/24 R'000	Surplus/ Deficit	
	Revenue	R417 383 966	R5 037 460	
	Expenditure	R412 346 506		

Source: NT tariff setting tool

2023/24 Tariffs	Cost of Supply Study	Tariff Increase (Mun)	Tariff Increase (Nersa)
Cost of Supply study (completed in the last 3 years)	Underway (MER Fund)	20.7%	18.6%

Source: Municipal Tariff list

Basic Service Delivery	Number of Households	Operational Cost of Electricity Services (R'000)		
		2023/24	2024/25	2025/26
Indigent (SA10,SA1)	3000	R 4 245	R 4 690	R 5 287
Indigent (LGES)	21 410	R 31 704	R 34 997	R 38 850

Source: A2 & LGES tables

- Revenue generated from Service charges - Electricity is projected at R417.38 million, R481.35 million and R564.73 million over the MTREF. This service is the largest contributor to the operating revenue budget (49.2 per cent) and increases by 23.7 per cent in 2023/24. Whilst the Municipality was still awaiting NERSA's final guide to the electricity tariff increases the Municipality has assumed an electricity tariff increase of 20.7 per cent for 2023/24 and an average increase of 17.7 per cent over the MTREF. The proposed tariff increase should be aligned to NERSA proposed guideline increase for municipal customers of 15.1 per cent for 2023/24. This will have a significant impact in lowering the revenue and surpluses from electricity and may affect the funding position of the Municipality.

- The Municipality has budgeted for electricity revenue growth at an average of 18.8 per cent over the 2023/24 MTREF and an average price increase of 17.7 per cent in electricity tariffs (depending on NERSA's final guidance). The electricity bulk purchases are expected to grow at an average rate of 17.2 per cent over the 2023/24 MTREF however, this is only the costs of the electricity bulk purchases and does not include other direct and indirect costs. Based on the cost recovery calculation above, it is expected that the Municipality will be making a surplus of R5.04 million on the supply of electricity. The Municipality is highly reliant on electricity profit margins and the risk of changes in the market from either bulk price increases or changes in the consumption patterns will adversely affect profit margins and regular reviews of actual performance and budget parameters are advised.

- Declining consumption patterns due to price pressures caused by well above inflationary bulk purchases, increases which cannot be fully transferred to the consumer and the impact of loadshedding, surplus margins will be impacted adversely. The expansion of the green energy utilisation and rapid emerging of renewable energy technology will also be a contributing factor to declining surplus margins. Therefore, the sustainability of the service over the medium to long term should be monitored and incorporated as an integral element of the long-term funding model as energy security has been identified as a catalytically intervention for sustainable development.

- The Municipality's individual collection rate for electricity revenue is 99 per cent mostly due to electricity sales being largely prepaid. Hence, only 1 per cent is anticipated as unlikely to be collected. Electricity debtors as at end February 2023 were only 2.6 per cent of total outstanding debtors over 90 days' category which is an indication that the Municipality can collect revenues due from this service and the budgeted collection rate of 99 per cent could be realistic. The electricity distribution losses slightly decreased in percentage terms from 10.8 per cent in 2020/21 to 10.7 per cent in 2021/22 financial year. The current levels for electricity distribution losses are slightly above the National Treasury norm of between 7 and 10 per cent and NERSA guideline of 10 per cent. The slight decrease in the value of units lost is material, hence it is recommended that the Municipality puts measures in place as part of the overall repairs and maintenance strategy to prevent any further increases in losses.

3.4.1.2 Responsiveness to Energy Demand and Provision

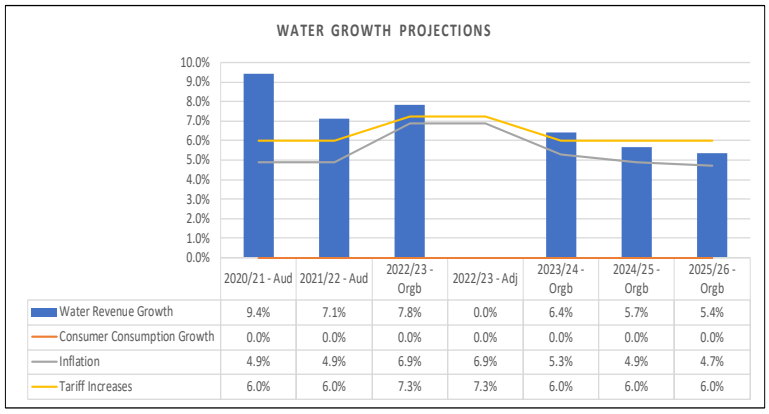
Municipal challenges	• 95.5% of households have access to electricity – slightly below the district average (SEP-LG, 2022). • Load shedding. • Vandalism and copper theft. • Availability of vehicles. • Exceeded notified maximum demand, ageing electrical network and challenge for available funding to replace aging equipment. • Electricity supply and associated infrastructure may not be able to meet future demand adequately enough. No new developments can be approved at this stage as per Eskom. • The maintenance of the electrical network remains a major challenge especially with regards to illegal connections which result in unplanned interruptions as networks becomes overloaded.
Electricity Expenditure Analysis	• From a capital expenditure budget perspective, the energy allocation increased by 17.9% between 2022/23 and 2023/24 and will continue to increase by an average annual 15.2% across the MTREF. Average annual growth across the ensuing MTREF appears to be consistent with the current inflation rate for key mandated areas indicating desired levels of sustainability. • The budget will largely be spent on infrastructure for the Vredebes Electrical Network (R3.391 million), which is subject to the ability to continue with the project due to the risk of vandalism. This will positively contribute to building the municipal area and economy for the future, and for the benefit of all residents. • The interventions at the Vredebes development offers individuals the opportunity to expand, add value to their assets, as well as start businesses from their homes to generate economic activity and stimulate job growth in the community. • The rest of the capital infrastructure allocation will be spent on fencing in Tulbagh, for which the tender process has already commenced (R2 million) and R100 000 on MV Network equipment. • The upgrading of the fencing in Tulbagh will reduce the risk of vandalism and theft highlighted as key risks above and can ensure that the electrical equipment remains operational and reliable, reducing the risk of downtime and service interruptions. • Ongoing maintenance is essential to safeguard network reliability and sustainability to ensure safe working conditions for employees and consumer safety. Furthermore, plans to renew and upgrade MV networks shows good prospects for reducing electricity losses and reducing the backlogs in access to electricity. This will positively affect future sustainability and boost economic growth.

	• The Municipality is faced not only with the crippling effects of loadshedding, but also the inability of Eskom to supply capacity and increase the Notified Maximum Demand (NMD) which the municipality has exceeded. Not having a sufficient and sustainable electricity supply has significant implications on economic growth, social development, environmental sustainability, and technological advancement. Additionally, electricity provision to the unelectrified rural areas in the municipal area is an untapped resource that the municipality cannot exploit due to current Eskom constraints. • Despite these challenges, the Municipality is commended for implementing short term initiatives to alleviate some of the electricity constraints and face its customers' growing demand. These include the installation of power factor correction equipment in Ceres, the approval of more than 5 MWp of solar panels for consumers. Additional innovations include the customer self-built project that is underway, with plans of upgrading the existing cables at Wolseley main switching station to increase cable capacity. • The Municipality has also developed a small-scale embedded generation (SSEG) plan that supports the management of renewable energy production. This is part of the Municipality's response to loadshedding, by allowing SSEG connections through the NRS 097 guidelines and the SALGA-AMEU supported documents. A cost of supply study is currently being conducted to allow for cost reflective and encouraging export tariffs.

3.4.2 Water Services

3.4.2.1 Water Services Credibility and Sustainability

Diagram 2 Water trading service trends



	2020/21 - Aud	2021/22 - Aud	2022/23 - Orgb	2022/23 - Adj	2023/24 - Orgb	2024/25 - Orgb	2025/26 - Orgb
Water Revenue Growth	9.4%	7.1%	7.8%	0.0%	6.4%	5.7%	5.4%
Consumer Consumption Growth	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Inflation	4.9%	4.9%	6.9%	6.9%	5.3%	4.9%	4.7%
Tariff Increases	6.0%	6.0%	7.3%	7.3%	6.0%	6.0%	6.0%

Cost Recovery	Direct and Indirect	2023/24	Surplus/ Deficit
	Revenue	R53 000 000	R2 513 074
	Expenditure	R50 486 926	

Source: NT tariff setting tool

2023/24 Tariffs	Basic Charge	Tariff Increase (Mun)	Tariff Increase (WC Avg)
Business	Yes	6%	7%
Households	Yes	6%	7%

Source: Municipal Tariff list

Basic Service Delivery	Number of Households (LGES)	Operational Cost of Water Services (R'000)		
		2023/24	2024/25	2025/26
Indigent (SA10,SA1)	8807	R 3 887	R 3 939	R 3 993
Indigent (LGES)	21 410	R 46 450	R 51 274	R 56 919

Source: Municipal Tariff list

- As depicted in the diagram above, the Municipality is expecting revenue growth in water services of 5.8 per cent on average over the 2023/24 MTREF whereas expenditure is expected to grow by an average rate of 8.1 per cent over the MTREF. Even though water revenue is expected to grow less than the expenditure over the 2023 MTREF, water revenue for 2023/24 is still projected to produce a surplus of R2.51 million based on the revenue and cost to produce water services.

- The Municipality's individual collection rate for water revenue is 70 per cent, therefore 30 per cent of receivables from water revenue is estimated to be impaired. Furthermore, Water debtors as at end February 2023 were 30.6 per cent of total outstanding debtors over 90 days' category and is the largest contributor to the total outstanding debt which is an indication that the Municipality is experiencing challenges in collecting revenues due from this service with the budgeted collection rate of 70 per cent which could be realistic. However, the Municipality made provision for debt impairment on water revenue of R14.94 million which is slightly understated when compared to the billing of R53 million.

- Setting tariffs should reflect a balance between affordability for households and consumers and ensuring the financial sustainability of the municipality. The surplus of R2.51million is only a reflection of the expected revenue and expenditure for water services but does not account for indirect costs as highlighted in the tariff setting tool. The Municipality is reminded that the allocation of secondary cost to the input volume of water will necessitate the utilisation of the costing segment in the mSCOA and this is crucial in determining cost reflective tariffs for water.

- In addition to the cost of water, real and unavoidable water losses are also inevitable, and it is noted that water distribution losses for 2020/21 and 2021/22 financial years amounted to 12.1 per cent and 13.9 per cent respectively which are well within the range of 14-16 per cent treasury norm, however the increase is concerning.

- The Municipality did not provide information pertaining to its water consumer consumption growth (SA9 incomplete in this regard), however, it should be noted that with population growth increases in consumption, expected revenue and in expected costs, maintenance and labour can be expected. Water is a scarce commodity and with the increased consumption the Municipality is urged to apply control measures to restrict usage to acceptable levels should consumption spiral in order to prevent the scarcity of water resources.

- In terms of budgeting for water inventory, the Municipality does not purchase any water inventory, however, the value of the natural water resources needs to be ascertained and brought to book. The value of the natural resources needs to be journalised to "Assets: Current Assets: Inventory: Water: System Input Volume: Natural Sources". Once journalised, the consumption needs to be provided for (consumption decreases the water inventory asset) and the water losses need to be accounted for (reduces natural resources). The amount that has been consumed in the A6 should be recognised as an expense in the A4 (expenditure: Inventory Consumed: Water). Any water losses reported in the A6 should be allocated to gains and losses in the A4 to recognise the decrease in water inventory and the increase in water losses expense in the A4. Lastly, should the value of the natural resources for water inventory change, fair value adjustments have to be made.

3.4.2.2 Responsiveness to Water Services Demand and Provision

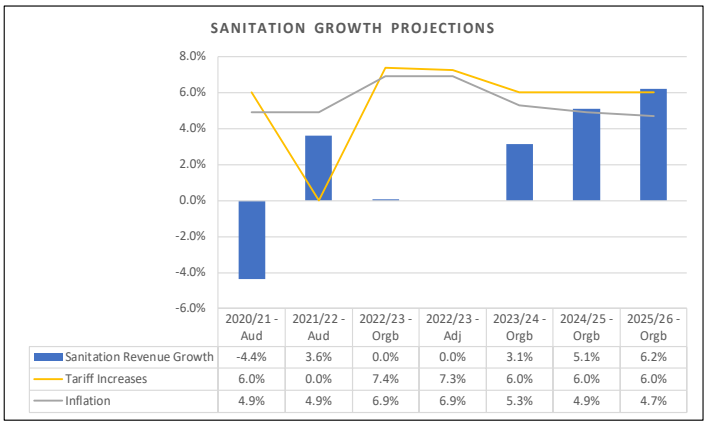
Municipal challenges	• Water infrastructure is at risk due to loadshedding affecting the provision of fresh water. • Vandalism at various water reservoirs and pump-stations and infrastructure. • Deteriorating water pipe infrastructure. • Out-dated equipment and limited budget for infrastructure refurbishment. • Limited staff capacity/staff shortages affecting service delivery. • Moordenaarskloof and Tierhokskloof are the main resources for the supply of water to Tulbagh at present, but yields are not sufficient - requires the implementation of water restrictions on an annual basis. • The absence of a storage dam for Wolseley and Op-die-Berg places the towns at risk during periods of severe drought. • The bulk supply line from the Tierhokskloof weir is at risk of collapsing due to age and needs replacement.
Water Expenditure Analysis	• As was the case for the 2022/23 financial year, water has been prioritised and remains the main budgeted allocation in the Trading Services capital budget (47.1%). This spending will facilitate the upgrading of the Tierhokskloof bulk pipeline (R13.876 million), the Tulbagh Reservoir (R3.534 million) and the renewal of water pipes and valve replacements (R100 000). These projects directly respond to the critical municipal challenges highlighted above and displays the Municipality's commitment to ensure a reliable and sustainable water supply for its residents.

	• To combat the risk of water shortages in the future, the Municipality could consider embarking on water conservation programmes to reduce the overall demand for water. This may include public awareness campaigns, incentives for water-efficient fixtures and appliances, and educational programmes. • Leak detection and repair programmes can also be used to identify and fix leaks in the water distribution system – this will enable a reduction in water losses and increase the availability of water. The Municipality can also invest in groundwater management programmes to ensure the sustainable use of groundwater resources. This may include monitoring groundwater levels, regulating groundwater withdrawals, and implementing conservation measures. • Overall, enhancing water security in the municipal area can lead to a healthier, more resilient, and prosperous community.

3.4.3 Wastewater Services

3.4.3.1 Wastewater Services Credibility and Sustainability

Diagram 3 Wastewater trading service trends



Cost Recovery	Direct and Indirect	2023/24	Surplus/ Deficit	
	Revenue	R33 059 123	-R131 942	
	Expenditure	R33 191 065		

Source: NT tariff setting tool

2023/24 Tariffs	Basic Charge	Tariff Increase (Mun)	Tariff Increase (WC Avg)
Business	Yes	6%	7%
Households	Yes	6%	7%

Source: Municipal Tariff list

Basic Service Delivery	Number of Households	Operational Cost of Waste water Services (R'000) 2023/24	2024/25	2025/26
Indigent (SA10,SA1)	8807	R 10 658	R 11 297	R 11 975
Indigent (LGES)	21 410	R 31 320	R 34 572	R 38 378

Source: A2 & LGES tables

- Sanitation services is expected to cost the municipality more than what will be generated. Total revenue after revenue forgone and expected cost of free basic services amounts to R33.06 million and expenditure is projected to be R43.58 million thus an estimated deficit of R131 942. Deficits on individual revenue items are usually funded by surpluses from other revenue items and service charges as well as the equitable share allocation. The Municipality is encouraged to review its sanitation tariff in order to break even.

- Over the 2023/24 MTREF sanitation revenue growth is expected to increase on average by 4.8 per cent. While sanitation expenditure growth has exceeded the revenue growth by 7.4 per cent over the past audited years, spiking again over the 2023/24 MTREF with an increase on average of 6.7 per cent above the average revenue growth of 4.8 per cent.

- The Municipality has budgeted for a tariff increase in sanitation revenue of 6 per cent on average and inflation is estimated to be 5 per cent on average over the MTREF. In order to for the Municipality to keep up with the expenditure growth in delivering sanitation services, which grows faster than the estimated inflation rate, a tariff charge above inflation seems necessary to be able to minimise deficits and ensure the continued delivery of wastewater management services.

- The Municipality's individual collection rate for sanitation services is estimated to be 77 per cent, indicating that 23 per cent is realistically anticipated to not be collected. However, every effort should still be made to collect the revenues due. The Municipality's budgeted debt impairment for sanitation services is R7.57 million, an accurate estimate based on their billing. However, the Municipality is not

funding the debt impairment (it reduces possible sanitation revenue and provision should be made to cover the costs of services delivered and not being able to be collected thereon). The debt impairment should be funded by a revenue source, even if debt impairment is a non-cash item, it should still be funded by a revenue source, i.e., sanitation revenue should fund any sanitation losses or impairment.

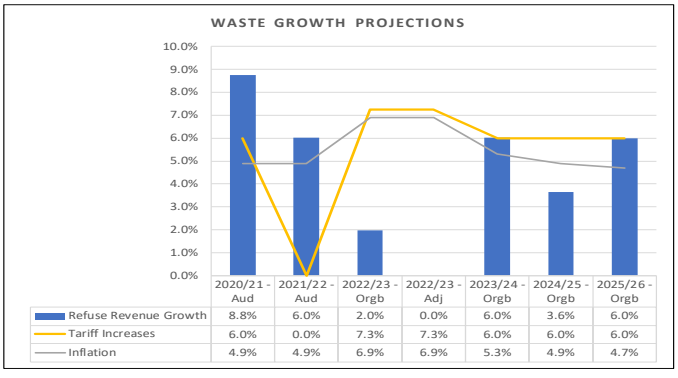
3.4.3.2 Responsiveness to Wastewater Services Demand and Provision

Municipal challenges	● Sewerage services are affected due to loadshedding, failure to pump and treat sewerage resulting in contamination and pollution. ● Vandalism challenges at various sewer pump stations and WWTW's. ● Limited budget for infrastructure refurbishment, upgrade and replacement of vehicles and out-dated equipment. ● Limited staff capacity/staff shortages affecting service delivery needs. ● Upgrade of sand filters required at Op-die-Berg plant – quality of discharge declines due to insufficient evaporation.
Wastewater Expenditure Analysis	● The capital expenditure budget for waste-water management decreased from R16.278 million to R100 000 (99.3%) in 2023/24, making provision for more pressing infrastructure challenges within the other Trading Services functions. The allocation will be used for sewer network replacements. The Municipality upgraded the security of pumpstations in the 2022/23 financial year, to address the vandalism challenges of sewer pump stations and improve service delivery within the municipal area. ● Despite limited funds, the Municipality addresses the municipal challenges and gaps displaying a clear alignment between the IDP and budget. Increasing expenditure on wastewater management can provide many economic benefits for the Municipality. These benefits include cost savings, improved public health, increased property values, job creation, sustainable development, and improved water supply. These benefits can help to stimulate local economic growth and provide a better quality of life for residents.

3.4.4 Waste Removal Services

3.4.4.1 Waste Removal Services Credibility and Sustainability

Diagram 4 Waste removal service trends



Cost Recovery	Direct and Indirect	2023/24 R'000	Surplus/ Deficit	
	Revenue	R31 314 824	-R38 667 121	
	Expenditure	R69 981 945		

Source: NT tariff setting tool

2023/24 Tariffs	Basic Charge	Tariff Increase (Mun)	Tariff Increase (WC Avg)
Business	Yes	6%	7%
Households	Yes	6%	7%

Source: Municipal Tariff list

Basic Service Delivery	Number of Households	Cost of Waste Services (R'000)		
		2023/24	2024/25	2025/26
Indigent (SA10,SA1)	8807	R 9 114	R 9 661	R 10 241
Indigent (LGES)	21 410	R 26 255	R 28 981	R 32 172

Source: A2 & LGES tables

- Refuse revenue reports a projected deficit of R38.67 million for 2023/24. Expected revenue after the cost of free basic services and revenue forgone is estimated to be R31.32 million while direct costs are expected to be R69.98 million. Refuse revenue has grown at an average of 5.6 per cent from 2019/20 to 2022/23 and is expected to grow on average by 5.2 per cent over the 2023/24 MTREF. Costs of delivering waste management services have been increasing exponentially in relation to the revenue with a historic average growth rate of 98.8 per cent from 2019/20 to 2022/23 (almost doubled in costs). Over the 2023/34 MTREF the expenditure growth is expected to decline by 1.6 per cent.

- Tariff increases for refuse services are projected to increase on an average by 6 per cent, although it is above the estimated average inflation rate of 5 per cent over the MTREF, the increase is justified by comparing the revenue growth projections to the expenditure growth projections.
- The Municipality's individual estimated collection rate for refuse revenue is 70 per cent thus foreseeing an anticipated debt impairment of 30 per cent. The Municipality's provision for debt impairment for 2023/24 amounts to R9.98 million for refuse revenue which appears accurate based on the billing. Although debt impairment is only making provision for accounts that are likely not to be paid, it should not discourage the Municipality from employing every effort to collect such revenues due.
- The IDP indicates that the provision and operation of landfill sites in the Witzenberg Municipality have reached critical proportions due to drastically increased operating costs and permit conditions of existing sites, available landfill space and increasingly strict legislation to adhere to. The operational landfill sites will incur substantial costs to rehabilitate (R112.5 million needed to rehabilitate). The Municipality has no cash-backed reserves for the rehabilitation of landfill site which raises a risk in terms of the sustainability of the service over the long-term.
- Therefore, it is recommended that the Municipality must fast track its long-term strategy for waste management in order to move towards integrated waste management which will increase the recovery of waste material and thereby save landfill airspace, promote the waste economy, reduce the environmental impacts of waste management, create jobs achieve sustainability over the medium to long-term.

3.4.4.2 Responsiveness to Waste Removal Demand and Provision

Municipal challenges	• The management and upkeep of landfill sites have reached a critical state, primarily because of rising operating expenses and permit restrictions, limited landfill capacity, and the need to comply with increasingly stringent regulations. • Major obstacles to waste management include vandalism and theft at the Prince Alfred's Hamlet landfill site (fences are stolen and infrastructure vandalised) as well as illegal entry which results in periodic fires at the site. • High operating costs of Op-die-Berg site means that it will need to be closed. • The Municipality was forced to close the Wolseley site due to the informal community burning down the offices and damaging equipment. • Another risk includes the approval of the waste variation license at the Tulbagh landfill site which, should it not be approved, the Municipality will need to transport solid waste to Worcester or Drakenstein at high transport costs. For all landfill sites, rehabilitation costs are still outstanding. • Illegal dumping, dumping of household waste in skips and overflowing of skips is a serious problem in the municipal area. • Establishing a regional site in Worcester could potentially lower operating expenses, but the feasibility of it will ultimately depend on the associated transportation costs.
Waste Expenditure Analysis	• The Municipality has allocated 37.8% of its Trading Services capital budget towards waste management for the 2023/24 financial year. The capital expenditure budget increases by 429.5% when compared to the 2022/23 adjustments budget which is significant. There was however a sizeable decrease between the 2021/22 main budget (R10.453 million) and the adjustments budget (R2.653 million) which places the 2023/24 increase into perspective. • The funds for capital infrastructure will be used for a refuse removal truck to alleviate backlogs (R5.048 million), new drop off-transfer station that would replace the existing skip system (R6 million) and fencing of the Prince Alfred's Hamlet landfill site (R3 million). These augmented budget allocations indicate a clear acknowledgement of the issues highlighted in the IDP. With regards to the waste management challenges identified by the Municipality, the key projects unequivocally demonstrate the budget's responsiveness to the current crisis and demand.

	• The IDP notes that due to the small population and limited volumes of waste generated, it may not be feasible for the Municipality to implement a recycling system. The strategic placement of large recycling bins at shopping centres and schools will however be expanded to support waste minimisation and recycling. • It is clear that the Municipality is taking proactive measures to address waste management challenges and critical gaps by implementing effective strategies to help alleviate the backlog and ensure a cleaner and healthier environment for its citizens. The development of a long-term Waste Management Strategy is promising and aims at addressing waste avoidance, optimising the collection system, waste diversion and disposal. Additional actions include the implementation of a material recovery facility and drop-off points to replace garden waste skips. • Given the various waste challenges faced in the municipal area, another avenue to consider would be to encourage formal waste pickers in the municipal area and incorporate them into the waste management system. Formalising waste pickers can help to improve waste management as they can be integrated into the municipality's waste collection and disposal system. • Additional benefits include an increase in recycling rates, reduction in costs and job opportunities. Additionally, it would assist the municipality with its challenges of waste generation in informal settlements as the waste pickers can remove waste from the streets.

Property Rates

Revenue from property rates is expected to grow on average by 7.2 per cent over the 2023/24 MTREF, or estimated value on average of R109.88 million over the 2023/24 MTREF making property rates the Municipality's third largest revenue source following electricity revenue and operational transfers. The Municipality has budgeted for property rates by usage when looking at the data strings which is in accordance with section 8 of the MPRA, However, failed to complete the draft budget table SA12a. The number of properties outlined in SA12b of 2022/23 final budget and SA12b of the 2023/24 draft budget remains the same, highlighting a stagnating rate base.

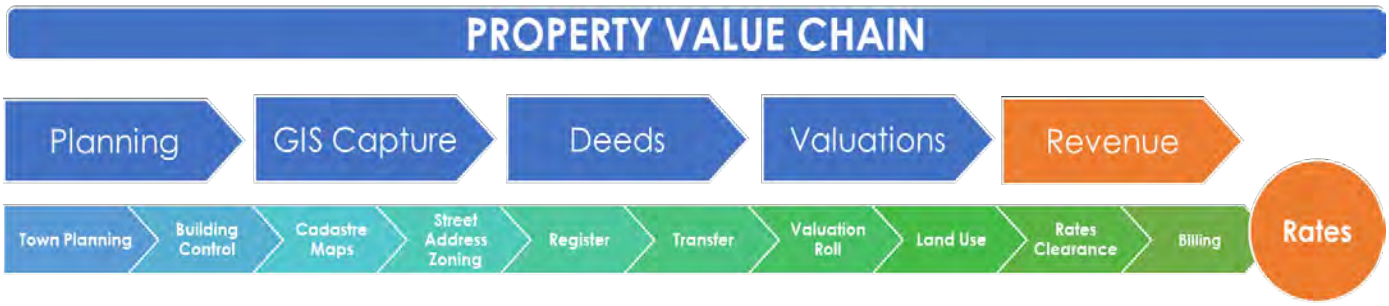
Municipalities require a reliable source of revenue to provide for basic services and perform their functions. Property rates would be classified as the most important source of general revenue for the municipality and as such MFMA Circular 89 stipulates that more effort is required to maximise revenue derived from property rates. MFMA Circular 93 further requires the submission of the reconciliation between the General Valuation Roll and financial system which will provide the support on projected increases. However, Municipality failed to complete table SA11 which relates to property rates valuation.

The Municipality applied an 86 per cent collection rate to property rates, thus anticipates that 14 per cent is unlikely to be collected. Based on the revenue billing for property rates, it is estimated that R14.31 million will be impaired, however, the Municipality budgeted for an impairment amount of R1.94 million projected impairment. The estimated impairment compared to the Municipality's expected collection rate is understated and this could be due to the fact that property rates are taxes and as such prescription on rates is 30 years and this period allows municipalities to explore all efforts to recover any outstanding amounts.

The Property Value Chain

The municipality's main asset is its property. Its main source of income is derived from charging for property rates. It is essential that municipalities reconcile their most recent consolidated valuation roll data to that of the current billing system data to ensure that revenue anticipated from property rates is realistic. Municipalities should implement a data management strategy and develop internal capacity to perform these reconciliations and investigations to improve completeness of billing. Diagram 5 below highlights the key inputs into the Property Value Chain to realise maximum revenue from property rates.

Diagram 5 Property Value Chain



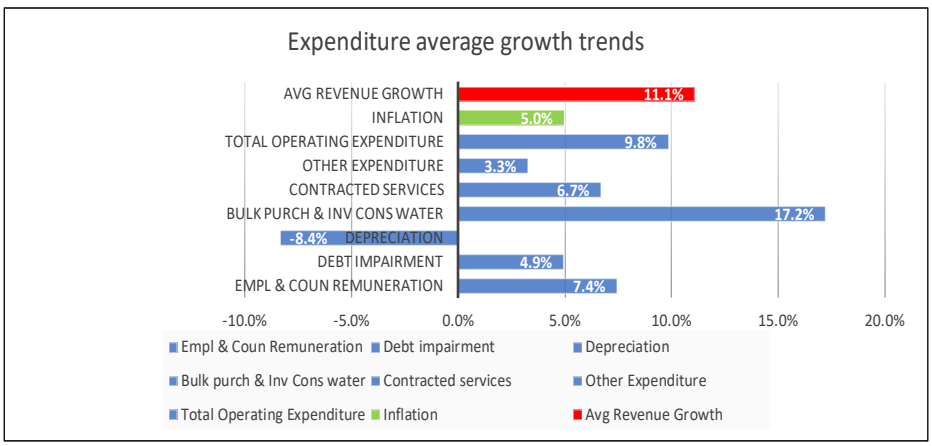
3.5.1 Other revenue risks

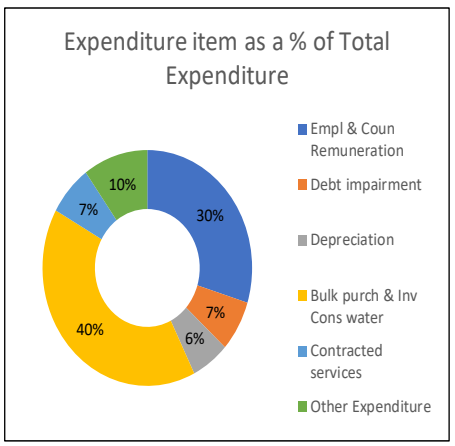
- Transfers recognised - Operational constitutes 18.7 per cent of the total operating revenue budget in 2023/24 which is second largest and indicates a reliance on grant funding to fund its daily operations. Current economic pressures and fiscal constraints of the country may greatly influence available funding for distribution in the future. Given the Municipality's grant dependency, it is therefore necessary to adopt a conservative approach when budgeting especially for outer years.

3.5.2 Operating Expenditure

Employee related costs and electricity bulk purchases remain the largest cash outflows for the municipality. Over the 2023/24 MTREF an average of 7.5 per cent increase is noted in the cost of employment although the budget report mentions a provision for a 5.4 per cent salary increase and 2.5 per cent notch increase for 2023/24. In addition, NERSA has proposed an 18.5 per cent hike in electricity meaning the municipality will have to acquire electricity at a cost of 18.5 per cent higher in 2023/24. Electricity will become more expensive and load shedding taking its tall as a result drive consumer to using electricity sparingly and seeking alternative energy solutions that will cause electricity revenue to decline but also have the same decline effect for electricity bulk purchases as demand decreases.

Diagram 6 Operating expenditure trends





- For 2023/24 budget year the operating expenditure is anticipated to increase by 11.3 per cent when compared to the current year budget which is lower than the revenue projection of 10.6 per cent with bulk electricity purchases being the largest contributor.

- Bulk electricity purchases make out an average 43.3 per cent of the total expenditure budgeted over the 2023/24 MTREF. An expected average of 17.2 per cent year on year increase is anticipated by the municipality on electricity bulk purchases. Increases in electricity bulk purchases is outside the control of the municipality as NERSA has approved an electricity hike of 18.5 per cent for municipalities, leaving

municipalities with no other option but to absorb these price increases into their annual projections and try to alleviate the impact on consumers where possible.

- Employee related costs and councillors' remuneration are the second largest operational expense for the municipality. The NT norm for employee related costs is between 25 to 40 per cent of the total expenditure and the Municipality's ratio for employee related costs is 29.7 per cent of the total expenditure budget for 2023/24 which is within the NT norm.

- The Municipality has made provision for a 5.4 per cent salary increase for 2023/24 and a 2.5 per cent notch increase for qualifying officials in their expenditure budget hence a combined increase of 7.9 per cent. The increase that the Municipality provided for is in line with the current wage agreement, however, to contain costs the Municipality must limit the budget for overtime expenditure which currently reflects an increase of R10.50 million or 144.4 per cent when compared to current budget. It is also indicated that the job descriptions of all employees are in the process of being re-evaluated and the outcome of the evaluations is still unknown, but it is expected that the salaries of some employees will increase which will increase the expenditure on this item further.

  In view of the current revenue projections and economic outlook, the Municipality is encouraged to monitor employee related costs closely to ensure the expenditure item is within the affordable limits as increases should correspond with adequate revenue provisions as to not adversely impact the financial health of the Municipality. A key consideration is the prioritising only critical vacancies, avoid excessive overtime and optimising existing staff complement by limiting use of consultants. Municipality is also encouraged to change current employment conditions to be in line with the current loadshedding challenges. The Local Labour Forum should be consulted, and SALGA can provide advice, but for the Municipality to sustain its wage bill it must be agile in its approach or else it will deplete its reserves by funding additional hours employees will work.

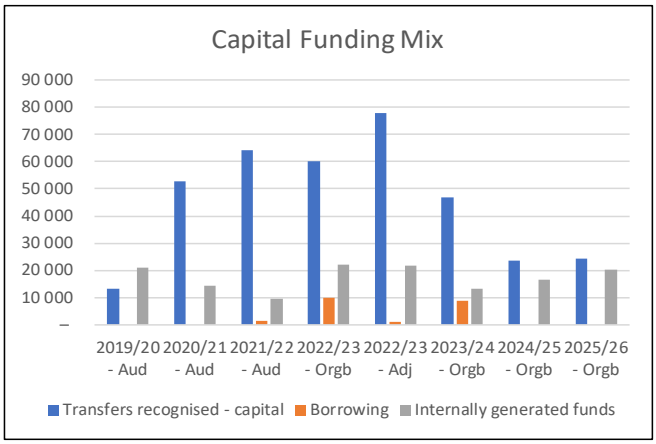
- Depreciation and asset impairment for the 2023/24 MTREF is R44.34 million on average or 4.5 per cent of total expenditure. Depreciation is a non-cash item, but it is an accounting value determining the value by which an asset decreases over time through its use. Therefore, it is important that depreciation expenditure is funded so that funds can be reserved for the replacement or upgrading of infrastructures and assets, especially those infrastructures and assets used in the production of delivering essential basic services. However, currently the Municipality did not provide a funding source for depreciation and asset impairment and remains a journal entry with no value cash backed.

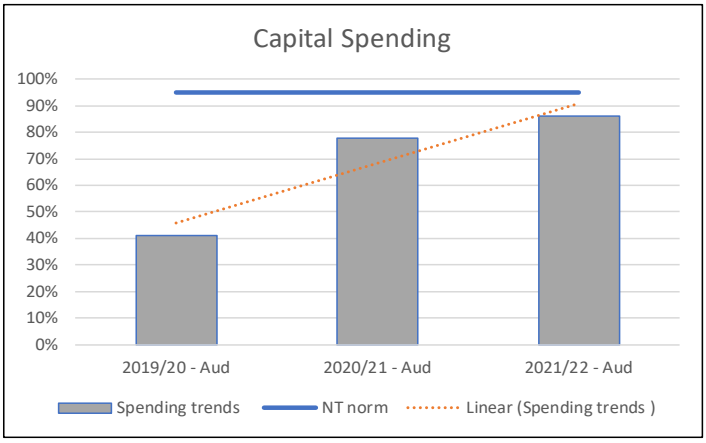
- The Municipality budgeted an average amount of R66.50 million for contracted services over the 2023/24 MTREF consisting of outsourced services (average of R32.57 million), consultants and professional services (average of R26.83 million) and contractors (average of R7.09 million). Against the backdrop of employee related cost being the main cost driver, it would be recommended that, depending on the service delivery model, that the Municipality weigh the costs and benefits of building capacity in-house versus the increasing budget allocation to the outsourcing of certain functions to contractors, when reviewing the employee strategy in the long term financial plan to avoid ongoing reliance on contractors. Over the 2023/24 MTREF contracted services makes out an average of 6.6 per cent of the total expenditure. The NT norm is between 2 – 5 per cent. This indicates that the Municipality is slowly becoming over reliant on contracted services to perform municipal related functions.

- In terms of the budget allocation towards other expenditure, the Municipality should review and assess the necessity of all expenditure to identify any areas where expenditure can be curbed. Improvements in service delivery must come through efficiency gains, savings, reducing waste and enhancing cross-sector collaboration. The Municipality should stringently implement cost containment measures over the MTREF and to ensure the Municipality's spending is within the available revenue. The Municipality is also encouraged to review the current cost containment policy to be in line with the adjustments that National Treasury proposed in the latest circular.

3.5.3 Capital Funding Mix

Diagram 7 Capital funding mix





- Over the past 3 audited years, the Municipality's capital spending implementation has improved from 41 per cent in 2019/20 to 78 per cent in 2020/21 and 86 per cent in 2021/22. The trend indicates that the Municipality has progressed in terms of its capital budget implementation post COVID however, it is still below the NT norm of 95 per cent.

- Over the 2023/24 MTREF the Municipality's capital budget is expected to be funded primarily through capital grants followed by own revenues and borrowings. Estimated capital grants over the 2023/24 MTREF is on average 60.4 per cent of the capital budget followed by own funding of 35.3 per cent and borrowings of 4.4 per cent. When the capital funding mixes over the 2023/24 MTREF is compared to the past 3 audited years it is noted that the Municipality is budgeting for a decline in dependency on capital grants to fund their capital budget. The audited average for capital grants is 67.5 per cent over the past 3 years whereas the 2023/24 MTREF reports a decline to 60.37 per cent.

- Although there is a slight decline in capital grants to fund the capital budget over the 2023/24 MTREF, an increase in borrowings is noted. In addition, the use of own funds to fund capital expenditure over the 2023/24 MTREF signals an upward trajectory from an average of 31.8 per cent to an estimated average of 35.3 per cent over the 2023/24 MTREF. The gearing ratio is within the National Treasury acceptable norm of 45 per cent, indicating that the Municipality has the capacity to increase funding through borrowings, however, this should be considered within the cash flow requirements of the Municipality.

- Capital spending funded from internally generated funds amounts to R13.19 million. The Municipality will maintain a capital replacement reserve amount of R12.54 million as per A6-Financial Position and it is unclear from the budget documentation how the Municipality will sustain the contribution towards the capital replacement reserve based on the financial position of the Municipality.

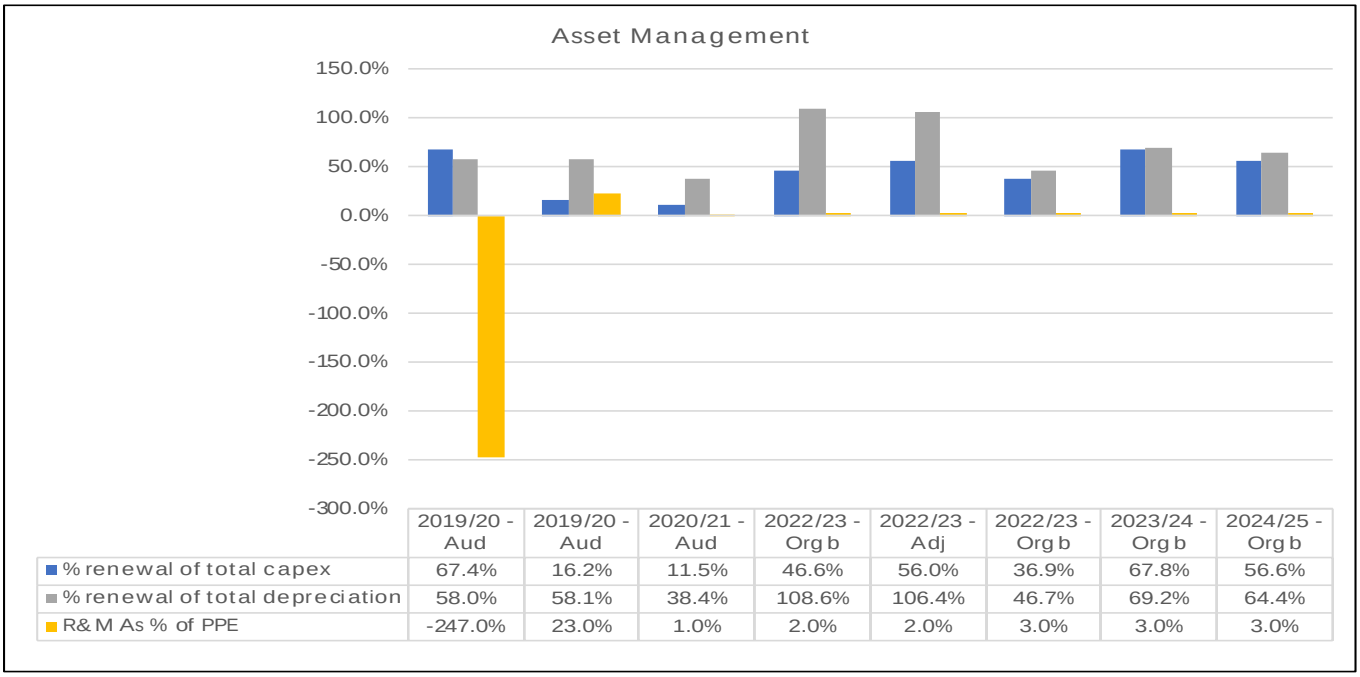
- The funding mix of the Municipality is balanced in context of the restrained financial position of the Municipality however it would be recommended that the Municipality apply prudent fiscal management and closely monitoring the realisation of cash-backed surpluses to be used for capital.

- In terms of data string analysis, the A6 deposits recognised amounts to R75.58 million for conditional grants. The corresponding liability for unspent grants to be recognised amounts to R35.07 million. The deposits and receipts should reconcile. No liability has been recognised for Provincial Capacity building and other and provincial Infrastructure. Transfers to revenue and capital should reconcile with capital grants recognised and operation grant recognised (the Municipality should budget to recognise grants after it has been spent). The Municipality's transfer to capital/revenue does not reconcile to the transfers

recognised. Lastly, grant accruals (current liability) should reconcile to the grant spending and input VAT recognised should be the balancing figure or difference between the spending and accruals. The Municipality did not make provision for the recognition of input VAT although the data strings was created.

3.5.4 Capital Expenditure Trends

Diagram 8 Asset Management



	2019/20 - Aud	2019/20 - Aud	2020/21 - Aud	2022/23 - Org b	2022/23 - Adj	2022/23 - Org b	2023/24 - Org b	2024/25 - Org b
% renewal of total capex	67.4%	16.2%	11.5%	46.6%	56.0%	36.9%	67.8%	56.6%
% renewal of total depreciation	58.0%	58.1%	38.4%	108.6%	106.4%	46.7%	69.2%	64.4%
R&M As % of PPE	-247.0%	23.0%	1.0%	2.0%	2.0%	3.0%	3.0%	3.0%

- The Municipality allocated 53.9 per cent of the capital budget towards trading services or revenue generating assets and the largest component is towards water management and waste management.
- Repairs and maintenance expenditure average an amount of R30.86 million over the 2023/24 MTREF. This equates to 3 per cent of the total value of PPE. The NT norm is 8 per cent hence the Municipality's provision for repairs and maintenance is below the set standard. The purpose of the norm is so that municipalities can perform adequate repairs and maintenance to assets to ensure adequate maintenance to prevent breakdowns and interruptions in service delivery.
- Repairs and maintenance allocated to trading services average an amount of R10.58 million per annum over the 2023 MTREF. That is an average of 34.3 per cent of the total repairs and maintenance budget per annum over the 2023 MTREF. Repairs and maintenance are allocated towards electrical infrastructure, water infrastructure and sanitation infrastructure but no amount was allocated towards solid waste infrastructure over the 2023/24 MTREF. This raises a concern as currently the Municipality is using a loan to repair and maintain/ upgrade a landfill site (R3 million for fencing landfill site).
- Renewal and upgrading of assets for 2023/24 amounts to R25.41million per annum or 36.9 per cent of the total capital expenditure which is below the NT norm is 40 per cent. In addition to the low levels of renewing and upgrading of assets in 2023/24, the Municipality further reported in budget related documentation the deterioration and ageing of infrastructure which raises the possible risk in terms of the safeguarding of the asset base.
- The current performance as at 28 February 2023 is at 47.4 per cent of the adjusted budget. Possible under spending is foreseen if the Municipality does not closely monitor the capital performance. The Municipality is requested to focus on project implementation plans from the project managers and in consultation with supply chain demand management plans, that will also assist in capital performance

management and ensuring capital budget is spent within National Treasury Norms of at least 95 per cent of the Capital Budget as per MFMA circular 71.

- In terms of monthly budget projections, the Municipality took its total estimated expenditure and divided it by 12. Municipality needs to address the issue of straight-line budgeting on capital expenditure and consider the timing transfers from National Treasury, consider seasonal fluctuations, and look at actual trends from previous years.

3.5.5 Other Capital Infrastructure Responsiveness

Municipal challenges	• The municipal road network is in good condition, but challenges include funding backlogs on bituminous pavements, deteriorated Tulbagh roads, upgrading needs on provincial roads (funds approved for upgrades), upgrading needs for public transport infrastructure (no funding for proposals from Transport Master Plans). There is also a need to consolidate the various taxi ranks in Ceres.

Capital Expenditure Analysis	• The municipal transport budget for Witzenberg indicates that there is R26.9 million allocated towards road infrastructure projects for the 2023/24 financial year.
	• A large majority of the funds (R24.513 million) will be allocated towards the widening and upgrading of the historic Van Breda Bridge over the Dwars River on Voortrekker Road in Ceres, together with the associated roadworks on the approaches and in the adjacent area that must be adjusted and upgraded to accommodate this upgrading. The project will be completed by 2023/24 and will provide significant benefits to the local community and economy. Some of these benefits include:
	  ◦ Improved transportation since the bridge is a vital link between Ceres and surrounding areas. It will reduce traffic congestion and travel time, making it easier for people and goods to move in and out of the area.
	  ◦ It will also result in increased economic activity and increased employment opportunities and income for the local community.
	  ◦ The upgrade will also improve safety, as the bridge was narrow with poor visibility, making it unsafe for motorists and pedestrians. Upgrading the bridge can reduce the number of accidents and fatalities for all road users.
	  ◦ This infrastructure investment will also result in enhanced tourism which the municipality should greatly leverage. It will be easier for tourists to visit the Ceres area – which is a popular tourist destination and can lead to increased tourism revenue for the local economy.
	  ◦ Stimulates job creation in the municipal area and enables businesses to grow both locally and beyond.

3.5.6 Utilising Strategic Procurement as a lever to enhance Local Economic Development (LGSCM)

Demand Management and procurement planning has become a national concern, hence National Treasury issued MFMA Circular No. 94 requiring the Municipalities to submit the procurement plan together with the Budget, Service Delivery and Budget Implementation Plan (SDBIP) to address the weaknesses in the procurement planning processes, impacting on the slow spending on the capital budgets resulting into a negative impact on service delivery.

Procurement planning in the Local Government sphere is a developing process but needs to be enhanced as the absence thereof has been attributed for poor service delivery and not meeting municipal service delivery goals.

Therefore, the alignment between the IDP, budgeting and procurement planning processes has become increasingly important to ensure optimal and effective utilisation of the Municipality's budgets and to achieve this objective is to utilise procurement as a strategic tool to drive local economic development (LED).

For this reason, the development a procurement plan is so important taking into account environmental, social aspects in addition to traditional economic or financial considerations in conjunction with the demand plan to source items of a strategic nature and where possible source alternate suppliers or alternate commodities.

3.5.6.1 Procurement Plan

The assessment of the procurement plan can be utilised as a management tool to assist municipalities with the following:

- Determine procurement timeframes, allocate resources accordingly and identify any potential implementation risks.
- Monitor procurement processes to ensure everything is on track and concluded on time, which will lead to improved procurement efficiency; and
- Identify opportunities for strategic sourcing and bulk buying.

Key findings

- The Municipality is commended for having a duly completed Procurement Plan in place whereby the expenditure amount on the plan is aligned to its A-schedules Table A5 Budgeted Capital Expenditure by Functional Classification and Funding for the Budget year 2023/24. This is indicative that the demand management and procurement planning is integrated within the Municipality.
- Furthermore, it was determined from the procurement plan submitted by the Municipality that, there are items that have the potential of being seen as splitting of an order of which the Municipality should mitigate, as the method of procurement for those items are not clearly defined in the plan for items such as the procurement of furniture and equipment.
- The Municipality should consider linking large capital projects to the FIPDM, such as Housing, Water and Sanitation, Energy (MER) project and Roads projects as identified on the procurement plan. It should be noted that these capital projects are considered long-term contracts of which Section 33 of the MFMA needs to be adhered to.

SECTION 4: REVIEW OF THE HISTORICAL FINANCIAL INFORMATION

4.1 THE FINANCIAL PERFORMANCE AS PER THE AUDITED ANNUAL FINANCIAL STATEMENTS

The assessment of the financial health and performance is an integrated process involving a review of a municipality's audited annual financial statements, audit report and ratio analysis. The results of the ratio analysis are used to support financial decisions and to identify factors which may influence the financial stability of the municipality.

Adverse ratio outcomes show potential areas requiring action to ensure sustainability. The assessment trend analysis is based on the audited financial statements for 2020, 2021, and 2022; however, the table provides a five-year time frame for analysis (2018 to 2022) to provide a more comprehensive perspective for evaluating the 2022/23 budget.

The analysis is conducted as per National Treasury MFMA Circular No. 71. Provincial Treasury has analysed these ratios and the following items are highlighted.

4.2 SUMMARY AND FINDINGS FROM HISTORICAL TRENDS (LG ACCOUNTING)

NT WEB-BASED PORTAL STATUS: -

The ratio results are those of the PT for the period under review as the ratio results are still to be uploaded.

4.2.1 Asset Management

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
1	Impairment of Property, Plant and Equipment, Investment Property and Intangible Assets (Carrying Value): 0%	0.00%	0.09%	0.00%	0.06%	0.21%	N/A	N/A	▲
2	Repairs and Maintenance as a % of Property, Plant and Equipment, Investment Property (Carrying Value): 8%	2.10%	1.92%	1.54%	2.82%	2.10%	0.05%	2.10%	▲

- The repairs and maintenance for the period under review ratio results are below the desired NT norm of 8 per cent. Therefore, the outcome computed for the 2022 year of 0.21 per cent possibly indicates that insufficient expenditure gets incurred on repairs and maintenance to the extent that it could impact the use of the assets and increase the impairment of valuable assets. Therefore, the Municipality should ensure that the repairs and maintenance is performed per the planned asset management strategy.
- The Impairment of Property, Plant and Equipment, Investment Property, and Intangible Assets (Carrying Value) ratio outcome of 2.1 per cent indicates that the Municipality manages and maintains its assets well by ensuring they are always in good condition for the continuation of service delivery.
- Therefore, conditional assessments must continually inform asset maintenance programs that critical infrastructure be more closely monitored and secured. In addition, maintenance programs should consider and take note of wear and tear items, which could signal more frequent maintenance of assets as they age. These measures will ensure reduced risks of loss and damage and limit downtime in service delivery. Finally, these measures ensure that IDP objectives get achieved, thus entailing that SDBIP gets successfully implemented.

4.2.2 Cost Coverage

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
3	Cash/Cost Coverage Ratio (Excluding Unspent Conditional Grants):1 - 3 months	2.4 Months	2.0 Months	1.7 Months	1.9 Months	2.5 Months	1.05%	2.5 Months	▲

- In assessing cash coverage results, the ratio results indicate that the Municipality can meet its operating commitments from cash and short-term investments and positively reflect on its cash management.
- Management should read the outcome cost coverage ratio and the Working Capital Management (WCM) ratio in conjunction, as it directly impacts each other. For example, the Municipality might need to collect cash from customers on time, as indicated by the WCM ratio outcomes. Thus, this position will further improve the cash flow if the Municipality improves its revenue collection and ensure that debtors pay what is due to the Municipality timeously.

4.2.3 Liability Management

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
4	Debt (Total Borrowings)/ Revenue: 45%	1.47%	1.21%	0.79%	0.45%	0.34%	-30.52%	0.24%	▲
5	Capital Cost (Interest Paid and Redemption) as a % of Total Operating Expenditure: 6% - 8%	0.92%	3.24%	2.44%	1.75%	2.37%	26.78%	3.00%	▲
6	Capital Cost (Interest Paid and Redemption) as a % of Total Operating Revenue: 6% - 8%	3.57%	3.37%	2.57%	1.81%	2.29%	-10.52%	2.05%	▲

- The Municipality has managed their liabilities well, supported by the Debt to Revenue ratio, which remains well below the norm, easing concerns about whether it could generate enough revenue to service debt obligations. In addition, the Municipality has the capacity to take on additional borrowings, evidenced by other ratios discussed above and low current costs of servicing the debt.
- However, when the Municipality decides to take on additional funding, all other cash flow projections need to get considered for affordability purposes. Therefore, management should not read this ratio set; consideration should get given to Working Capital Ratios.

4.2.4 Expenditure Management

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
9	Remuneration as a % of Total Operating Expenditure: 25% - 40%	30.86%	31.61%	30.17%	31.12%	31.05%	0.15%	31.10%	
10	Contracted Services as a % of Total Operating Expenditure: 2% - 5%	6.86%	7.87%	6.88%	8.05%	4.84%	-8.36%	4.43%	
11	Irregular, Fruitless and Wasteful and Unauthorised Expenditure/ Total Operating Expenditure: 0%	0.00%	4.97%	4.26%	0.30%	1.28%	N/A	N/A	

- Remuneration to Total Operating Expenditure ratio results has remained relatively constant over the review period, averaging 30.96 per cent. Thus, the outcomes have remained within the NT norm of 25 – 40 per cent. However, the Municipality needs to be cautious about an increasing wage bill without deriving any additional capacity to improve the delivery of its service imperatives.

- The ratio results for contracted services have fluctuated yearly over the five years under review. This ratio indicates that minimal functions get outsourced to consultants, which the Municipality gets commended for. However, the Municipality is still encouraged to analyse its contracted service to find ways to reduce this expenditure where necessary. An increase in the ratio exposes the Municipality to risks such as an inability to build capacity and ongoing reliance on contractors.

- The Irregular, Fruitless & Wasteful and Unauthorised Expenditure ratio results have improved from 4.97 per cent in 2019 to 1.28 per cent during the 2022 financial year. The municipality is reminded to remain cognisant that Irregular, Unauthorised, Fruitless and Wasteful expenditure may indicate inadequate control. Therefore, management must investigate the rules in place and re-engineer the appropriate process to enable the non-occurrence of these forms of expenditure.

4.2.5 Working Capital

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
7	Net debtors' days: ≤30 days	56 days	57 days	58 days	58 days	54 days	-0.99%	54 days	
8	Creditors Payment Period (Trade Creditors): 30 days	43 days	40 days	41 days	42 days	38 days	-3.26%	36 days	

- The Net debtors' days of the Municipality indicate that debtors take 57 days to settle their accounts on average. Though there is an improvement in the 2022 financial year, the ratio outcome is above the NT norm of 30 days. This result indicates that the Municipality could be exposed to cash flow risk due to the Municipality experiencing challenges in collecting outstanding monies from debtors. The development will receive further support in the 2022 financial year. The Municipality has R284,67 million (receivables from exchange transactions (Consumer debtors) + property rates), and 77.18 per cent of debtors are outstanding for more than 90 days. Therefore, the Municipality should also implement stricter credit control measures to avoid debt going beyond 30 days. Failure to collect what is due to the Municipality might cripple the revenue base, consequently affecting the Municipality's cash flows.

- The Creditors' Payment Period ratio results may have improved over the period under review; the results remain above the NT norm of 30 days. Longer than 30 days to settle creditors indicates that the Municipality may be experiencing cash flow problems. This ratio further means the Municipality may need to manage its Working Capital adequately or that adequate controls need to be in place to

ensure prompt payments. The Municipality will be required to provide further explanations in this regard. In addition, non-compliance with MFMA regulations guiding creditors' paying should get considered.

- In conclusion, the WCM components indicate areas of improvement concerning the strategies used in collecting monies and paying amounts due timeously. The Municipality is thus encouraged to revise their approach and address gaps; matters not attended to could result in future shortcomings concerning cash availability and the Municipality's day-to-day operations.

4.2.6 Going Concern

No.	Financial ratios & norms	2018 Audited	2019 Audited	2020 Audited	2021 Audited	2022 Audited	*CAGR	Projection	Overall Rating
12	Total Liabilities to Total Assets: <50%	22.12%	21.92%	22.01%	24.24%	25.51%	3.63%	26.43%	▲
13	Total Debt to Total Assets	0.69%	0.55%	0.39%	0.22%	0.17%	-29.05%	0.12%	▲
14	Current Ratio: 1.5-2:1	2.2	2.0	1.8	1.7	2.3	0.34%	2.3	▲

- In analysing the Going Concern of the Municipality, we first examine the ratio outcomes on various ratios. The Total liabilities to Total Assets ratio result fluctuated over the period under review. As a result, the ratio results are within the NT norm of <50 per cent. This outcome we can interpret as 25.5 per cent of the Municipality's assets getting funded by non-equity sources. These results further indicate that the entity has adequate resources to continue operations indefinitely.

- Additionally, the other going concern-related ratios indicate that the Municipality is still in an excellent financial position as the debt financing of the Municipality's assets are at an acceptable level. The Municipality is encouraged to ensure that they continue to manage its debt financing.

- They are additionally looking at the Municipality's liquidity ratio concerning its liquid assets. The current assets cover the current liabilities in the short term, and the Municipality is further encouraged to manage and enhance this going forward.

** CAGR = Compound annual growth rate is a business and investing specific term for the geometric progression ratio that provides a constant rate of return over the time period. CAGR = [(End Value/Beginning Value) ^1/number of years of growth] - 1*

▲	Favourable
▲	Unfavourable
▲	Needs Improvement

4.3 MSCOA IMPLEMENTATION

4.3.1 mSCOA Priorities

- Ensure governance of mSCOA implemented at municipalities, i.e., roadmaps in place and adequate, SteerComs in place and functional, champions appointed and active.

- Promote the use of the FAQ database for all queries and report updates via forums (i.e., MAF, AWC).

- Perform on-site inspection and assessment of municipalities' systems and implementation to determine compliance (circulars, legislation, regulation), vulnerability and progress of mSCOA implementation.

4.3.2 Credibility of mSCOA data strings

MFMA Circular No. 122 states that the credibility and accuracy of the data strings must be verified by municipalities before submission as the data strings submitted will be used as the single source for all analysis and publications in the 2023/24 municipal financial year. Municipalities have been given access to the

GoMuni portal in April 2022 and should use the reports on GoMuni to verify the credibility of their submissions. It should be emphasized that errors in the data can only be corrected in the next open period. e.g., errors in the tabled budget (TABB) data string can only be corrected in the adopted budget data string (ORGB). Municipalities are not allowed to open closed periods to make corrections.

Table 3 mSCOA Segments Use Analysis

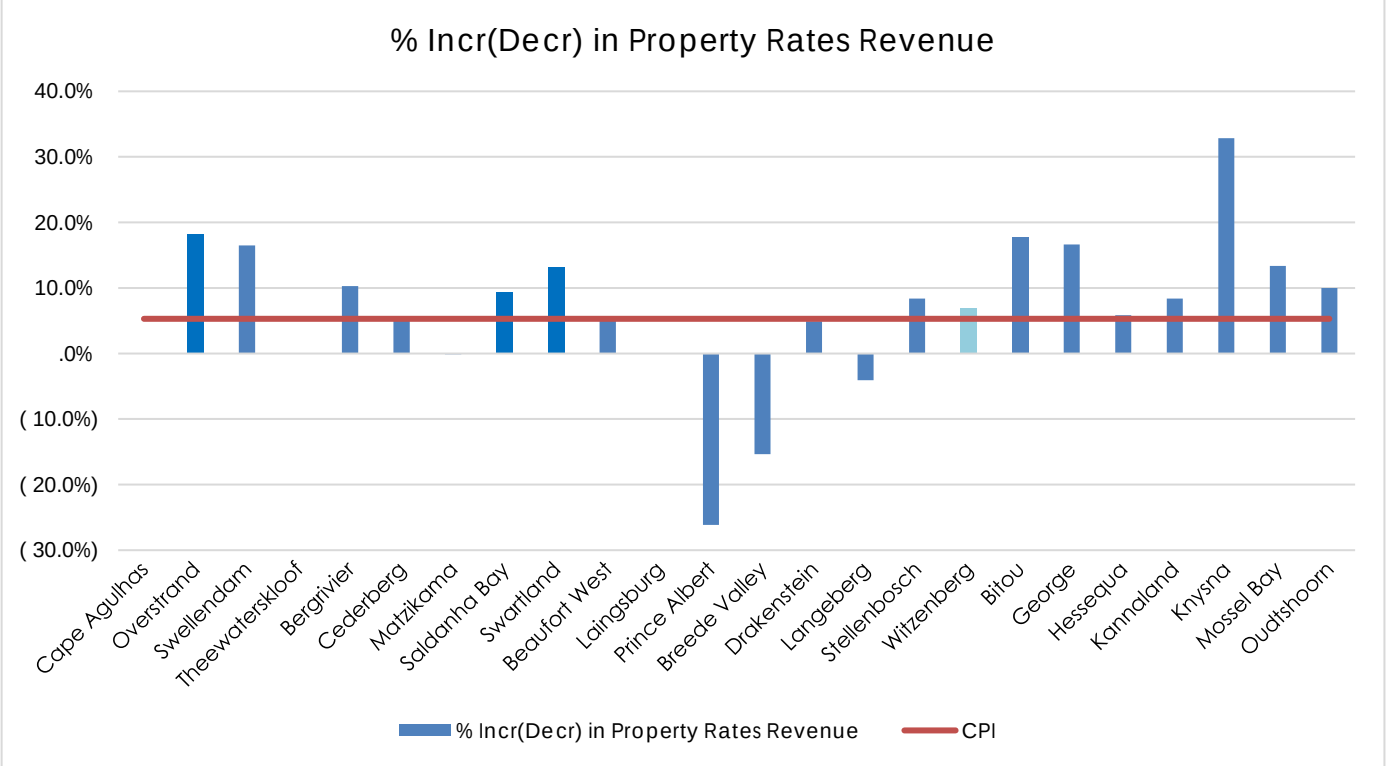
mSCOA Western Cape Segment Analysis		
No	Segment	Witzenberg
1	Project Segment	TABB 2023/24
1.1	Maintenance	Adequate use
1.1.1	Corrective Maintenance	
1.1.1.1	Planned	Budget allocated
1.1.1.2	Emergency	Budget allocated
1.1.2	Preventative Maintenance	
1.1.2.1	Condition Based	Budget allocated
1.1.2.2	Interval Based	Budget allocated
1.2	Typical Work Streams	Adequate use
1.3	Municipal Running Costs	Excessive use Municipal Running Costs project. Consider transferring some of that to Typical Work Stream.
1.4	Default	Adequate use
2	Fund Segment	
2.1	Use of Fund Segment	Fund segment not correctly applied to all items (e.g. depreciation and sanitation)
3	Function Segment	
3.1	Use of Function Segment	Adequate use
4	Costing Segment	
4.1	Use of Costing Segment	Adequate use
5	Region Segment	
5.1	Use of Region Segment	Did create stings for different wards, however, did not allocate a budget for all services/transactions/items
6	Item Segment :	
6.1	Property Rates	Impairment loss under estimated based on billing (A6) and collections (A6).
6.2	Service Charges	Billing transactions - no provision for the recognition of the output VAT accrual Impairment understated based on A6 billing and A6 collections No provision for VAT consequences of doubtful debts
6.3	Fines	The use of non-funding transactions for overdue book fines to be corrected A6 fines issued do not agree to A4 fines revenue A7 fine receipts do not agree to A6 fine payments received and direct payments in the A4
6.4	Employee Related Costs	A4 expenditure do not agree to A6 accrual/deposits A6 accrual/laibility do not agree to A7 withdrawals payment or clearning of salary account
6.4.1	Senior Management	Budget allocated
6.4.2	Municipal Staff	Budget allocated
6.5	Councillors Remuneration	Budget allocated
6.6	Bulk Purchases	Budget allocated
6.8	Debt Impairment	The use of non-funding transactions should be corrected. Debt impairment is understated when billing and collections are compared
7.1	Contracted Services	
7.1.1	Outsourced	Budget allocated
7.1.2	Consultants and Professional Services	Budget allocated
7.1.3	Contractors	Budget allocated
8.	Other Materials	
7.1.2	Inventory Consumed	Adequately used
7.1.3	Water Inventory	Is not applying the principles of GRAP 12

Provincial Treasury has provided the TABB segment tools analysis to the municipality, with the goal of assisting municipalities in examining their data and determining if the information is appropriately retrieved across all segments before finalising the ORGB data strings. TABB shall be rectified in the ORGB before the adopted budget is locked on the financial system and the ORGB data string is created. Furthermore, it is recommended that the Municipality make themselves available for a session (through MS Teams) on the TABB segment analysis to provide further clarification on the segment analysis tools.

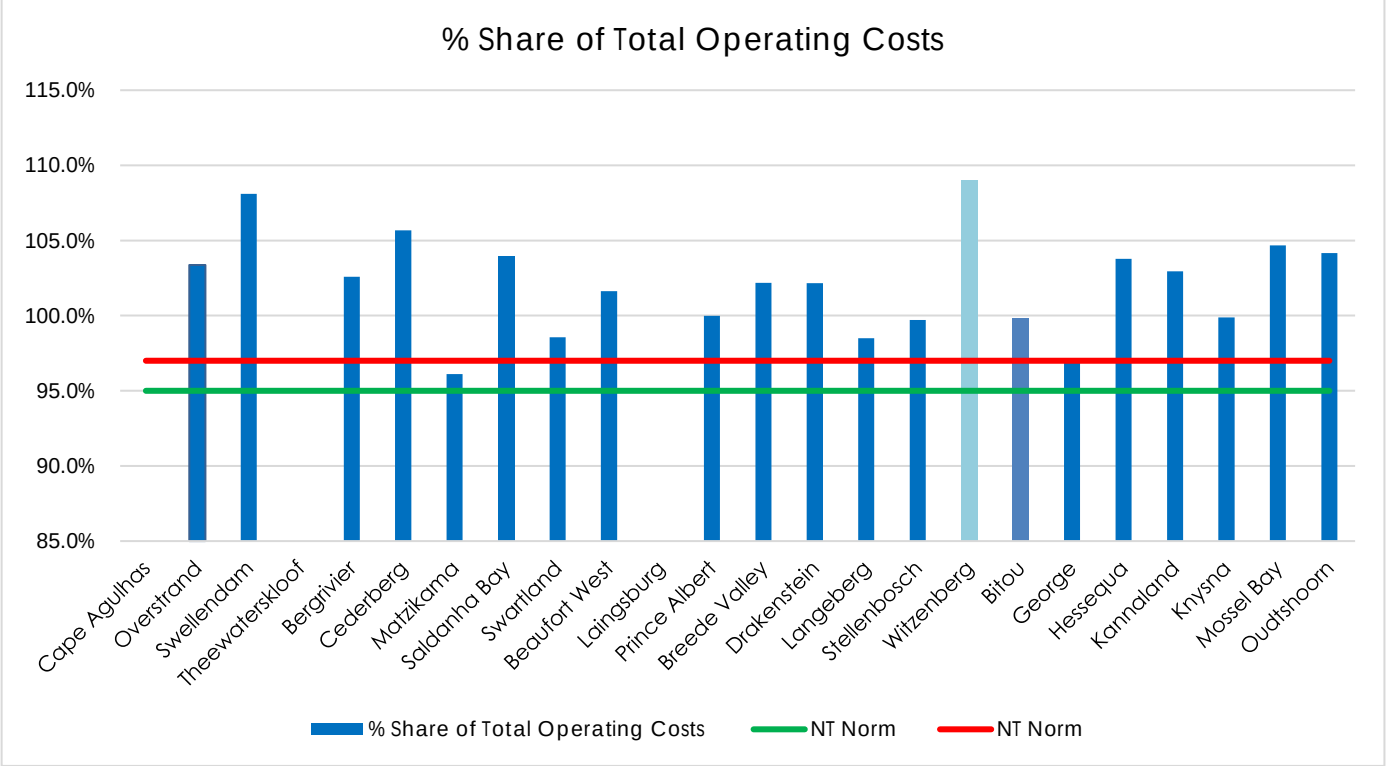
Annexure A

Municipal Benchmarking Graphs

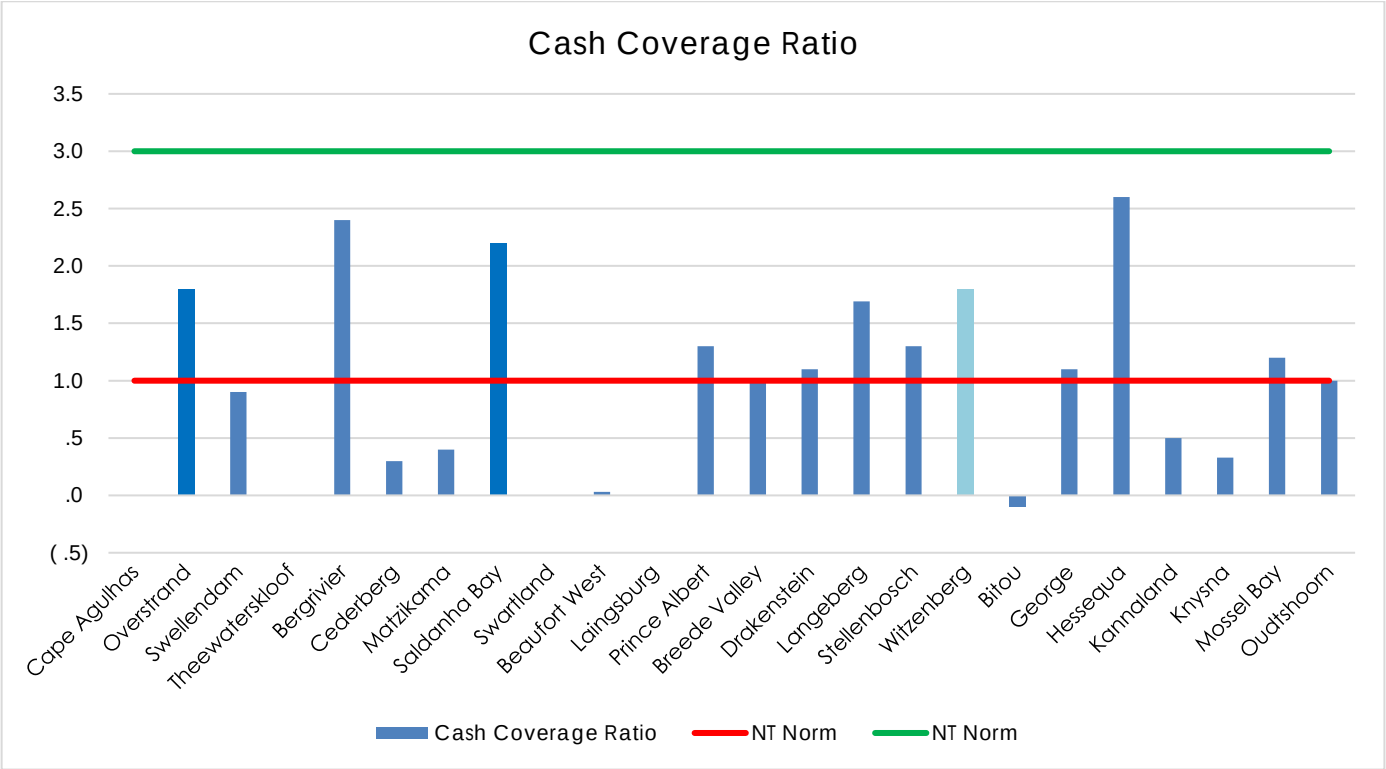
Graph 1 Percentage Increase in Property Rates Revenue



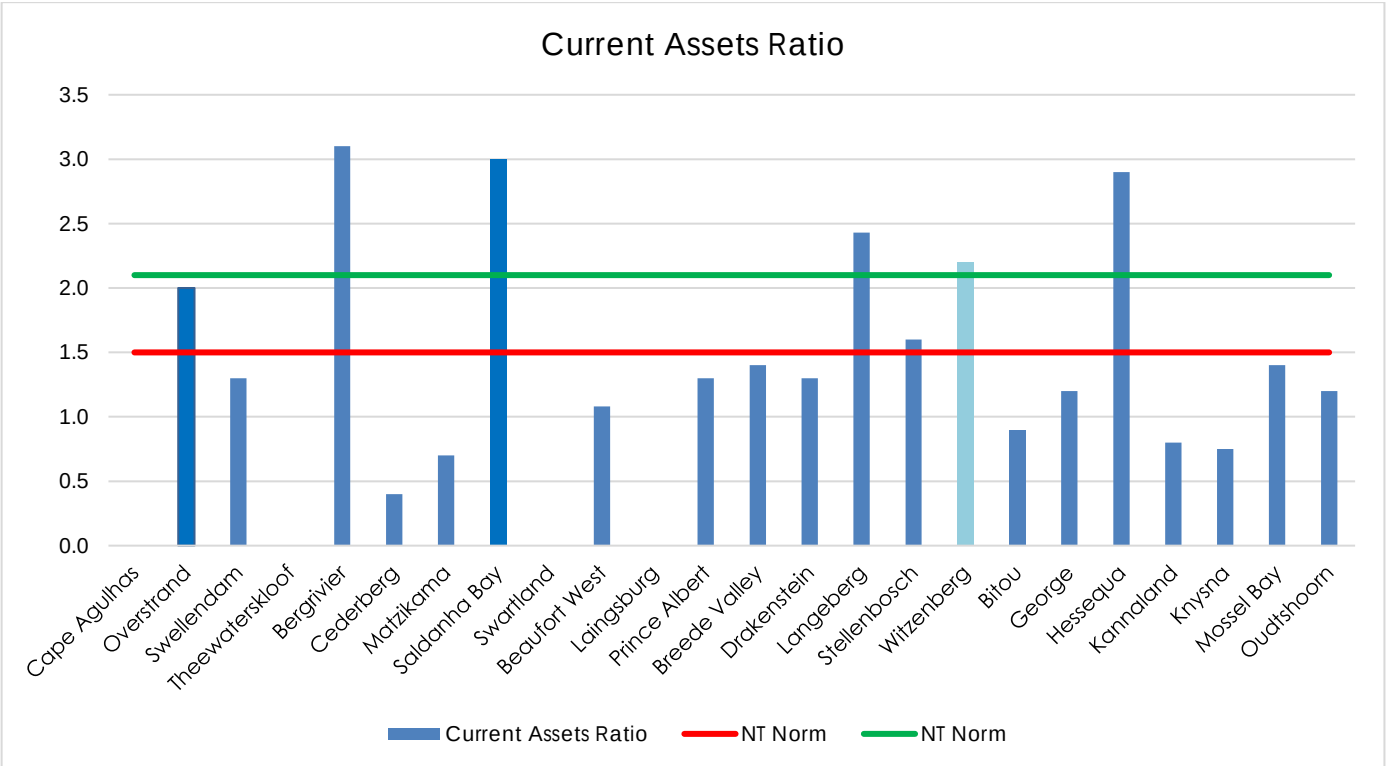
Graph 2 Percentage share of Total Operating Costs against total Operating Revenue



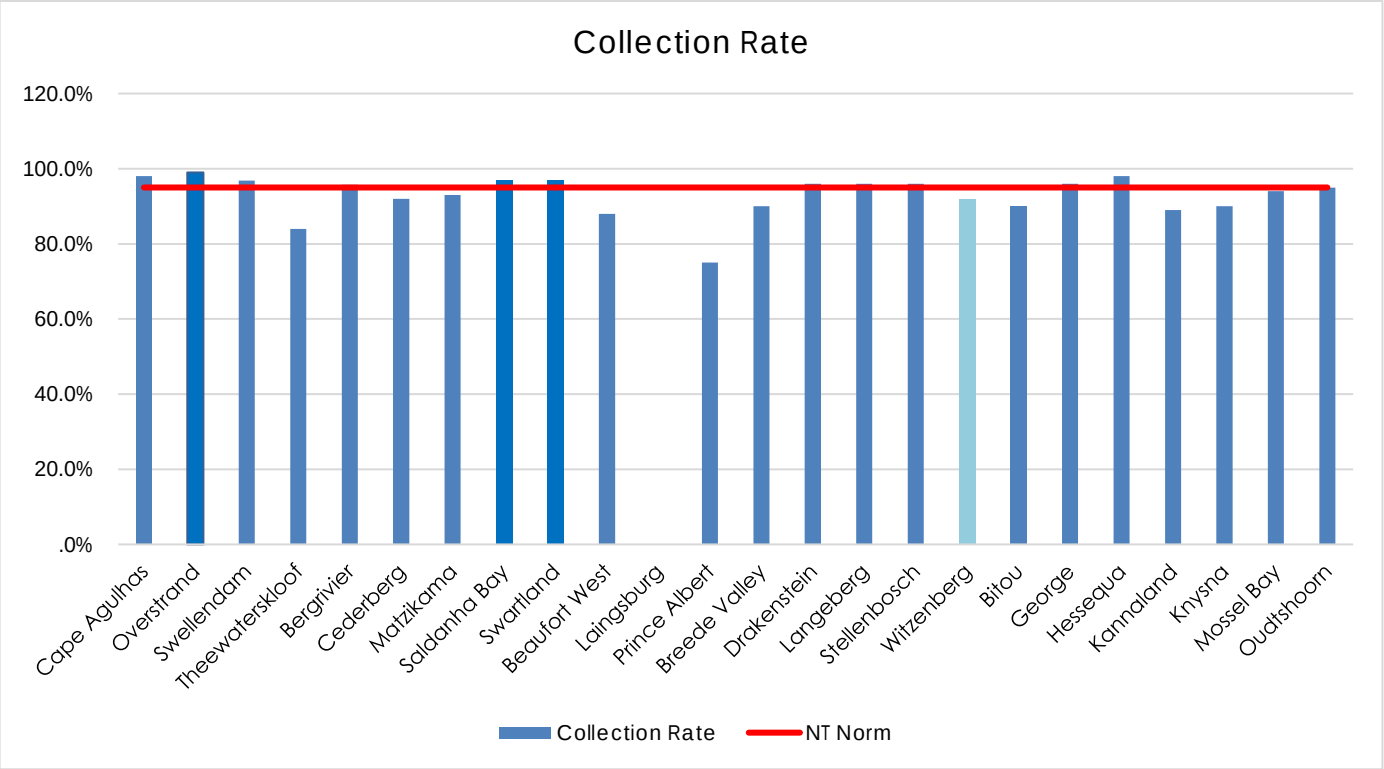
Graph 3 Cash coverage



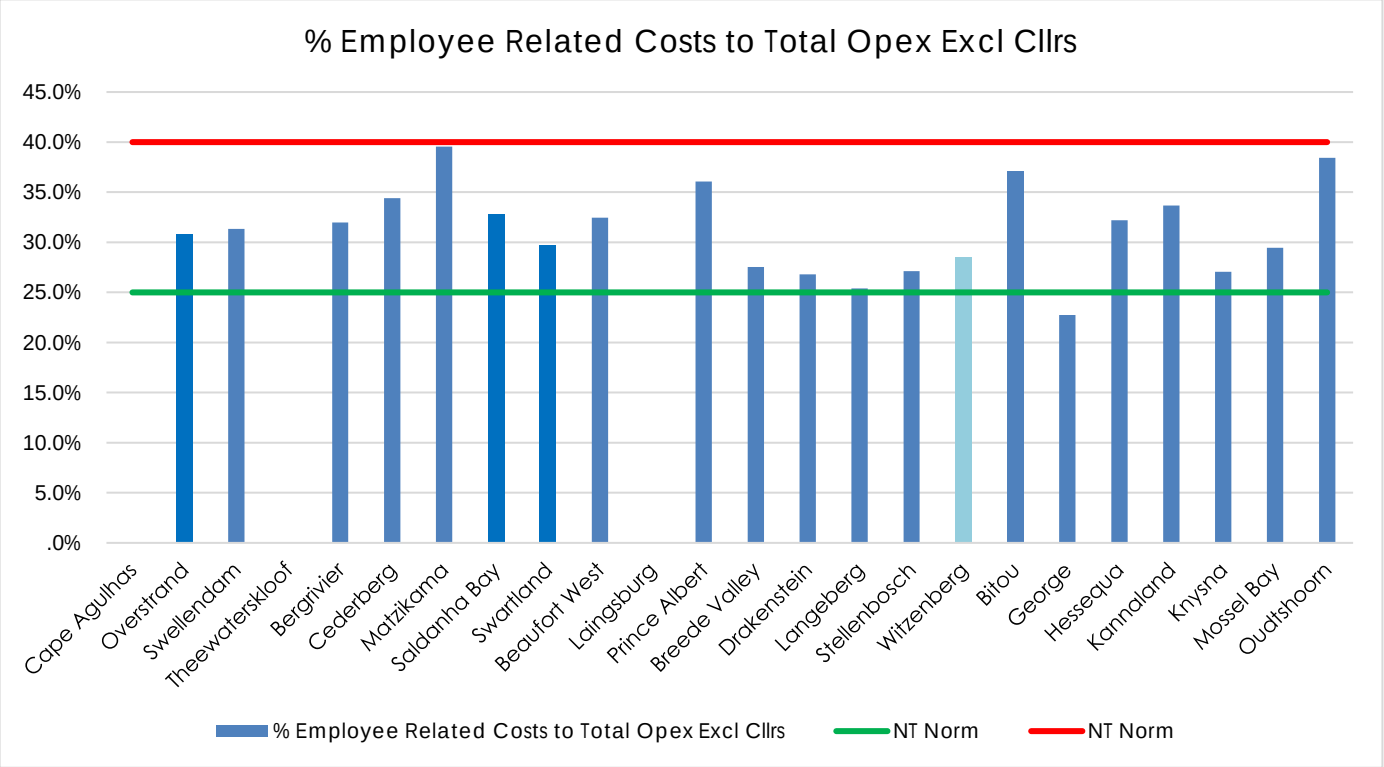
Graph 4 Current Asset Ratio



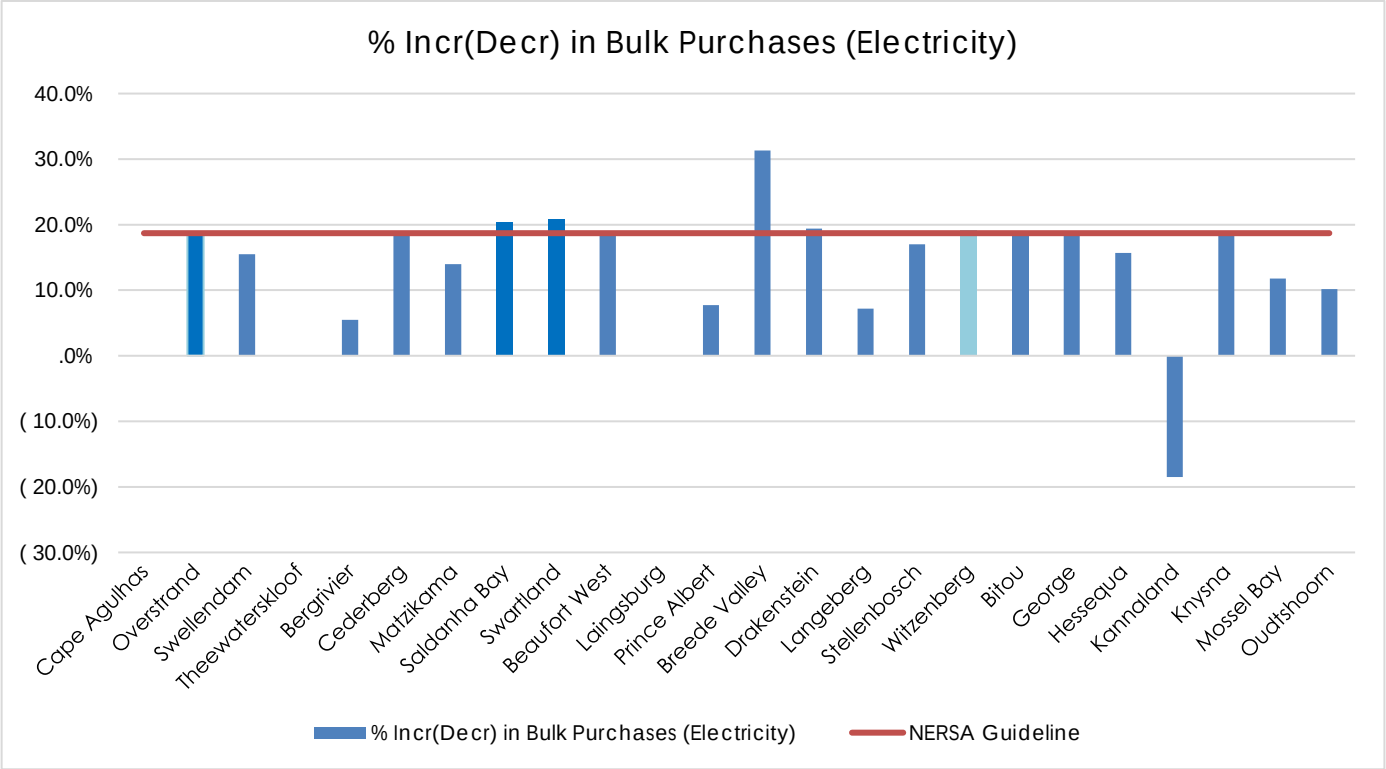
Graph 5 Collection rate



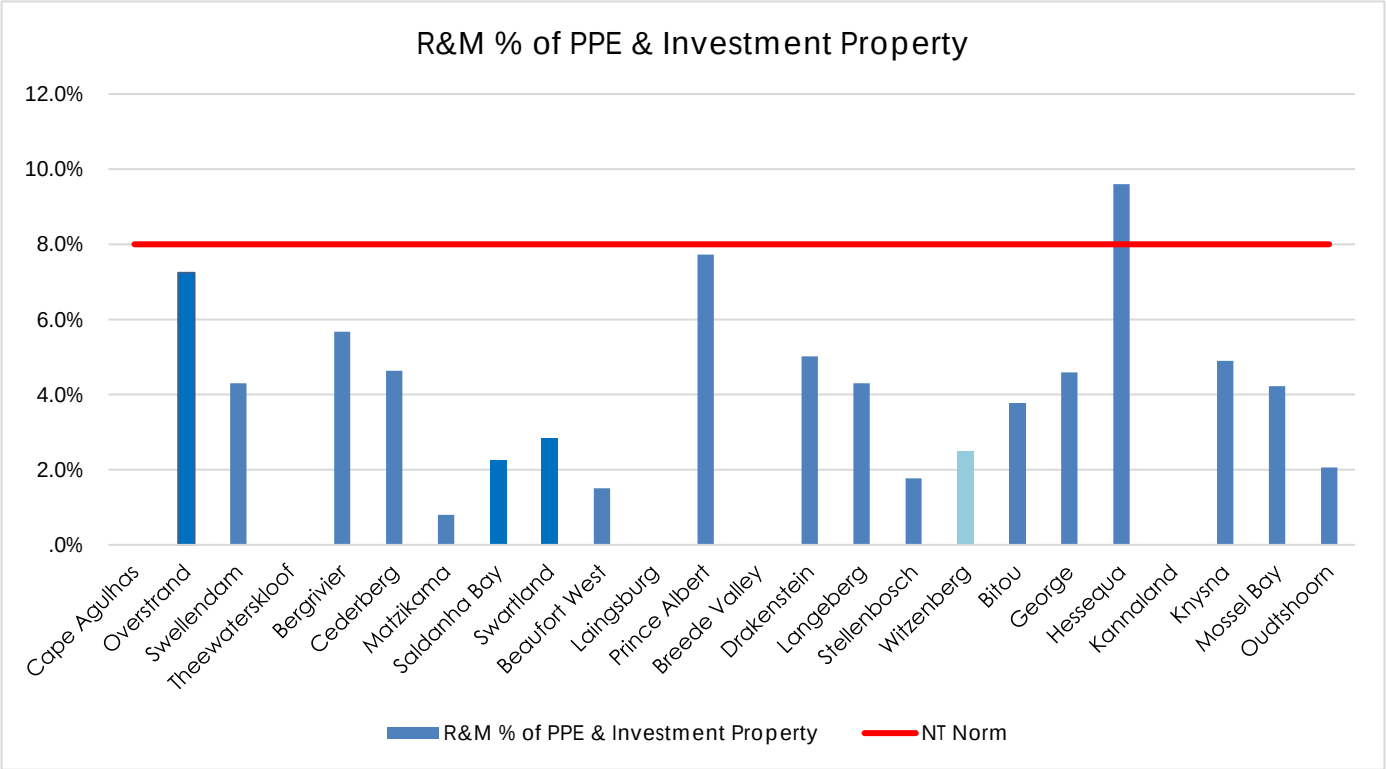
Graph 6 Percentage Employee Related Costs to Total Opex (Excl Cllrs)



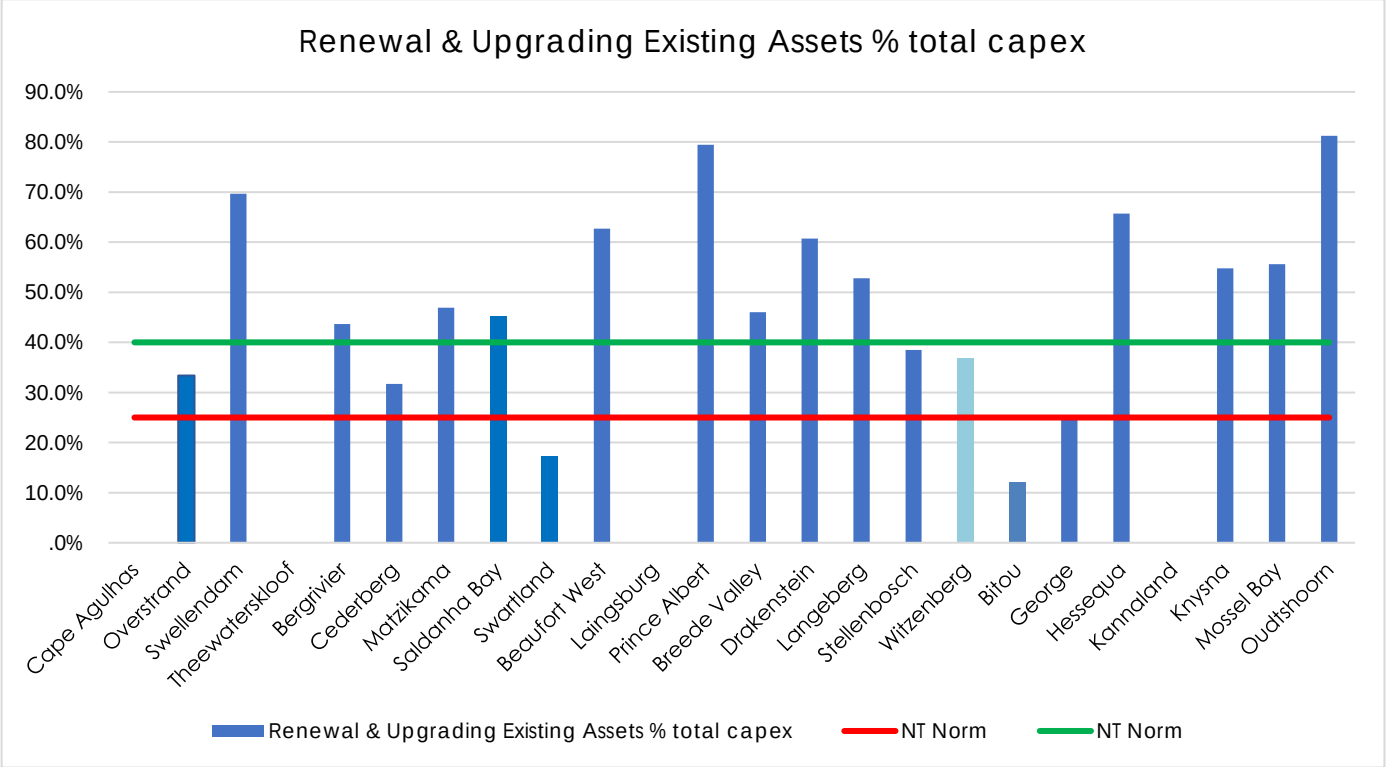
Graph 7 Percentage Increase in Bulk Purchases (Electricity) Expenditure



Graph 8 R&M as a percentage of PPE & Investment Property



Graph 9 Renewal and upgrading existing assets as a percentage of total capex



WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

WITZENBERG MUNICIPALITY

2023 STRATEGIC INTEGRATED MUNICIPAL ENGAGEMENT

Date 5 May 2023

Contents

SIME 2023/24 – Witzenberg Municipality

- **2023/24 MTREF Assessment Response (Summary 1- 2 slides)**
- **Key Areas for Discussion**
- **Top Municipal Priority areas for discussion (5 slides)**
- **Capital Budget Discussion (5 Slides)**
  - *Service delivery objectives & challenges*
  - *Funding mix & external borrowing strategy*
  - *Infrastructure pipeline*
  - *Long-term financial planning*
- **Key service delivery & fiscal risks (1 slide)**
- **Conclusion (1 slide)**

2023/24 MTREF
Assessment Response

MTREF Assessment Response (1)

- The long outstanding debtors for water are increasing and efforts to improve this should be reviewed.

  In process to obtain council approval for prepayment water meters.

- Two of the trading services, wastewater and waste management, are trading at a deficit whilst electricity and water are being utilised to cross-subsidise other services.

  The revenue in respect of waste water and waste management are reduced by the subsidies given to indigent households (revenue foregone)

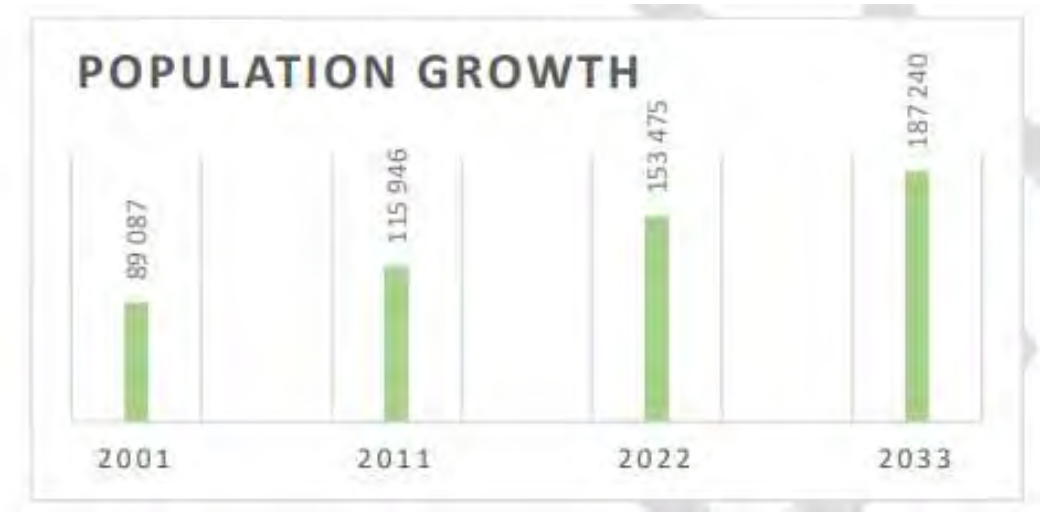
- Repairs and maintenance remain below the national norms and standards. It is recommended that the Municipality provide a detailed explanation that the budgeted allocations is adequate to secure ongoing health of infrastructure.

  The municipal own cost such as employee cost, vehicle cost etc. is not included in the Repairs and maintenance cost.

MTREF Assessment Response (1)

- Municipality needs to relook at the huge increase (144.4 per cent) budgeted overtime for other employees and find alternative ways to contain expenditure on this item such as looking at shift work where possible.

The overtime budget was historically limited in an attempt to reduce the expenditure, it was unfortunately not successful. The 2023/2024 budget is based on actual expenditure. New rules for standby and overtime have been implemented from March 2023 with the aim to limit expenditure in relation to overtime and standby.



No corresponding increase in employee numbers.

MTREF Assessment Response (1)

- Contracted services are above the national norm. It is recommended that the Municipality weigh the cost benefit of building capacity in-house versus the increasing budget allocation to the outsourcing of certain functions to contractors.
- The main contributor to contracted services is the provision for security expenses. The police service does not provide protection for municipal assets, thus the municipality must self provide for the protection.

CAPITAL BUDGET 2023/24 R'000

PROPOSED LOAN	
Transfer Stations	6 000
Fencing Landfill site	3 000

CAPITAL BUDGET 2023/24 R'000

MIG FUNDING	
Vredebes Access Collector	2 284
Tulbagh Reservoir	3 533
Refuse Removal - Yellow Fleet	5 048
Tierhokskloof – Wolseley - Bulk Pipeline	10 919

MTREF Assessment Response (1)

Key findings – Integrated planning – section 2

- *Finding – The 2023 SIME report found that we are in non-compliance due to an outstanding performance review.*

A review of how well the municipality is performing in terms of the implementation of its MSDF are being drafted and will be submitted as part of the idp.

- *Finding – Climate Change – bulk resources and infrastructure component of the IDP needs to look to the future when business-as-usual infrastructure maintenance and upgrades will not satisfy demands.*

The CEF has been compiled to deal with this matter, the Infrastructure Investment Plan will also be updated to cover this aspect.

- *Finding - More detail can also be provided in terms of the maturity, rollout and impact of the Small-Scale Embedded Generation plan.*

Response will be updated , as we are busy with the compilation of our energy plan.

MTREF Assessment Response (1)

Key findings – Integrated planning – section 2 .

- *Finding - Wolseley landfill has seemingly been abandoned and the surrounding community is at risk, so the Municipality needs to legally decommission this facility urgently.*

We will attend to this in future financial years.

- *Finding - Prince Alfred Hamlet landfill burns routinely as illegal access has been prevalent for several years.*

The fence of the landfill was stolen by community members, we are busy with a bid to erect concrete hollow core fencing around the landfill site.

- *Finding - Low Departmental audit scores must urgently be addressed, as they have not improved in recent years.*

This is due to the fact that the landfill is not fenced off, and vagrants are uncontrollable, once the landfill are fenced off it will improve

MTREF Assessment Response (1)

Key findings – Integrated planning – section 2

- *Finding - The Municipality is well set up to divert organic waste as green waste is already being separated, however, this is currently being landfilled. This needs to be urgently addressed as by 2027 all organic waste will be prohibited from landfill.*

A organic waste diversion plan is being finalised now, once the comments of DEADP are received it will be implemented , to assist us with our waste diversion strategy.

- *Finding - There is no clear indication that the Municipality's current IWMP was adopted by Council.*

The IWMP was submitted to council for approval, they requested to workshop it, where after it will be approved.

- *Finding - 3.4.2.2 Responsiveness to Water Services Demand and Provision - The bulk supply line from the Tierhokskloof weir is at risk of collapsing due to age and needs replacement*

We have already started with the replacement of the Tierhokskloof weir & gravity fed line, the design & eia are done this financial year & construction next financial year.

Key Areas for Discussion

Priority 1: Lack of Eskom to supply electricity

- *Without a sufficient and sustainable electricity supply, the Witzenberg economy finds itself in dire straits.*

The hard hitting facts are that Witzenberg Municipality is for all intents and purposes running at its NMD (Notified Maximum Demand) of 41,5 MVA.

The current Eskom backbone network does not permit an increase of this NMD until such time that their backbone network has been upgraded. The implications of this is 7 years and R360 million, meaning that 2030 is the earliest our NMD can be upgraded.

It is therefore an urgent need that Witzenberg be assisted with the alternative energy project, funded by Provincial government to overcome this problem.

Priority 1: Lack of Eskom to supply electricity

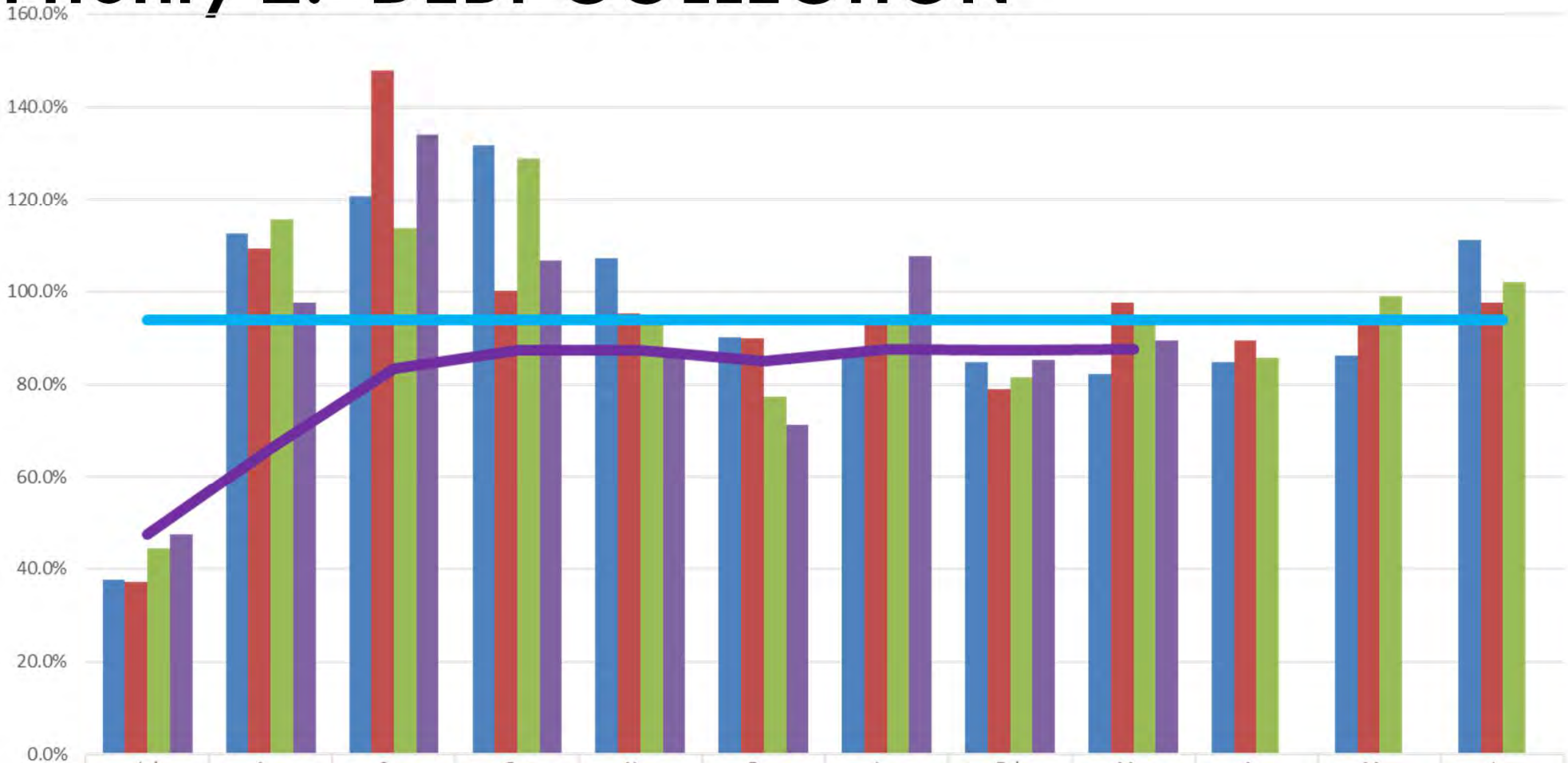
- *Below is a table depicting the current and immediate future growth, ito load forecast.*

	Ceres	Tulbagh	Wolseley
NMD	36.5 MVA NMD (41.5) Highest Registered 38.89 MVA (Feb 22)	4.5 MVA NMD Highest Registered 4.18MVA (Feb 22)	5.2 MVA NMD Highest Registered 5.1 MVA (Feb 22)
Developments proceeding	• Vredebes development (2850 RDP housing units) **5.2 MVA** • Bella Frutta **1 MVA** • Golfing estate dev (slow growth) **0.5MVA** • Erf 9602 Ceres Mall **1MVA** **[6.7 MVA]**	• Informal settlement growth **1 MVA** **[1 MVA]**	• Pine Valley 2H (120 Houses) **0.5 MVA** • Lotus Flower 3 **1.5MVA** (Construction phase) **[2 MVA]**
Developments on "hold"	• Belmont Development **0.5MVA** • Kleinbegin (220 RDP housing units) **0.5 MVA** • Mazoe (270 RDP housing units) **0.8 MVA** **[1.8 MVA]**	• Natural growth short term **0.5MVA** • Digby (315 housing units) **1MVA** • Waverenskroon (1350 housing units / Commercial 16 970m² / Institutional 20 775 m² / Recreation 24 400m² **1.5 MVA** **[3 MVA]**	• Natural growth short term **0.5MVA** • VV4 **1MVA** (phased) • Goedgevonden (269 units security/frail care) **1 MVA** **[2.5 MVA]**
	TOTAL 8.5 MVA	**Total 4 MVA**	**Total 4.5 MVA**

Priority 2: DEBT COLLECTION

	TOTAL	Ceres	Bella Vista	Nduli	Wolseley	Tulbagh	Hamlet	ODB
Formal Households	12,362	2,573	2,503	1,316	2,472	1,718	1,283	497
Informal Households	4,964			1,101	2,266	2,440	450	
Total Households	17,326	2,573	2,503	2,430	4,262	3,328	1,733	497
Number of Indigents	**3,024**	278	1,076	167	763	568	55	76
"Billed" Households	9,388	2,294	1,460	1,099	1,714	1,137	1,242	442

Priority 2: DEBT COLLECTION



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019 2020	37.6%	112.6%	120.9%	131.7%	107.2%	90.2%	86.8%	84.8%	82.1%	84.9%	86.1%	111.2%
2020 2021	37.2%	109.4%	147.8%	100.3%	95.3%	90.0%	95.1%	79.1%	97.7%	89.6%	93.4%	97.6%
2021 2022	44.5%	115.7%	113.8%	129.0%	92.8%	77.3%	94.8%	81.5%	93.7%	85.7%	99.0%	102.2%
2022 2023	47.5%	97.6%	134.1%	106.7%	87.5%	71.4%	107.8%	85.2%	89.5%			
YTD	47.5%	66.2%	83.4%	87.4%	87.4%	85.1%	87.5%	87.3%	87.5%			
Target	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%	94.0%

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Capital Budget Discussion

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Funding Mix & External Borrowing Strategy

- *The intention is for the municipality to highlight their current funding mix as well as the municipality's current borrowing strategy*

Focus Area	Own Funded	Loan Funded	Grant Funded	Total
Streets	4 400	-	22 571	26 971
Water	3 057	-	14 454	17 510
Solid Waste	-	9 000	-	9 000
Vehicles	1 000	-	5 904	6 904
Electricity	2 100	-	3 391	5 491
Other	2 630	-	423	3 053
	13 187	9 000	46 744	68 930
Percentage	19%	13%	68%	

Infrastructure Pipeline

The table below portrays the condition of Witzenberg Municipality's infrastructure in a nutshell:

Town	Water Source	Bulk Water	Bulk Sewer	Solid Waste	Access Roads & Stormwater	Electricity
Ceres	Koekedouw Dam OK	Ceres Vredebes	WWTW (Short term) WWTW (Long term) Bulk sewer	Solid waste goes to PAH	Limited budget for maintenance	
Bella Vista	Koekedouw Dam OK		Sewer flows to Ceres WWTW	Solid waste goes to PAH	Limited budget for maintenance	
Nduli	Koekedouw Dam OK		Sewer flows to Ceres WWTW	Solid waste goes to PAH	Limited budget for maintenance	
Tulbagh	Abstraction Licences Availability	Need reservoir	WWTW (Medium term) WWTW (Long term)	Solid waste goes to PAH	Limited budget for maintenance	
Wolseley	Abstraction Licences Availability	Need storage dam	WWTW	Solid waste goes to PAH	Limited budget for maintenance	Capacity Old infrastructure
Prince Alfred Hamlet	Koekedouw Dam OK		Bulk sewer lines & Septic tanks	Solid waste goes to PAH	Limited budget for maintenance	Eskom area
Op-die-Berg	Fountain & Boreholes OK	New reservoir being built at present	Septic tanks	Solid waste goes to PAH	Limited budget for maintenance	Eskom area

Key service delivery & fiscal risks

Top 20 risks- Technical Services

Unit Title	Risk Title	IR	RR
Technical Services	Lack of funding to rehabilitated landfill site in Witzenberg	25	25
Electricity	Eskom's inability to provide increased electricity supply to the municipal area	25	25
Electricity	Safety and maintenance inspections not performed due to lack personnel	25	25
Electricity	Insufficient maintenance and capital re-investment due to Insufficient resources (Human and capital)	25	21
Fleet Management	Ageing vehicle fleet	25	20
Solid Waste and Cleansing	Major unplanned not disaster related interruptions to service deliver	25	18
Streets and Storm water	Major unplanned not disaster related interruptions to service deliver	25	18
Water and Sanitation	Major unplanned not disaster related interruptions to service deliver	25	18
Electricity	Major unplanned not disaster related interruptions to service deliver	25	17
Town Planning	Zoning of properties incorrect	25	10
Electricity	Nersa's threat to change municipal electricity distribution License	20	20
Electricity	Poor quality of electricity supply due to Lack of knowledge/skilled personnel and resources	20	20
Fleet Management	Lack of spares for older equipment	20	20
Water and Sanitation	Inability to provide bulk water storage capacity to the Tulbagh area	20	20
Streets and Storm water	Deteriorating road infrastructure	20	16
Town Planning	Illegal land use and building works	20	16
Water and Sanitation	Deteriorating water and sanitation infrastructure	20	16
Electricity	Deteriorating electrical infrastructure	20	15
Electricity	Poor growth in revenue base	20	13
Technical Services	Increase in unaccounted water and electricity losses	20	13

Conclusion

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DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Fire Fighting & Protection	Firefighting Response Vehicle	856 522	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Housing	Fencing of Trichard str Flats	500 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Library	Library Nduli	1 000 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Roads	Tulbagh Taxi Rank	173 913	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Sport Grounds & Stadiums	Upgrade of Sport Facilities	423 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Traffic	Testing Centre Equipment	850 000	2023/05/30	2023/06/09	2023/07/11	2023/07/21	2023/07/26	2023/08/02	
Finance	Furniture & equipment (Parke & Tegnies)	100 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Finance	Furniture & equipment	30 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Information Technology	Computer hardware	50 000	Alternative SCM procurement process. Please refer to comment column.						*3 Quotes*
Electricity Administration	Vredebes Electrical Network	3 391 304	2023/04/22	2023/05/02	2023/06/01	2023/06/14	2023/06/21	2023/06/28	*Subject to the ability to continue with the project due to risk of vandilism*
Electricity Administration	MV Network Equipment	100 000	Alternative SCM procurement process. Please refer to comment column.						*Internal Stores*

DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Fleet Management	Vehicle Replacement Program	1 000 000	Alternative SCM procurement process. Please refer to comment column.						*RT Tender*
Roads	Upgrade Van Breda Bridge	20 113 043	Procurement Done						*Existing tender*
Roads	Upgrade Van Breda bridge (own contribution)	4 400 000	Procurement Done						*Existing tender*

DRAFT PROCUREMENT PLAN: 2023/24

Function	Project Description	2023/24	Request Date	Bid Specification	Advertisement	Technical Report	Evaluation Date	Adjudication Date	Comment
Roads	Vredebes Access Collector	2 284 454	2023/04/20	2023/05/03	2023/06/03	2023/06/14	2023/06/22	2023/06/28	
Sewerage	Sewer Network Replacement	100 000	Procurement Done						*Existing tender*
Solid Waste	Drop-offs Transfer stations_Tulbagh/Hamlet/Bella Vista	6 000 000	Tender process already in process						
Solid Waste	Fencing Landfill site	3 000 000	2023/06/03	2023/06/13	2023/07/13	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Network- Water Pipes & Valve Replacement	100 000	2023/06/03	2023/06/13	2023/07/13	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Tulbagh Reservoir	3 533 998	2023/06/01	2023/06/11	2023/07/14	2023/07/26	2023/08/02	2023/08/09	
Solid Waste	Refuse Removal Truck	5 047 826	2023/06/01	2023/06/11	2023/07/14	2023/07/26	2023/08/02	2023/08/09	
Water Distribution	Tierhokskloof bulk pipeline	10 919 809	2023/06/20	2023/06/30	2023/08/02	2023/08/12	2023/08/17	2023/08/23	
Water Distribution	Tierhokskloof bulk pipeline (own contribution)	2 956 522	2023/06/08	2023/06/21	2023/07/21	2023/08/04	2023/08/09	2023/08/16	
Electricity	Capex Fencing Tulbagh	2 000 000	Tender process already in process						
		68 930 391							

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Budget Related Policies 2023/2024

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BUDGET POLICY

Date of implementation 01 July 2010

Adopted by Council 15/06/2010

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1. DEFINITIONS

"Accounting Officer"

(a) means the City Manager;

"**Allocation**", means

(a) a municipality's share of the local government's equitable share referred to in section 214(I) (a) of the Constitution;

(b) an allocation of money to a municipality in terms of section 214(1) (c) of the Constitution;

(c) an allocation of money to a municipality in terms of a provincial budget; or

(d) any other allocation of money to a municipality by an organ of state, including by another municipality, otherwise than in compliance with a commercial or other business transaction;

"**Annual Division of Revenue Act"** means the Act of Parliament, which must be enacted annually in terms of section 214 (1) of the Constitution;

"Approved budget," means an annual budget

(a) approved by a municipal council in terms of section 24 of the MFMA, or

(b) includes such an annual budget as revised by an adjustments budget in terms of section 28 of the MFMA;

"**Basic Municipal Service**" means a municipal service that is necessary to ensure an acceptable and Reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"**Budget-related Policy**" means a policy of a municipality affecting or affected by the annual budget of the municipality, including

(a) the tariffs policy, which the municipality must adopt in terms of section 74 of the Municipal Systems Act;
(b) the rates policy which the municipality must adopt in terms of section 3 of the municipal property rates Act;
(c) the credit control and debt collection policy, which the municipality must adopt in terms of section 96 of the Municipal Systems Act;
(d) the cash management and investment policy which the municipality must adopt in terms of section 13(2) of the Act;
(e) a borrowing policy which must comply with Chapter 6 of the Act;
(f) a funding and reserves policy;
(g) a policy related to the long-term financial plan;
(h) the supply chain management policy which the municipality is required o adopt in terms of section 111 of the Act;
(i) any policies dealing with the management and disposal of assets;
(j) any policies dealing with infrastructure investment and capital projects, including –
    (i) the policy governing the planning and approval of capital projects; and
    (ii) the policy on developer contributions for property developments;

(k) the indigents policy of the municipality;
(l) any policies related to the provision of free basic services;
(m) any policies related to budget implementation and monitoring including –
  (i) a policy dealing with the shifting of funds within votes;
  (ii) a policy dealing with unforeseen and unavoidable expenditure; and
  (iii) policies dealing with management and oversight;
(n) any policies related to the managing electricity and water including -
  (i) a policy related to the management of losses; and
  (ii) a policy to promote conservation and efficiency;
(o) any polices related to personnel including polices on overtime, vacancies and temporary staff;
(p) any policies dealing with municipal entities, including –
  (i) the service delivery agreement; and
  (ii) the dividend preference of the municipality; and
(q) any other budget-related or financial management policies of the municipality.

"**Budget transfer**" means transfer of funding within a function / vote.

"**Budget Year**" means the financial year of the municipality for which an annual budget is to be approved in terms of section 16(1) of the MFMA;

"**chief financial officer**" means a person designated in terms of section 80(2) (a) of the MFMA;

"**councillor**" means a member of a municipal council;

"creditor", means a person to whom money is owed by the municipality;

"**current year**" means the financial year, which has already commenced, but not yet ended;

"delegation", in relation to a duty, includes an instruction or request to perform or to assist in performing the duty;

"**financial recovery plan**" means a plan prepared in terms of section 141 of the MFMA

"**financial statements**", means statements consisting of at least

(a) a statement of financial position;
(b) a statement of financial performance;
(c) a cash-flow statement;
(d) any other statements that may be prescribed; and
(e) any notes to these statements;

"**financial year"** means a twelve months period commencing on 1 July and ending on 30 June each year

"**financing agreement**" includes any loan agreement, lease, and instalment purchase contract or hire purchase arrangement under which a municipality undertakes to repay a long-term debt over a period of time;

"**fruitless and wasteful expenditure**" means expenditure that was made in vain and would have been avoided had reasonable care been exercised;

"**irregular expenditure**", means

(a) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in Accordance with, a requirement of the MFMA Act, and which has not been condoned in terms of section 170 of the MFMA;

(b) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the Municipal Systems Act, and which has not been condoned in terms of that Act;

(c) expenditure incurred by a municipality in contravention of, or that is not in accordance with, a requirement of the Public Office-Bearers Act, 1998 (Act No. 20 of 1998); or

(d) expenditure incurred by a municipality or municipal entity in contravention of, or that is not in accordance with, a requirement of the supply chain management policy of the municipality or entity or any of the municipality's by-laws giving effect to such policy, and which has not been condoned in terms of such policy or by-law, but excludes expenditure by a municipality which falls within the definition of "unauthorised expenditure";

"investment", in relation to funds of a municipality, means

(a) the placing on deposit of funds of a municipality with a financial institution; or
(b) the acquisition of assets with funds of a municipality not immediately required, with the primary aim of preserving those funds;

"lender", means a person who provides debt finance to a municipality;

"**local community**" has the meaning assigned to it in section 1 of the Municipal Systems Act;

"**Municipal Structures Act"** means the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);

"**long-term debt"** means debt repayable over a period exceeding one year;

"**executive mayor**" means the councillor elected as the executive mayor of the municipality in terms of section 55 of the Municipal Structures Act;

"**municipal council**" or "council" means the council of a municipality referred to in section 18 of the Municipal Structures Act;

"municipal debt instrument" means any note, bond, debenture or other evidence of indebtedness issued by a municipality, including dematerialised or electronic evidence of indebtedness intended to be used in trade;

"**municipal entity**" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"**municipality**"

(a) when referred to as a corporate body, means a municipality as described in section 2 of the Municipal Systems Act; or
(b) when referred to as a geographic area, means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act No. 27 of 1998);

"accounting officer" means a person appointed in terms of section 82(l) (a) or (b) of the Municipal Structures Act;

"**municipal service**" has the meaning assigned to it in section 1 of the Municipal Systems Act (refer to the MSA for definition);

"**municipal tariff**" means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

"municipal tax" means property rates or other taxes, levies or duties that a municipality may impose;

"National Treasury" means the National Treasury established by section 5 of the Public Finance Management Act;

"official", means

(a) an employee of a municipality or municipal entity;
(b) a person seconded to a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity; or
(c) a person contracted by a municipality or municipal entity to work as a member of the staff of the municipality or municipal entity otherwise than as an employee;

"**overspending"**

(a) means causing the operational or capital expenditure incurred by the municipality during a financial year to exceed the total amount appropriated in that year's budget for its operational or capital expenditure, as the case may be;

(b) in relation to a vote, means causing expenditure under the vote to exceed the amount appropriated for that vote; or
(c) in relation to expenditure under section 26 of the MFMA, means causing expenditure under that section to exceed the limits allowed in subsection (5) of this section;

"**past financial year**" means the financial year preceding the current year;

"quarter" means any of the following periods in a financial year:

(a) 1 July to 30 September;
(b) 1 October to 31 December;
(c) 1 January to 31 March; or
(d) 1 April to 30 June;

"**service delivery and budget implementation plan**" means a detailed plan approved by the executive mayor of a municipality in terms of section 53(l)(c)(ii) of the MFMA for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate

(a) projections for each month of(
    (i) revenue to be collected, by source; and
    (ii) operational and capital expenditure, by vote;
(b) service delivery targets and performance indicators for each quarter; and
(c) any other matters that may be prescribed, and includes any revisions of such plan by the executive mayor in terms of section 54(l) (c) of the MFMA;

"short-term debt" means debt repayable over a period not exceeding one year;

"**standards of generally recognised accounting practice**", means an accounting practice complying with standards applicable to municipalities or municipal entities as determined by the Accounting Standards Board

"**unauthorised expenditure",** means any expenditure incurred by a municipality otherwise than in accordance with section 15 or 11(3) of the MFMA, and includes

(a) overspending of the total amount appropriated in the municipality's approved budget;
(b) overspending of the total amount appropriated for a vote in the approved budget;
(c) expenditure from a vote unrelated to the department or functional area covered by the vote;
(d) expenditure of money appropriated for a specific purpose, otherwise than for that specific purpose;
(e) spending of an allocation referred to in paragraph (b), (c) or (d) of the definition of "allocation" otherwise than in accordance with any conditions of the allocation; or
(f) a grant by the municipality otherwise than in accordance with the MFMA;

"**virement"** means transfer of funds between functions / votes

"vote" means

(a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and
(b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned.

2. INTRODUCTION

In terms of the Municipal Finance Management Act, No. 56 of 2003, Chapter 4 on Municipal Budgets, subsection (16), states that the council of a municipality must for each financial year approve an annual budget for the municipality before the commencement of that financial year. According to subsection (2) of the Act concerned, in order to comply with subsection (1), the executive mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year. This policy must be read, analysed, explained, interpreted, implemented and understood against this legislative background. The budget plays a critical role in an attempt to realise diverse community needs. Central to this, the formulation of a municipality budget must take into account the government's macro-economic and fiscal policy fundamentals. In brief, the conceptualisation and the operationalisation of the budget must be located within the national government's policy framework.

3. OBJECTIVE

The objective of the budget policy is to set out:

- The principles which the municipality will follow in preparing each medium term revenue and expenditure framework budget,
- The responsibilities of the executive mayor, the accounting officer, the chief financial officer and other senior managers in compiling the budget
- To establish and maintain procedures to ensure adherence to Witzenberg Municipality's IDP review and budget processes.

4. BUDGETING PRINCIPLES

- The municipality shall not budget for a cash deficit and should also ensure that revenue projections in the budget are realistic taking into account actual collection levels.
- Expenses may only be incurred in terms of the approved annual budget (or adjustments budget) and within the limits of the amounts appropriated for each vote in the approved budget.
- Witzenberg Municipality shall prepare three-year budget (medium term revenue and expenditure framework (MTREF)) and that be reviewed annually and approved by Council.
- The MTREF budget must at all times be within the framework of the Municipal Integrated Development Plan.

5. BUDGET PREPARATION PROCESS

5.1. Formulation of the budget

(a) The Accounting Officer with the assistance of the Chief Financial Officer, Manager Financial Administration and the Manager IDP shall draft the IDP process plan as well as the budget timetable for the municipality including municipal entities for the ensuing financial year.

(b) The executive mayor shall table the IDP process plan as well as the budget timetable to Council not later than 31 August of each year for approval (10 months before the start of the next budget year).

(c) IDP process plan as well as the budget timetable shall indicate the key deadlines for the review of the IDP as well as the preparation of the medium term revenue and expenditure framework budget and the revision of the annual budget. Such target dates shall follow the prescriptions of the Municipal Finance Management Act, Municipal Budget and reporting regulations as well as the guidelines set by National Treasury.

(d) The Executive Mayor shall convene a strategic workshop in September/October with the mayoral committee and senior managers in order to determine the IDP priorities which will form the basis for the preparation of the MTREF budget taking into account the financial and political pressures facing the municipality. The executive mayor shall table the IDP priorities with the draft budget to Council.

(e) The Executive Mayor shall table the draft IDP and MTREF budget to council by 31 March of each year (90 days before the start of the new budget year) together with the draft resolutions and budget related policies.

(f) The Chief Financial Officer and senior managers undertake the technical preparation of the budget.

(g) The budget must be in the prescribed format by National Treasury, and must be divided into capital and operating budget.

(h) The budget must reflect the realistically expected revenues by major source for the budget year concerned.

(i) The expenses reflected in the budget must be divided into items.

(j) The budget must contain the information related to the two financial years following the financial year to which the budget relates, as well as the estimated revenues and expenses for the current year and the two prior year actual revenue and expenditures.

5.2. Public participation process

Immediately after the draft annual budget has been tabled, the municipality must convene hearings on the draft budget in April and invite the public, stakeholder organisations, to make representation at the council hearings and to submit comments in response to the draft budget.

5.3. Approval of the budget

(a) Council shall consider the next medium term expenditure framework budget for approval not later than 31 May (30 days before the start of the budget year).

(b) The council resolution, must contain budget policies and performance measures be adopted.

(c) Should the municipality fail to approve the budget before the start of the budget year, the executive mayor must inform the MEC for Finance that the budget has not been approved.

(d) The budget tabled to Council for approval shall include the following supporting documents:

i. draft resolutions approving the budget;
ii. and levying property rates, other taxes and tariffs for the financial year concerned;
iii. measurable performance objectives for each budget vote, taking into account the municipality's IDP;
iv. the projected cash flows for the financial year by revenue sources and expenditure votes;
v. any proposed amendments to the IDP;
vi. any proposed amendments to the budget-related policies;
vii. the cost to the municipality of the salaries, allowances and other benefits of its political office bearers and other councillors, the accounting officer, the chief financial officer, and other senior managers;
viii. particulars of any proposed allocations or grants to other municipalities, municipal entities, external mechanisms assisting the municipality in service delivery, other organs of state, and organisations such as Non-Governmental Organisations, welfare institutions and so on;
ix. particulars of the municipality's investments; and

x. various information in regard to municipal entities under the shared or sole control of the municipality

5.4. Publication of the budget

(a) Within 14 days after the draft annual budget has been tabled, the Director must post the budget and other budget-related documentation onto the municipal website so that it is accessible to the public.

(b) The Chief Financial Officer must within 14 days after the draft annual budget is tabled:

(i) submit the approved budget in both printed and electronic formats to the National Treasury, the Provincial Treasury as well as post it on the municipal website.

(ii) ensure that a newspaper advertisement is placed that the draft budget is available at the Municipal offices and available for comments.

5.5. Service Delivery and Budget Implementation Plan (SDBIP)

(a) The Executive mayor must approve the Service Delivery and Budget Implementation Plan not later than 28 days after the approval of the Budget by Council.

(b) The SDBIP shall include the following components:

(i) Monthly projections of revenue to be collected for each source

(ii) Monthly projections of expenditure (operating and capital) and revenue for each vote

(iii) Quarterly projections of service delivery targets and performance indicators for each vote

(iv) Ward information for expenditure and service delivery

(v) Detailed capital works plan broken down by ward over three years

6. CAPITAL BUDGET

(a) Expenditure of a project shall be included in the capital budget if it meets the asset definition i.e. if it results in an asset being acquired or created and has a useful life in excess of one year.

(b) The capital budget shall distinguish between replacement and new assets.

(c) A municipality may spend money on a capital project only if the money for the project has been appropriated in the capital budget.

(d) The envisaged sources of funding for the capital budget must be properly considered and the Council must be satisfied that this funding is available and has not been committed for other purposes.

(e) Before approving a capital project, the Council must consider:

(i) the projected cost of the project over all the ensuing financial years until the project becomes operational,

ii. future operational costs and any revenues, which may arise in respect of such project, including the likely future impact on operating budget (i.e. on property rates and service tariffs).

(f) Before approving the capital budget, the council shall consider:

(i) the impact on the present and future operating budgets of the municipality in relation to finance charges to be incurred on external loans,

(ii) depreciation of fixed assets,

(iii) maintenance of fixed assets, and

(iv) any other ordinary operational expenses associated with any item on such capital budget.

(g) Council shall approve the annual or adjustment capital budget only if it has been properly cash funded.

(h) The capital expenditure shall be funded from the following sources:

(i) Revenue or Surplus

- If any project is to be financed from revenue this financing must be included in the cash budget to raise sufficient cash for the expenditure.

- If the project is to be financed from surplus there must be sufficient cash available at time of execution of the project.

(ii) External loans

- External loans can be raised only if it is linked to the financing of an asset;
- A capital project to be financed from an external loan can only be included in the budget if the loan has been secured or if can be reasonably assumed as being secured;
- The loan redemption period should not exceed the estimated life span of the asset. If this happens the interest payable on the excess redemption period shall be declared as fruitless expenditure;
- Interest payable on external loans shall be included as a cost in the operating budget;
- Finance charges relating to such loans shall be charged to or apportioned only between the departments or votes to which the projects relate.

Capital Replacement Reserve (CRR)

- Council shall establish a CRR for the purpose of financing capital projects and the acquisition of assets. Such reserve shall be established from the following sources of revenue:

  - inappropriate cash-backed surpluses to the extent that such surpluses are not required for operational purposes;
  - interest on the investments of the CRR, appropriated in terms of the investments policy;
  - additional amounts appropriated as contributions in each annual or adjustments budget; and
  - interact on investments of unutilised grants;
  - only VAT claimed back on grants and subsidies; and
  - Sale of land and profit or loss on the sale of assets.

- Before any asset can be financed from the CRR the financing must be available within the reserve and available as cash as this fund must be cash backed;

- If there is insufficient cash available to fund the CRR this reserve fund must then be adjusted to equal the available cash;

- Transfers to the CRR must be budgeted for in the cash budget

Grant Funding

- Non capital expenditure funded from grants
  - must be budgeted for as part of the revenue budget;
  - Expenditure must be reimbursed from the funding creditor and transferred to the operating and must be budgeted for as such.
  - Capital expenditure must be budgeted for in the capital budget;

- Grant funding does not need to be cash backed but cash should be secured before spending can take place.
- All unutilized grants received must be ring fenced and cash backed by means of an investment.

7. OPERATING BUDGET

(a) The municipality shall budget in each annual and adjustments budget for the contribution to:

(i) provision for accrued leave entitlements equal to 100% of the accrued leave
(ii) entitlement of officials as at 30 June of each financial year,
(iii) provision for the impairment of debtors taking into account prior year, current year improvements and future improvement in debt collection percentages.
(iv) provision for the obsolescence and deterioration of stock in accordance with its stores management policy
(v) Depreciation and finance charges shall be charged to or apportioned only between the departments or votes to which the projects relate.
(vi) At least 5% of the operating budget component of each annual and adjustments budget shall be set aside for maintenance.

(b) When considering the draft annual budget, council shall consider the impact, which the proposed increases in rates and service tariffs will have on the monthly municipal accounts of households.

(c) The impact of such increases shall be assessed on the basis of a fair sample of randomly selected accounts.

(d) The operating budget shall reflect the impact of the capital component on:
- depreciation charges
- repairs and maintenance expenses
- interest payable on external borrowings.
- other operating expenses.

(e) The chief financial officer shall ensure that the cost of indigent relief is separately reflected in the appropriate votes.

8. FUNDING OF CAPITAL AND OPERATING BUDGET

(a) The budget may be financed only from:

(i) realistically expected revenues, based on current and previous collection levels;
(ii) cash-backed funds available from previous surpluses where such funds are not required for other purposes; and
(iii) borrowed funds in respect of the capital budget only.

9. UNSPENT FUNDS / ROLL OVER OF BUDGET

(a) The appropriation of funds in an annual or adjustments budget will lapse to the extent that they are unspent by the end of the relevant budget year, but except for funds relating to capital expenditure.

(b) Only unspent grant (if the conditions for such grant funding allows that) or loan funded capital budget may be rolled over to the next budget year

(c) Conditions of the grant fund shall be taken into account in applying for such roll over of funds

(d) Application for roll over of funds shall be forwarded to the budget office by the 15th of April each year to be included in next year's budget for adoption by Council in May.

(e) No funding for projects funded from the Capital Replacement Reserve shall be rolled over to the next budget year except in cases where a commitment has been made at least 30 days (31 May each year) prior the end of that particular financial year.

(f) No unspent operating budget shall be rolled over to the next budget year

10. BUDGET TRANSFERS AND VIREMENTS

Budget transfers and veriments are dealt with in terms of the councils Budget Veriment Policy.

11. ADJUSTMENT BUDGET

Each adjustments budget shall reflect realistic excess, however nominal, of current revenues over expenses.

(a) The chief financial officer shall ensure that the adjustments budgets comply with the requirements of the National Treasury reflect the budget priorities determined by the executive mayor, are aligned with the IDP, and comply with all budget-related policies, and shall make recommendations to the executive mayor on the revision of the IDP and the budget-related policies where these are indicated.

(b) Council may revise its annual budget by means of an adjustments budget in terms of section 28 of the MFMA and according to the timelines of the Municipal Budget and reporting regulations section 23.

(c) The Accounting Officer must promptly adjust its budgeted revenues and expenses if a material under-collection of revenues arises or is apparent.

(d) The Accounting Officer shall appropriate additional revenues, which have become available but only to revise or accelerate spending programmes already budgeted for or any areas of critical importance identified by Council.

(e) The Council shall in such adjustments budget, and within the prescribed framework, confirm unforeseen and unavoidable expenses on the recommendation of the Executive Mayor.

(f) An adjustments budget must contain all of the following:
- (i) an explanation of how the adjustments affect the approved annual budget;
- (ii) appropriate motivations for material adjustments; and
- (iii) an explanation of the impact of any increased spending on the current and future annual budgets.

(g) Any inappropriate surplus from previous financial years, even if fully cash-backed, shall not be used to balance any adjustments budget, but shall be appropriated to the municipality's capital replacement reserve.

(h) Municipal taxes and tariffs may not be increased during a financial year except if required in terms of a financial recovery plan.

(i) Unauthorised expenses may be authorised in an adjustments budget.

(j) In regard to unforeseen and unavoidable expenditure, the following apply:
- (i) the Executive mayor may authorise such expenses in an emergency or other exceptional circumstances in terms of Section 29 of the MFMA;
- (ii) the authorized amount may not exceed 4 % of the approved own revenue included in the annual budget in respect of such unforeseen and unavoidable expenses;
- (iii) these expenses must be reported by the Executive mayor to the next Council meeting;
- (iv) the expenses must be appropriated in an adjustments budget; and
- (v) Council must pass the adjustments budget within sixty days after the expenses were incurred.

k) New Projects may not be added during the financial year unless it falls within the ambit of unforeseen and unavoidable expenditure and/or an additional allocation received

Funds for SDBIP projects or items may not be removed from the budget through an adjustments budget process unless:

- the necessity thereof is as a consequence of funds that is no longer available or
- a significant reduction in the collection rate substantiates and justifies the removal and
- performance agreements have been amended prior to the removal thereof.

12. BUDGET IMPLEMENTATION

12.1 Monitoring

(a) The accounting officer with the assistance of the chief financial officer and other senior managers is responsible for the implementation of the budget, and must take reasonable steps to ensure that:
- funds are spent in accordance with the budget;
- expenses are reduced if expected revenues are less than projected; and
- revenues and expenses are properly monitored.

(b) The Accounting officer with the assistance of the chief financial officer must prepare any adjustments budget when such budget is necessary and submit it to the Executive mayor for consideration and tabling to Council.

(c) The Accounting officer must report in writing to the Council any impending shortfalls in the annual revenue budget, as well as any impending overspending, together with the steps taken to prevent or rectify these problems.

12.2 Reporting

12.2.1 Monthly budget statements

(a) The accounting officer with the assistance of the chief financial officer must, not later than ten working days after the end of each calendar month, submit to the Executive mayor and Provincial and National Treasury a report in the prescribed format on the state of the municipality's budget for such calendar month, as well as on the state of the budget cumulatively for the financial year to date.

This report must reflect the following:

(i) actual revenues per source, compared with budgeted revenues;
(ii) actual expenses per vote, compared with budgeted expenses;
(iii) actual capital expenditure per vote, compared with budgeted expenses;

(iv) actual borrowings, compared with the borrowings envisaged to fund the capital budget;
(v) the amount of allocations received, compared with the budgeted amount;
(vi) actual expenses against allocations, but excluding expenses in respect of the equitable share;
(vii) explanations of any material variances between the actual revenues and expenses as indicated above and the projected revenues by source and expenses by vote as set out in the service delivery and budget implementation plan;
(viii) the remedial or corrective steps to be taken to ensure that the relevant projections remain within the approved or revised budget; and
(ix) projections of the revenues and expenses for the remainder of the financial year, together with an indication of how and where the original projections have been revised.

(b) The report to the National Treasury must be both in electronic format and in a signed written document.

12.2.2 Quarterly Reports

(a) The Executive mayor must submit to Council within thirty days of the end of each quarter a report on the implementation of the budget and the financial state of affairs of the municipality.

12.2.3 Mid-year budget and performance assessment

(a) The Accounting officer must assess the budgetary performance of the municipality for the first half of the financial year, taking into account all the monthly budget reports for the first six months, the service delivery performance of the municipality as against the service delivery targets and performance indicators which were set in the service delivery and budget implementation plan.

(b) The Accounting officer must then submit a report on such assessment to the Executive mayor by 25 January each year and to Council, Provincial Treasury and National Treasury by 31 January each year.

(c) The Accounting officer may in such report make recommendations after considering the recommendation of the Chief Financial Officer for adjusting the annual budget and for revising the projections of revenues and expenses set out in the service delivery and budget implementation plan.

13. CONCLUSION

The Director Corporate Services must place on the municipality's official website the following:

- the annual and adjustments budgets and all budget-related documents;
- all budget-related policies;
- the integrated development plan
- the annual report;
- all performance agreements;
- all service delivery agreements;
- all long-term borrowing contracts;
- all quarterly and mid-year reports submitted the Council on the implementation of the budget and the financial state of affairs of the municipality.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

TARIFF POLICY

Date of implementation: 1 July 2010

Reviewed and amendments by Council on:
20/04/2011
31/05/2012
29/05/2013
28/05/2014
30/05/2017
30/05/2019
25/05/2020
26/05/2021
30/05/2022

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1. Introduction

Every Municipality is responsible for the drafting and annual revision of a tariffs policy within the framework provided by the Municipal Systems Act (Act 32 of 2000 as amended).

2. Purpose

The purpose of the policy is to ensure that:

- the provisions of section 74 of the Municipal Systems Act (Act 32 of 2000 as amended) are complied with;
- a properly documented policy is in place to determine how the tariffs of the Witzenberg Municipality are to be determined; and
- the tariffs are realistic and affordable.

3. Principles

The determination of tariffs should in all instances be based on sound economic principles. The Council's input is to ensure that the tariffs policy be reviewed and modified during the annual budgetary process.

3.1 Basic principles

The following principles, in addition to those enunciated in section 74 Municipal Systems Act (Act 32 of 2000 as amended), were considered:

- Equalisation within the shortest possible time
- Affordability of service
- Discouragement of wastage through pricing mechanisms
- Ensuring adequate cash flow
- Simple and understandable structure
- Justifiable structure
- Transparent structure

3.2 The Municipal account

The accounts for property rates and services charges may not be viewed in isolation. They must be approached collectively in order to determine the most affordable amount to be paid by different clients as a total account.

3.3 Credit control

It is not possible to successfully calculate a tariffs structure without considering the provisions of an effective credit control system. Similarly, a credit control system cannot function without a sound tariffs policy drafted in support of the problems of indigent persons.

3.4 Costs of the provision of services and the calculation of tariffs

Tariffs must be capable of recovering the costs of the provision of a service. If a service should be run at a loss, there will by necessity have to be cross-subsidising from other services. It is therefore imperative that the tariffs for each service be accurately calculated and that the correct tariffs structure is accepted and implemented.

3.5 Socio-economic factors

As a result of non-payment, local authorities are experiencing problems with their cash flow. One of the most important reasons for non-payment is the failure of tariffs structures to make proper allowance for the socio-economic circumstances of the communities involved. The implementation of pre-paid electricity, as well as "free" water and electricity, partially address this problem.

Clients have been divided into the following categories:

- Clients unable to make any contribution towards the provision of services and who have to be subsidised fully.
- Clients who can afford a partial contribution and who need only to be subsidised partially.
- Users who can fully afford the services.

It is important to identify these categories and to plan the tariffs structures accordingly. The subsidies are derived from two sources, namely:

- Contributions by the State – The State determine the extent of these contributions from year to year and may increase or lower the contribution, while the needs of the local authority increase annually.
- Contributions from Municipal funds – These funds must be budgeted for.

Services may also be subsidised from a combination of the aforementioned funds.

The tariffs structure has been compiled in the following manner in order to make provision for subsidising:

- Fully subsidised in terms of the Indigent policy;
- Full tariff payable.

3.6 Equalisation of principles

In order to accomplish the total legalisation of tariffs, the tariffs must as far as possible be standardised throughout the whole municipality. Unique circumstances of a particular town will, however, play a role in preventing the tariffs from being 100% identical throughout. The principles for the determination of the tariffs should however, never vary.

3.7 Phasing in of new tariffs structures

Time is needed for the phasing in of any new structure. In practice this will mean that different towns will be subjected to different tariff increases during the period of phasing in.

3.8 Profit-taking

The following goals for profit-taking are applicable within Witzenberg.

- Electricity - Profit of 15%
- Water - Profit of 15%
- Sewerage - Profit of 0,5%
- Refuse removal - Profit of 0,5%

3.9 Basic and Availability charges

Tariffs are set in a manner that will ensure sustainability of the service. Therefore, basic services charges and service availability charges are levied on every site whether the service is utilized or not. The aim is to recover all fixed costs and a portion of the variable cost of the relevant service.

The Chief financial officer is delegated to exclude a site from availability charges if it is not possible to develop the site due to its size being less than the minimum size in terms of town planning regulations and the plot cannot be improved.[1]

4. Tariffs structure

4.1 Electricity

The following directions of the NER were considered during the drafting of the electricity tariffs structure:

- Tariffs must be economically sustainable.
- Clients must be given a choice of tariffs.
- The tariffs should be based on the costs of delivery, while also complying with the guidelines laid down in NRS 058.
- The tariffs must be transparent and the level of cross-subsidising must be known.
- The tariffs must be comparable with the tariffs of neighbouring suppliers
- The tariffs must be conveniently administered and must reflect the standard of service provision.

NERSA suggested five categories of tariffs to form the basis of the tariffs structure.

Name of Tariff	Tariff Components			
	Minimum levy (Rand/client/ month)	Energy levy (Cent/ kWh)	Duration of use of energy tariff (Cent/ kWh)	Demand tariff (Rand/KVA)
Singular energy tariff		√		
Dual tariff	√	√		
Dual time of consumption tariff	√		√	
Tripartite tariff	√	√		
Tripartite time of consumption tariff	√		√	√

The structuring of the tariffs structure for the provision of electricity, with due consideration of the NER directions, is based on the following principles:

- Structure is divided into client groups;
- A costing structure is allocated to each client group;
- Five tariffs structures and components were used as per the NER's directions;
- Profit-taking of the existing tariffs in the new structure;
- Phasing in of existing tariffs into new structure.

[1] Recommended for inclusion – November 2022

4.1.1 Client groups

The tariffs structure is divided into the following client groups:

- Residential clients
- Commercial clients
- Industrial clients
- Rural clients
- Large-scale clients

The classification of the client is left up to the client himself, and will largely be determined by the client's own needs.

- Street lights and sports bodies are identified as a special group.

4.1.2 Tariffs structures

The following tariffs are used:

- Availability tariff

This tariff is levied on all vacant premises with the potential of being linked to the municipal services.[2]

The availability tariff is levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

- Singular energy tariff

This structure is only available to clients who are residential, street lights or sports bodies. The tariff is based on the quantity kwh consumed. Provision is made for the following varying sizes of connections:

- Pre-paid meters up to 1 X 40A
- Single phase
- Three-phase

It is up to the client to decide which connection meets his particular requirements. Depending on the consumption of kWh, the client should decide whether a single-phased tariffs structure will suit his requirements better than a dual tariffs structure. The cut-off point is approximately 1 000kwh consumption.

- Dual tariff

This tariffs structure is available for commercial, rural and residential clients. The tariff consists of a minimum component and an energy component.

The minimum levy is a levy per month, or portion thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

The energy component is based on the kWh consumed from one reading to the next.

Two sizes of residential connections are provided:
- single phase
- three phase.

[2] Amended by council on 28 May 2014

For the commercial client a distinction is made between single and three-phase supplies as well as between the following sizes per phase:

20A
40A
60A
80A
100A
150A
200A
250A

Rural clients are divided into smaller than 25KVA, larger than 25KVA but smaller than 50KVA and larger than 50KVA to a maximum of 100KVA. The energy tariff is divided into two tariffs, i.e. fewer than 1000 units and more than 1000 units during a period measured from one reading to the next.

- Tripartite tariff

This tariffs structure is available to commercial, industrial, rural and large-scale clients.

As with the dual structure, the levies are based on a minimum as well as an energy levy. Additionally, however, a demand levy is imposed, based on the client's maximum demand during the previous month.

Within the groups, a distinction is made between:

Bigger than 1MVA high tension
Smaller than 1MVA high tension
Low tension

- Tripartite tariff for time of use

This tariffs structure is exactly the same as the tripartite tariff. It is also available to the same groups of clients. The only difference is that the time of consumption is linked to the tariff. The client has to apply for this tariff, usually following a thorough examination by him.

4.2 Water

4.2.1 Client groups

Recovery of the costs of the water service is not based only on consumption and the type of client, but also on the extent to which the client has access to the service and what the service must provide for, as well as the actual consumption. The principle of equity is taken into account when the client groups are classified.

Clients are classified in accordance with the size of their connections to the main supply. By classifying the client in accordance with the size of the connection, a more equitable basis for contributions towards costs is obtained than when a tariff is simply allocated to a certain type of consumer. In this way, cross-subsidising is largely eliminated.

2.2 Tariffs structures

The following tariffs structures will be in existence:

- Availability levy on all vacant premises within the town areas linked to the water network.
- Minimum levies for every size of connection with distinction being made between the following sizes:

Size of connections	Factor
Vacant premises	1.64
0-25mm	1.00
26-50mm	11.45
51-80mm	28.92
81-100mm	45.78
101-150mm	102.41
Client consuming > 20 000 kl./per month	2228.92
Un-metered connections	3.37

The consumption tariff is a block tariff, with the client able to choose between block A and B:

- **Block A**

Consumption	Factor
0-6	0.32
7-30	0.92
31-60	0.92
61-300	0.92
Above 300	3.19

- **Block B**

Consumption	Factor
0-300	1.00
301-1000	1.00
1001-8000	0.97
Above 8000	0.97

- **Block C** (Only for consumers with consumption of over 20 000 kilolitres per month)

Consumption	Factor
0-20 000	0
Above 20 000	0.31

- **Block D** (Only municipal consumption)

Consumption	Factor
Above 0	0.26

The block tariffs should encourage consumption, but discourage abuse, with Block A for residential clients and Block B for commercial clients. The choice nevertheless remains the client's. The third block is clients with consumption of over 20 000 kilolitres per month.

The above factors will be phased out as the water demand is growing in relation to the water supply.[3]

- Pre-paid water tariff – This tariff is calculated together with the other tariffs with a factor of 0.85.

- Municipal tariff – A departmental tariff based on the size of the connection is levied together with a consumption tariff. The departmental levy is aimed at the mere recovery of maintenance and running costs. In calculating this, loan costs, administrative levies, provision for bad debts and profit-taking are not considered.

The availability and minimum levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

[3] Amended by Council resolution 30/05/2017

If a client on Block A consumption is higher than 300 kl of water per meter reading cycle, then that client may apply for relief if the client can proof that leakage existed. The relief application will be considered based on the following criteria:

(a) Usage portion of the client indicated that the clients' consumption prior to the leakage was less than 300kl and
(b) Proof can be provided of the cost of repair of the leakage.

The account will be adjusted as follow:

A = Usage during period of meter reading (can be more than one period)
B = 300
C = Tariff of Block A for consumption (61 – 300)

Formula: A – B X C

If a client's consumption increased due to a leakage, an average consumption can be charged for a period not exceeding 3 months on submission of proof that the leakage existed and was subsequently repaired.

That the authority for the approval of the relief be assigned to the Manager: Income or Chief Financial Officer.[4]

Clients are entitled to one claim in a financial year for relief for high water accounts caused by leaking pipes and fittings. Any additional applications can only be approved by the Chief Financial Officer.[5]

4.2.3 Calculation of tariffs during water restrictions

Council determine water saving tariffs with the annual budget and tariff approval process. Provision is made for moderate and extreme restrictions.

4.3 Refuse removal

No distinction is made between fixed and variable costs in the costing structure of refuse removal.

The total costs are divided amongst the clients in relation to the municipal valuation of residential property.

All other consumers are billed according to the size and number of wheelie bins removed.

[6]Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case by case basis.

4.3.1 Client groups

The following client groups are distinguished:

- Non Residential Clients with one removal per week
- Non Residential Clients with two removals per week
- Non Residential Clients with three removals per week

[4] Amended by Council resolution 27/8/2014
[5] Amended by Council resolution 30/05/2017
[6] Amended by Council resolution on 30/05/2022

- Residential Clients with one removal per week

4.3.2 Tariffs structure

A minimum tariff equal to one removal per week is levied on all commercial and industrial clients, irrespective of whether the service is utilised or not.

All levies are levied monthly or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

Non Residential Clients are compelled to use wheelie bins for refuse removal purposes. The minimum monthly charge will be equal to the charge for a 240L Wheelie Bin.

4.4 Sewerage

Different types of services provided by the Municipality are in existence in respect of sewerage. These include a water-closet system and a suction-drain system, primarily in Prince Alfred's Hamlet.

4.4.1 Costs structure and client groups

In order to determine a basis for the equitable sharing of costs, each client group's share in the costing structure should be considered.

Potential dumping is used as the fairest method. The client is levied in accordance with his dumping potential. This is determined by the size of the water connection to the property. The client with a bigger connection has the ability to dump more water into the sewerage system. The quantity of water used is not taken into account.

As sewage sludge is based on the flow of water, the costs are largely incurred in respect of the dumping into the sewage works and the treatment of the substances.

The following categories are distinguished:

<20mm water connection
21-50mm water connection
80mm water connection
100mm water connection
150> water connection

A special category was created for Qbiqua Prison.

[7]Where more than one dwelling unit or business unit, as defined in the Council's zoning scheme regulations, is situated on a premises (such as a semi-detached dwelling or a block of flats etc.) each such a dwelling unit or each business unit shall for the purpose considered to be a consumer. This will be measured by the number of electricity connections, unless the combined connections are less than 60 Amps single phase, when it will be regarded as only one consumer. Dwelling or business unit is defined as a formal structure with a building plan. That discretion for possible exemption be given to the Accounting Officer regarding this paragraph to evaluate on a case by case basis.

[7] Amended by Council resolution on 30/05/2022

4.4.2 Water-closet system

For the purposes of classification where one connection is in place but more than one usage is separately operated on the premises, each separate usage is regarded as a connection in accordance with the classification under which such usage would normally be connected, but not bigger than the connection that serves the premises. Examples of these are flats, shopping centres where sub-letting takes place and a residential house with a separate flat.

All levies are a monthly levy, or part thereof, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

A monthly availability levy is imposed on vacant premises where the possibility exists for the connection of a water-closet system to the main sewerage system. The availability tariff will not be less than 35% of the tariff applicable to normal residential plots, this percentage can be increased during the budget processes.

4.4.3 Suction-drain system

The suction-drain system is based on usage. Seepage systems which are never sucked make no contribution towards the costs of the service, although the service must still be provided. Fixed costs are accordingly recovered by consumer's tariffs and not by a fixed levy.

The suction-drain service structure entails the following:

- Availability levies are recovered monthly from all built-up properties in Prince Alfred's Hamlet.
- Variable costs which recover vehicle and personnel costs, are levied per suction service provided.
- A distinction is made between areas inside and outside the town area.

Based on vehicle costs, a kilometre tariff is recovered from clients outside the town area.

All levies, with the exception of the kilometre tariff and suction-drain service tariff, are imposed monthly or pro rata on both water-closet and suction-drain services, provided that where a resident is connected after the 15th of a month, a levy will only be imposed on the following month's account.

4.5 Property rates

The general valuation roll for Witzenberg will come into effect on 1 July 2018.[8] The Municipality has at its disposal a rates policy which addresses the following:

- Criteria for differentiated property rates categories
- Differentiated tariffs

The purpose of property rates is to recover costs that cannot be redeemed by tariff-recovering services or direct revenue.

[8] Amended by Council resolution 30/05/2017

5. Sundry Tariffs

The principles expounded for tariff construction, are also applicable to diverse tariffs.

5.1 Resorts

The full costs of the resorts must be recovered by the tariffs so that they place no further burden on the inhabitants of Witzenberg, while at the same time the utilisation of the resorts should be encouraged. The costs of the swimming baths within the resorts form part of the resorts' costs.

The following tariff groups are distinguished:

- Chalets or houses
- Caravan sites
- Semi-permanent camping sites
- Day visitors'/motor vehicles
- Renting of conference facilities and halls

A distinction is also made in respect of seasons and the following seasons are defined:

High season

The period of 26 days during the December and January school holidays. Exact dates are determined from year to year

And

The four days coinciding with the Easter weekend during March or April.

In-season

From the commencement of the Western Cape's school holidays during September until the end of April, excluding the high seasons indicated above.

Off-season

All other days, excluding high season and in-season.

A further distinction exists between weekends and weekdays in the event of high season and in-season. No such distinction exists during the off-season.

The following rebates will be given:

(a) Rebate of 25 % for bookings during weekdays except in school holidays of the Western Cape;
(b) Pensioners qualifies for a rebate of 50 % in off-season;
(c) Students accompanied by parents receives 12 % discount on day visit tariffs;
(d) 50 % rebate for bookings of conference facilities where 5 or more chalets or houses are booked and occupied.

The Director: Community Services may use his/her discretion in terms of the delegation of powers to grant rebates other than stipulated above based on occupation rate and tourism potential.

5.2 Tariffs for halls

Tariffs are levied for the use of municipal halls (e.g. Community halls).

5.2.1 Tariff

All halls must be graded in accordance with their size, condition and available facilities, in the following grades:

A-grade = 100%
B-grade = 75%
C-grade = 50%

The tariffs are determined on the basis of economical and equitable rent and are calculated as follows:

- Costs of personnel and equipment utilised from time to time during use of the hall and preparations and tidying-up activities, to be calculated on the same basis for each property.
- Letting of property, which will vary per grouping (e.g. eating utensils, etc.).
- Categories of functions.

5.2.2 Deposits

Sufficient deposits must be obtained for each letting to cover not only the Municipality's costs, but also to provide for breakage.

5.2.3 Letting periods

Letting is to be divided into morning, afternoon and evening sessions while preparation and tidying up are also provided. This division is retained and is defined as follows:

- Morning session - from 08:00 – 13:00, including preparation and tidying up
- Afternoon session – from 13:00 - 18:00, including preparation and tidying up.
- Evening session - from 18:00 – 24:00, including preparation and tidying up.
- A pro-rata contribution must be paid, in addition to the letting fee, for every hour or portion there of falling outside those indicated above.

5.2.4 Free of Charge

The Library Halls may be provided free of charge to the following organisations:

- Youth
- Charity
- Community
- Sport
- Education
- Government and
- Local management meetings of political parties

Community halls may be provided free of charge twice a quarter per party which are represented in the Council, which may be used for political meetings with the community. The political party must however give notice in omitting to the Accounting Officer.

The provision is subject to the availability of the facility and will be dealt with accordingly to priority of application based on time of receipt of the application.

5.3 Fees for Cemeteries

Cemetery fees are based on the following:

- Value of land
- Costs of preparing grave
- Maintenance in future
- Costs of digging and closing up of grave (should the family not do so)
- A premium on the sale of the grave to a non-inhabitant of Witzenberg.

As only one costing centre is used, the costs for the preparation of a grave must be the same at all cemeteries. Exceptions, however, may be made in relation to ground formation in respect of the digging of the grave. In order to provide for those who cannot afford the full tariff, a subsidy is to be calculated that is based on specific criteria, and be included in the Municipality's indigent policy.

5.4 Other Deposits

The municipality may levy a deposit as a security to cover possible damages, losses.

After all internal procedures has been exhausted, all unclaimed deposits older than 36 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

5.5 Other

The other diverse tariffs must, wherever possible, be determined on actual costs plus a percentage.

6. Rebates (To be phased out)[9]

The Municipality provides rebates to people or organisations that assist with economic growth within Witzenberg by the creation of new structures or by additions to existing buildings and the creation of job opportunities.

The person or organisation who wants to apply for the rebate must do so that the application speaks to the criteria extent and conditions as stipulated below:

6.1 Criteria

The person or organisation must create new or extent building and create new job opportunities. The investor must apply for the rebate and provide at least the following information in writing:

- Total cost of building plan
- Total number of jobs created after completion of building phase
- Number of Directors
- Number of Directors classified as historically disadvantaged individuals HDI

[9] Phasing out approved by Council 26/05/2021

The criteria and weights for evaluating the application are as follow:

Criteria	Points
Improvement value of Buildings extended	60
Job opportunities	30
HDI points based on Directors	10

The allocation of points will be as follow:

Improvement value of extension
1 Point for every R80,000.00 of value added

Job opportunities
2 Points for every permanent new job opportunity created, and
1 Point for every seasonal job opportunity created

HDI points
The percentage of the number of HDI directors is used as a basis to allocate a point out of 10.

The applicant must score at least 50 points to qualify for a rebate. The applicant must be prepared that an audit be performed at any stage during the period when the rebates are allocated. If at any stage it is found the applicant do not meet the requirements, then the rebate will be stopped immediately.

6.2 Extent

Two categories of rebates exist. A minimum of 75 points must be obtained to qualify for a category A rebate.

The rebate will be for a period of 5 years and will be as follow:

	Rebate A Percentage rebate	Rebate B Percentage rebate
Year 1	25 %	15 %
Year 2	20 %	12 %
Year 3	15 %	9 %
Year 4	10 %	6 %
Year 5	5 %	3 %

The rebate will be applicable on all service charges as well as property rates.
The rebate will only be applicable on the additional services account of the applicant to the original account.[10]

7 Rebates (From 1 July 2021)[11]

The Municipality provides rebates to people or organisations that assist with economic growth within Witzenberg by the creation of new structures or by additions to existing buildings and the creation of local job opportunities.

The person or organisation who wants to apply for the rebate must do so that the application speaks to the criteria extent and conditions as stipulated below:

7.1 Criteria

[10] Amended by Council 25/05/2020
[11] New paragraph approved by council 26/05/2021

The person or organisation must create new or extent building and create new local job opportunities. The investor must apply for the rebate and provide at least the following information in writing:

- Total cost of planned new buildings
- Total number of local jobs created after completion of building phase
- Number of Directors
- Number of Directors classified as historically disadvantaged individuals HDI

The criteria and weights for evaluating the application are as follow:

Criteria	Points
Improvement value of Buildings extended	60
Job opportunities	30
HDI points based on Directors	10

The allocation of points will be as follow:

Improvement value of extension
1 Point for every R100,000.00 of value added

Job opportunities
2 Points for every permanent new job opportunity created, and
1 Point for every seasonal job opportunity created

HDI points
The percentage of the number of HDI directors is used as a basis to allocate a point out of 10. (e.g. if 60% of directors are HDI 6 points will be allocated.

Cancelation of Rebate
The applicant must be prepared that an audit be performed at any stage during the period when the rebates are allocated. If at any stage it is found the applicant do not meet the requirements, then the rebate will be stopped immediately.

If it is found that false information was submitted the rebate will be stopped immediately and all rebates already credited to the municipal account will be cancelled.

7.2 Extent

Two categories of rebates exist. A minimum of 75 points must be obtained to qualify for a category A rebate. A minimum of 50 points must be obtained to qualify for a category B rebate

The rebate will be for a period of 5 years and will be as follow:

	Rebate A Percentage rebate	Rebate B Percentage rebate
Year 1	75 %	50 %
Year 2	60 %	40 %
Year 3	45 %	30 %
Year 4	30 %	20 %
Year 5	15 %	10 %

The rebate will be applicable to property rates only.

The rebate will only be applicable on the rates payable on the additions to the buildings.

The chief financial officer will calculate the property value that qualify for the rebate based on the previous valuations when a new general valuation is implemented.

7. Conclusion

In drafting any tariffs policy, the principles enunciated above must be applied in order to determine the equity of the tariff. However, irrespective of the fairness or equity of the tariff, huge problems will be encountered with maintaining and continuing a service if the tariff is not affordable to a large portion of the clients.

PROPERTY RATES POLICY

FORMULATED IN TERMS OF SECTION 3 OF THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, NO. 6 OF 2004

Date of Implementation: 01 July 2023

OUR VISION: **"A MUNICIPALITY THAT CARES FOR ITS COMMUNIY, CREATING GROWTH AND OPPORTUNITIES"**

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1. INTRODUCTION

Municipalities need a reliable source of revenue to provide basic services and perform their functions. Property rates are an important source of general revenue for municipalities. Revenue from property rates is used to fund services that benefit the community as a whole as opposed to individual households. These include installing and maintaining streets, roads, sidewalks, lighting, and storm drainage facilities; operating parks, recreational facilities and cemeteries. Property rates revenue is also used to fund municipal administration, such as computer equipment and stationery, and costs of governance, such as council and community meetings, which facilitate community participation on issues of Integrated Development Plans (IDPs) and municipal budgets.

Municipal property rates are set, collected, and used locally. National and provincial governments do not have the power to levy rates, nor do they share in the revenue collected. Revenue from property rates is spent within a municipality, where the local community has a voice in decisions on how the revenue is spent as part of the IDPs and budget processes, which municipalities invite communities to input prior municipal council adoption of the budget.

2. LEGISLATIVE CONTEXT

2.1 This policy is mandated by Section 3 of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) (MPRA) as amended, which specifically provides that a municipality must adopt a Rates Policy.

2.2 In terms of Section 229 of the Constitution of the Republic of South Africa, 1996 (No.108 of 1996), a municipality may impose rates on property.

2.3 In terms of the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended a municipality in accordance with-

Section 2(1), may levy a rate on property in its area; and

Section 2(3), must exercise its power to levy a rate on property subject to-

Section 229 and any other applicable provisions of the Constitution;

2.4 In terms of Section 4 (1) (c) of the Local Government: Municipal Systems Act, 2000 (No. 32 of 2000), the municipality has the right to finance the affairs of the municipality by imposing, *inter alias*, rates on property.

2.5 In terms of Section 62(1)(f)(ii) of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) the municipal manager must ensure that the municipality has and implements a rates policy.

3. DEFINITIONS

3.1. **Act** means the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.

3.2. **Municipality** means the municipal council for the municipal area of Witzenberg.

3.3. **Pensioners** mean natural persons 60 years old or older.

3.4. **All other terms** are used within the context of the definitions contained in the Local Government: Municipal Property Rates Act, 2004 (No. 6 of 2004) as amended.

3.5. "Agricultural property" means property that is used primarily for agricultural purposes and excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of the property for the purpose of eco-tourism or for the trading in or hunting of game**;**

3.6. "**Agricultural purposes**" means a property that is used for agricultural activities and the business of which must be registered with the South African Revenue Service (SARS).

3.7. **"Mining property"** means a property used for mining operations.;

3.8. **"Multiple purposes",** in relation to a property, means the use of a property for more than one purpose;

3.9. **"Public Benefit Organisation property"** As defined in the Regulations on the rate ratio between the residential and non-residential categories of property;

3.10. **"Public Service Infrastructure"** means publicly controlled infrastructure of the following kinds:

3.10.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
3.10.2. water or sewer pipes, ducts or other conduits, dams and water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
3.10.3. power stations, power substations or power lines forming part of an electricity scheme serving the public;
3.10.4. gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels;
3.10.5. railway lines forming part of a national railway system;

3.10.6. communication towers, masts, exchanges or lines forming part of a communications system serving the public;
3.10.7. runways or aprons at national or provincial airports;
3.10.8. breakwaters, sea walls, channels, basin, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising light houses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
3.10.9. any other publicly controlled infrastructure as may be prescribed;
3.10.10. or rights of way, easements or servitudes in connection with infrastructure mentioned in paragraphs (a) to (i); provided that (a), (b), (e), (g) and (h) may not be rated.

3.11. **"Public service purposes",** means a property owned and used by an organ of state as hospitals or clinics, schools, pre-schools, early childhood development centres or further education and training colleges, national and provincial libraries and archives, police stations, correctional facilities; courts of law; and

3.12. **"Residential property"** means a property whose primary use or permitted use is residential.

3.13. ***"Exemption"***, in relation to the payment of a rate, means an exemption granted by a municipality.

3.14. ***"Rebate",*** in relation to a rate payable on a property, means a discount granted on the amount of the rate payable on the property.

4. POLICY PRINCIPLES

4.1. Rates are levied in accordance with the Act as an amount in the rand based on the market value of all rateable property contained in the municipality's valuation roll and supplementary valuation roll.

4.2. As allowed for in the Act, the municipality has chosen to differentiate between various categories of property and categories of owners of property. Some categories of property and categories of owners are granted relief from rates. The municipality however does not grant relief in respect of payments for rates to any category of owners or properties, or to owners of properties on an individual basis, other than by way of an exemption, rebate or reduction provided for in this policy.

4.3. There would be no phasing in of rates based on the new valuation roll, except as prescribed by legislation.

4.4. The rates policy for the municipality is based on the following principles:

4.4.1. Equity
The municipality will treat all ratepayers with similar properties the same.

4.4.2. Affordability
The ability of a person to pay rates will be taken into account by the municipality. In dealing with the poor/indigent ratepayers the municipality will provide relief measures through exemptions, reductions or rebates.

4.4.3. Sustainability
Rating of property will be implemented in a way that:

4.4.4. it supports sustainable local government by providing a stable an buoyant revenue source within the discretionary control of the municipality; and

4.4.5. supports local social economic development policy of the municipality

4.4.6. Cost efficiency
Rates will be based on the value of all rateable property and the amount required by the municipality to balance the operating budget after taking into account profits generated on trading (water, electricity) and economic (refuse removal, sewerage removal) services and the amounts required to finance exemptions, rebates, reductions and phasing-in of rates as approved by the municipality from time to time.

5. SCOPE OF THE POLICY

This policy document guides the annual setting (or revision) of property rates. It does not make specific property rates proposals. Details pertaining to the applications of the various property rates are published in the Provincial Gazette and the municipality's schedule of tariffs, which must be read in conjunction with this policy.

6. APPLICATION OF THE POLICY

In imposing the rate in the rand for each annual operating budget component, the municipality shall grant exemptions, rebates and reductions to the categories of properties and categories of owners as allowed for in this policy document.

7. CATEGORIES OF PROPERTY

The municipality has determined categories of rateable properties based on the following criteria:
7.1. Use of the property

7.2. The permitted use of the property
7.3. The combination of (a) and (b)
7.4. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

7.5. Categories of property for the municipality include-

7.5.1. residential properties
7.5.2. industrial properties
7.5.3. business and commercial properties
7.5.4. agricultural properties
7.5.5. mining properties
7.5.6. properties owned by an organ of state and used for public service purposes
7.5.7. public service infrastructure properties
7.5.8. properties owned by public benefit organisations and used for specified public benefit activities
7.5.9. properties used for multiple purposes, subject to Section 9;
7.5.10. vacant Land or
7.5.11. any other category of property as may be determined by the Minister, with the concurrence of the Minister of Finance, by notice in the Gazette.

8. CATEGORIES OF OWNERS

8.1. For the purposes of determining a property's category, the use of the property will be applied.

8.2. For properties used for multiple purposes, the Municipality may apply the category of multiple use. For such properties the Municipal Valuer as appointed by the Municipality, will apportion a value to each distinct use of said property and apply the appropriate category for billing at the applicable rate.

Item	Category (of the property)	Purpose/use
(a)	Residential	means a property in respect of which the primary use is for residential purposes without derogating from section 9 of the MPRA.
(b)	Industrial	means a property that is used for the purpose described as the branch of trade or manufacturing, production assembling or processing of finished or partially finished

		products from raw materials or fabricated part, typically via a high volume production process and on so large scale that capital and labour are significantly involved.
(c)	Business and Commercial	means a property that is used for the purpose described as the activity of buying, selling or trade in goods or services and includes any office or other buildings on the same erf, the use of which is incidental to such business. This definition excludes the business of mining and agriculture activities
(d)	Agricultural	means property that is used primarily for agricultural purposes but, without derogating from section 9, excludes any portion thereof that is used commercially for the hospitality of guests, and excludes the use of [a] the property for the purpose of eco-tourism or for the trading in or hunting of game;'';'
(e)	Mining	means a property used for mining operations as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act No. 28 of 2002);'
(f)	Public Service Purposes	means property owned and used by an organ of state as— (a) hospitals or clinics; (b) schools, pre-schools, early childhood development centres or further education and training colleges; (c) national and provincial libraries and archives; (d) police stations; (e) correctional facilities; or (f) courts of law,
(g)	Public Service Infrastructure	means publicly controlled infrastructure of the following kinds: (a) national, provincial or other public roads on which goods, services or labour move across a municipal boundary; (b) water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public; (c) power stations, power substations or power lines forming part of an electricity scheme serving the public; (d) gas or liquid fuel plants or refineries or pipelines for gas or liquid fuels, forming part of a scheme for transporting such fuels; (e) railway lines forming part of a national railway system; (f) communication towers, masts, exchanges or lines forming part of a communications system serving the public;

		(g) runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes; (h) breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels; (i) any other publicly controlled infrastructure as may be prescribed; or (j) a right registered against immovable property in connection with infrastructure mentioned in paragraphs (a) to (i);
(h)	Public Benefit Organisation use for specific activities	"means an activity listed in 1 (welfare and humanitarian) and item 2 (health care) and item 4 (education and development) as part 1 of the Ninth schedule of the Income Act
(I)	Multiple Use	in relation to a property means a property that is used for more than one purpose as described in paragraph 7.1 of this Policy and Section 9 of the MPRA and where each distinct purpose is categorised separately and rated accordingly
(k)	Vacant	means a property without any buildings or structures, where no immovable improvements have been erected and irrespective of its permitted or intended use.

9. RATES RATIOS TO BE APPLIED

The rates ratio in relation to residential properties to be applied on non-residential properties is set in the table below:

Categories	**Ratio in relation to residential Property**
Residential Property:	
Bona Fide residential	1:1
Business / Commercial property:	1:2.75
Industrial Property	1:2.75
Agricultural Properties:	
Bona Fide Agricultural	1:0.25
Other Agricultural Properties	1:2.75

Public Service Purposes	1:2.75
Vacant Land	1:2.75
Public Service Infrastructure	1:2.75
Public Benefit Organisations	1:0.25
Building clauses	1:2.75

10. EXEMPTIONS

The following categories of property are exempted from rates:

10.1. Municipal properties

Municipal-owned properties as stated in Section 7 (2) (a) (i) of the MPRA will be excluded from paying property rates.

10.2. Public Service Infrastructure

The following public service infrastructure will be excluded from paying property rates:

10.2.1. national, provincial or other public roads on which goods, services or labour move across a municipal boundary;
10.2.2. water or sewer pipes, ducts or other conduits, dams, water supply reservoirs, water treatment plants or water pumps forming part of a water or sewer scheme serving the public;
10.2.3. railway lines forming part of a national railway system;
10.2.4. runways aprons and the air traffic control unit at national or provincial airports, including the vacant land known as the obstacle free zone surrounding these. which must be vacant for the air navigation purposes;
10.2.5. breakwaters, sea walls, channels, basins, quay walls, jetties, roads, railway or infrastructure used for the provision of water, lights, power, sewerage or similar services of ports, or navigational aids comprising lighthouses, radio navigational aids, buoys, beacons or any other device or system used to assist the safe and efficient navigation of vessels;
10.2.6. the first 30% of the market value of other public service infrastructure.

10.3. Public Benefit Organisations

The Municipality will apply the rate ratio as set out in the MPRA to public benefit organisations.

The following Public Benefit Organisations may apply for the exemption of property rates subject to producing a tax exemption certificate issued by the South African Revenue Services (SARS) as contemplated in Part 1 of the Ninth Schedule of the Income Tax Act, 1962 (No 58 of 1962):

Welfare organisations
Properties owned by not for gain institutions or public benefit organisations and are solely use for the benefit of the institution and or for charitable purposes and performs welfare and humanitarian work as contemplated by part 1 of the ninth Schedule of the Income Tax Act (Act 58 of 1962). Council may grant a rebate as of 100% in the case of Inst. 2 uses and 50% in the case of Inst. 3 users.

Animal welfare
Property owned or used by institutions/organisations whose exclusive aim is to protect birds, reptiles and animals on a not-for-gain basis.

10.4. Public Worship

In terms of section 17(i) of the MPRA, the council do not levy a rate on the property registered in the name of and used primarily as a place of public worship by a religious community, including one official residence registered in the name of that community which is occupied by an office bearer of that community who officiates at services at that place of worship.

(**The exclusion lapses if not used for the purposes as indicated above**.)

10.5. Protected Areas

Protected areas as per Section 17(1) (e) of the MPRA.

10.6. Land reform beneficiary

A property belonging to a land reform beneficiary or his or her heirs, dependants or spouse provided that this exclusion lapses—
(i) ten years from the date on which such beneficiary's title was registered in the office of the Registrar of Deeds; or
(ii) upon alienation of the property by the land reform beneficiary or his or her heirs, dependants or spouse.

10.7. Exemptions will be subject to the following conditions:

10.7.1. all applications must be addressed in writing to the municipality;
10.7.2. a SARS tax exemption certificate must be attached to all applications;
10.7.3. the municipal manager or his/her nominee must approve all applications;
10.7.4. applications must reach the municipality before the end of October preceding the start of the new municipal financial year for which relief is sought; and
10.7.5. the municipality retains the right to refuse exemptions if the details supplied in the application form were incomplete, incorrect or false.

11. REDUCTIONS IN THE MUNICIPAL VALUATION

A reduction in the municipal valuation as contemplated in section 15(1)(b) of the Act will be granted where the value of a property is affected by-

11.1. a disaster within the meaning of the Disaster Management Act, 2002 (Act No. 57 of 2002); or

11.2. any other serious adverse social or economic conditions

11.3. The reduction will be in relation to the certificate issued for this purpose by the municipal valuer.

11.4. All categories of owners can apply for a reduction in the rates payable as described above

12. REBATES

The municipality may grant rebates to rateable enterprises that promote local, social and economic development in its area of jurisdiction, based on its Local, Social and Economic Development Policy and as included in the council tariff policy.

Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

12.1. Historical or heritage properties

No rebates are granted other than residential rebates if appropriate.

12.2. Cemeteries.

Privately owned cemeteries received a rebate of 50% and must be exclusively be used for the purpose of a cemetery.

12.3. Residential Properties.

The Municipality will not levy a rate on the first value up to R 150 000 of the market value as per the Valuation Roll of Residential Properties, as follows:

12.3.1. on the first R15 000 on the basis set out in Section 17(1)(h) of the MPRA; and

12.3.2. on the balance of the market value up to R135 000 in respect of residential properties, as an important part of the Councils indigent relief measures aimed primarily at alleviating poverty amongst those persons owning low-value properties.

12.4. Pensioners

12.4.1. Pensioners may qualify for a rebate of 50% on residential property in terms of councils' policy.

12.4.2. Only the primary property of the owner will qualify for the 50% rebate.

12.4.3. Only persons 60 years and older will qualify for the 50% rebate.

12.4.4. Rebates will be granted once an application was received and approved by the municipal manager or his/her delegate.

13. RATES INCREASES

The municipality will consider increasing rates annually during the budget process in terms of the guidelines issued by National Treasury from time to time.

Rate increases will be used to finance the increase in operating costs of community and subsidised services.

14. PAYMENT OF RATES

14.1. Liability for and payment of rates is governed by the MPRA and the Municipality's Credit Control and Debt Collection Policy and By-Laws as well as any other applicable legislation.

14.2. Ratepayers may choose, not later than 31 August in any financial year, or such later date in such financial year as may be determined by the municipal manager or his/her nominee, between paying rates annually in one instalment on or before 30 September or in twelve equal instalments on or before the 15th day of the month following on the month in which it becomes payable.

14.3. An owner is liable for payment of a rate whether or not that person has received a written account. The furnishing of accounts for rates in terms of this section is subject to section 102 of the Municipal Systems Act.

14.4. A rate levied by a municipality on a sectional title unit is payable by the owner of the unit.

14.5. Interest on arrears rates, whether payable on or before 30 September or in equal monthly instalments, shall be calculated in accordance with the provisions of the credit control, debt collection and indigent policy of the municipality.

14.6. If a property owner, who is responsible for the payment of property rates in terms of this policy, fails to pay such rates in the prescribed manner, it will be recovered

from him/her in accordance with the provisions of the Credit Control, Debt Collection and indigent policy of the Municipality.

14.7. Arrears rates shall be recovered from tenants, occupiers and agents of the owner, in terms of section 28 and 29 of the Act.

14.8. Where the rates levied on a particular property have been incorrectly determined, whether because of an error or omission on the part of the municipality or false information provided by the property owner concerned or a contravention of the permitted use to which the property concerned may be put, the rates payable shall be appropriately adjusted for the period extending from the date on which the error or omission is detected back to the date on which rates were first levied in terms of the current valuation roll.

14.9. In addition, where the error occurred because of false information provided by the property owner or as a result of a contravention of the permitted use of the property concerned, interest on the unpaid portion of the adjusted rates payable shall be levied at the maximum rate permitted by prevailing legislation.

15. CLEARANCE CERTIFICATES

15.1. Are issued in terms of Section 118 (1) (a) of the Local Government: Municipal Systems Act, 2000, Act No. 32 of 2000, and will be valid for a period of 60 days from the date it has been issued.

15.2. Are issued within 7 working days after receipt of the applicable fees and receipt of the clearance application form.

15.3. Are issued when all amounts due in connection with that property for municipal fees, surcharges, property rates and other municipal taxes, levies and duties have been fully paid.

15.4. The Municipality requires a payment in advance equal to two months' payments in respect rates for the financial year and two months' average consumption of all relevant services prior to the issuing of such a clearance certificate in order to allow for any consumption that may take place during the time taken for the transfer to go through.

15.5. The administration is allowed to issue a clearance certificate in the name of the buyer (as registered owner) in the instance of simultaneous transfers.

15.6. If an amount liable for rates and services in respect of a property is outstanding and the property needs to be transferred, a rates clearance certificate will only be issued upon payment of the current account and after completion of an agreement by the new owner for any municipal services in arrears, subject to Council's Credit Control and Debt Collecting Policy in respect of the following transfers:

15.6.1. Transfer of a property from the Municipality to the new owner;

15.6.2. Transfer of a property from one spouse to the other;

15.6.3. Transfer of a property from the owner (parent) to a child.

16. REGULAR REVIEW PROCESSES

The rates policy will be reviewed on an annual basis to ensure that it complies with the Municipality's strategic objectives and with legislation.

17. SHORT TITLE

This policy is the Property Rates Policy of the Witzenberg Municipality.

18. ENFORCEMENT/IMPLEMENTATION

This policy has been approved by the Municipality and came into effect from 1 July 2023 and replace the previous property rates policy.

CREDIT CONTROL & DEBT COLLECTION POLICY

OUR VISION: "A MUNICIPALITY THAT CARES FOR ITS COMMUNIY, CREATING GROWTH AND OPPORTUNITIES"

Date of implementation: 01 July 2008
Latest review and updates by Council on 30/05/2019

Reviewed and amended by Council 29/05/2019
Reviewed and amended by Council 28/05/2014
Reviewed by Council 29/05/2013
Reviewed by Council 31/05/2012
Reviewed by Council 28/09/2011
Reviewed by Council 20/04/2011
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Council 28/05/2009 Item 8.1.2
Council 04/08/2008

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PREAMBLE

WHEREAS Section 152 (1) (b) of the Constitution of the Republic of South Africa Act 108 of 1996 (*the Constitution*) provides that one of the objects of local government is to ensure that the provision of services to communities occurs in a sustainable manner;

AND WHEREAS Section 153 (a) of the Constitution provides that a municipality must structure its administration, budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community;

AND WHEREAS Section 195 (1) of the Constitution provides that the public administration must be governed by the democratic values and principles enshrined in the Constitution, including-

- the promotion of the efficient, economic and effective use of resources;
- the provision of services impartially, fairly, equitably and without bias; and
- the fact that people's needs must be responded to.

AND WHEREAS Section 4 (1) (c) of the Local Government: Municipal Systems Act 33 of 2000 (*the Systems Act*) provides that the Council of a municipality has the right to finance the affairs of the municipality by charging fees for services, imposing surcharges on fees, rates on property and, to the extent authorised by national legislation, other taxes, levies and duties;

AND WHEREAS Section 5 (1) (g), read with subsection (2) (b), of the Systems Act provides that members of the local community have the right to have access to municipal services which the municipality provides provided that, where

applicable and subject to the policy for indigent debtors, pay promptly for services fees, surcharges on fees, other taxes, levies and duties imposed by the municipality;

AND WHEREAS Section 6 (2) (c), (e) and (f) of the Systems Act provides that the administration of a municipality must take measures to prevent corruption; give members of a local community full and accurate information about the level and standard of municipal services that they are entitled to receive; and inform the local community about how the municipality is managed, of the costs involved and the persons in charge;

AND WHEREAS Chapter 9, Sections 95, 96, 97, 98, 99 and 100, of the Systems Act provides for Customer Care Management, Debt Collection responsibility of the Municipality, contents of the policy, by-laws that give effect to the policy, Supervisory authority and Implementing authority.

The Witzenberg Municipal Council, at its meeting of 28May 2008adopts this policy to be known as: The Witzenberg Municipality Credit Control and Debt Collection Policy". This policy replaces that policy in its entirety.

1. DEFINITIONS

In this policy, unless the context indicates otherwise, the word or expression has the following meaning:

1.1 "**Accounting Officer"** The Municipal Manager appointed in terms of Section 82(1) (a) or (b) of the Municipal Structures Act, 1998 (Act No. 117 of 1998);

1.2 **"Actual consumption**" means the measured consumption of a consumer of a municipal service during a specified period;

1.3 "**Arrangements**" means a formal agreement entered into between the Council and a debtor where specific repayment parameters are agreed to.

1.4. "**Arrears** "mean any amount due, owing and payable by a customer in respect of a municipal account not paid on the due date;

1.5. "**Average consumption**" means the deemed consumption of a customer of a municipal service a specific period, which consumption is calculated by adding the recorded monthly average consumption and the current actual consumption and dividing the total by 2;

1.6. "**Bank guarantee**" refers to an undertaking by a registered financial institution whereby it guarantees a specified maximum amount to be paid if the principal debtor (the consumer) fails to pay;

1.7. "**Calculated amounts"** refers to the amounts calculated by the Chief Financial Officer, in consultation with the relevant technical departments, to be due to the Council by a consumer in respect of the supply of the applicable municipal services for any period during which the exact quantity of the supply cannot be determined accurately for reasons beyond the control of the Chief Financial Officer. This shall normally be based on the average consumption figures, if available, for the service rendered to the customer **or,** failing the availability of such data, on the average consumption figures applicable to one or more properties of similar size and nature in the area in which the customer resides or carries on business;

1.8. "Charges" refers to charges incurred by the municipality to collect arrears;

1.9. "**Chief Financial Officer**" refers to the person so designated in terms of Section 75(2)(a) of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) or any person duly authorised to act on behalf of such person and shall have the same meaning as Strategic Executive Manager: Finance or City Treasurer;

1.10. "**Consolidated account**" refers to one combined account for all municipal services, housing rents and instalments, rates and basic charges payable, and" consolidated bill" has a corresponding meaning;

1.11. "**Consumer**" means a customer;

1.12 "**Conventional electricity and water meters means** "electricity and/or water meters, as the case may be, which are used to determine the supply of electricity and water and which are normally read on a monthly or other fixed interval basis;

1.13 "**Council**" refers to The Witzenberg Municipality and its successors in law and includes the Council of that municipality or its Executive Committee or any other body acting by virtue of any power delegated to it in terms of legislation, as well as any official to whom the Executive Committee has delegated any powers and duties with regard to this policy;

1.14 "**Councillor**" refers to any member of a municipal council;

1.15 "**Credit Control** "refers to all functions relating to the collection of monies owed by customers and users of municipal services.

1.16 "**Customer**" refers to any occupier of any premises to which Council has agreed to supply or is actually supplying services, or if there is no occupier, then the owner of the premises and includes any debtor of the municipality;

1.17 "**Defaulter**" refers to any customer owing the municipality money in respect of rates and / or service or sundry charges; not paid on the due date as stipulated on the account or on the agreement. The owner will be held responsible for occupiers / tenants, arrear accounts, for water, electricity and any other service or sundry accounts;

1.18 "**Deposit**" refers to a minimum sum of money specified by the Chief Financial Officer and payable by the consumer to the Municipality prior to occupation of the property or prior to the date on which services to the property are required;

1.19 "**Due date**" in the absence of any express agreement in relation thereto between the Council and the customer, refers to the date stipulated on the account and determined from time to time as the last date on which the account must be paid;

1.20 "**Equipment**" refers to any building or other structure, pipe, pump, wire, cable, meter, engine or any accessories;

1.21 "**Estimated** "consumption arises when no actual reading can be taken and is equivalent to the existing average consumption;

1.22 "**Existing**" customers refer to the customers who have already entered into an agreement for the supply of municipal services;

1.23 "**Financial year**" refers to the period starting from 1 July in a year to 30 June the next year;

1.24 "**Fees**" refers to expenses incurred by the municipality to collect arrears;

1.25 "**Implementing Authority**" means the Municipal Manager or his nominee, acting in terms of Section 100 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000);

1.26 "**Interest**" is a charge levied with the same legal priority as service fees and calculated at a rate determined by Council from time to time on all arrear monies;

1.27 "**Meter**" audits refer to an investigation to verify the correctness of the consumption and supply of electricity and water;

1.28 "**Municipality**" when referred to as:

(a) a corporate body, means a municipality as described in Section 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000);

(b) A geographic area means a municipal area determined in terms of the Local Government Municipal Demarcation Act, 1998 (Act No. 27 of 1998).

1.29 "**Municipal Manager**" means the person appointed as Municipal Manager in terms of Section 82 of the Local Government Municipal Structures Act, 1998, (Act No. 117 of 1998) and includes any person acting in that position or to whom authority has been delegated;

1.30 "**Municipal services** "refers to any services provided by the municipality or any authorised and contracted service provider, available or applied for, or provision made for any service, for which it is entitled to charge a fee or formulate a tariff, payable by a customer or user, thereof;

1.31 "**Normal office hours**" means the hours when the Chief Financial Officer' s offices are open to the public from Mondays to Fridays, excluding public holidays, Saturdays and Sundays;

1.32 "**Official**" refers to an employee of The Witzenberg Municipality

1.33 "**Occupier**" means any person, who occupies any property or part thereof, without regard to the title under which he or she occupies the property,

1.34 "**Owner"** means:

(a) The person in who from time to time is vested the legal title to premises, which title is registered at the Deeds Office;

(b) In a case where the person in whom the legal title is vested is insolvent or deceased, or is under any form of legal disability whatsoever, the person in whom the administration of and control of such premises is vested as curator, trustee, executor, administrator, judicial manager, liquidator or other legal representative;

(c) In a case where the Council is unable to determine the identity of such person, a person who is entitled to the benefit of such premises with a building thereon;

(d) In the case of premises for which a lease of 30 years or more has been entered into, the lessee thereof;

(e) In relation to

i. A piece of land delineated on a sectional plan registered in terms of the Sectional Titles Act 1986, (Act 95 of 1986), and without restricting the above the developer or the body corporate in respect of the common property; or

ii. A section, as defined in such Act, the person in whose name such a section is registered under a sectional title deed and includes the lawfully appointed agent of such a person;

(f) Any legal person including but not limited to

i. A company registered in terms of the Companies Act, 1973 (Act 61 of 1973), a Trust, a Closed Corporation registered in terms of the Closed Corporations Act, 1984 (Act 69 of 1984) and a voluntary association;

ii. Any department of State;

iii. Any Council or Board established in terms of any legislation applicable to the Republic of South Africa;

iv. Any Embassy or other foreign entity;

1.35 "**Premises**" includes any piece of land, the external surface boundaries of which are delineated on-

(a) A general plan or diagram registered in terms of the Land Survey Act, 1927 (9 of 1927), or in terms of the Deed Registry Act, 1937 (47 of 1937); or

(b) A sectional plan registered in terms of the Sectional Titles Act, 1986 (95 of 1986), which is situated within the area of jurisdiction of the Council;

1.36 "**Rates**" refers to property rates on property situated in the municipal area, any other tax, duty or levy imposed by the municipality;

1.37 "**Service agreement**" refers to an agreement for the consumption of electricity and/or water and other services as determined from time to time;

1.38 "**Terminated account**" refers to:

(a) the final account for services after the customer has left the premises, whether or not the customer has given notice to terminate the supply of service; OR

(b) the final account for services if the customer has contravened the service provisions of this policy and attendant municipal bylaws;

1.39 "**Variable flow-restricting device**" refers to a device that is coupled to the water connection that allows the water supply to be restricted or closed;

1.40 "**Visitation fee**" refers to the fee charged for attendance and/or disconnection/reconnection of an electricity/water supply when the supply has been disconnected due to non-payment and/or tampering, or where access to disconnect/restrict has not been gained, which fee shall be

1.41 "**Voluntary garnishee order/emoluments order"** refers to a court order for the deduction of an amount of money from the salary or other income of a customer.

2. INTRODUCTION

2.1. The Council cannot develop the local economy and provide acceptable services to its residents unless it receives payment, in full, of all bills raised for the services that it provides.

2.2. The municipality must develop, maintain and implement a credit control and debt collection policy that is consistent and complies with the relevant legislation.

2.3. In regard to payments expected from registered indigents and Council tariffs, this policy is to be read in conjunction with The Witzenberg Municipality Indigent Policy and The Witzenberg Municipal Tariff Policy.

3. OBJECTIVES

The objectives of the Credit Control and Debt Collection Policy are:

3.1 To define a framework within which the municipality can develop an effective procedure to bill and collect its revenues;

3.2 To ensure that all monies due and payable to the municipality are collected and used to deliver municipal services in the best interests of the community, residents and ratepayers and in a financially sustainable manner as prescribed by the Municipal Systems Act, 2000 (Act No. 32 of 2000), and other applicable legislation;

3.3 To maintain and implement a credit control and debt collection policy, which is consistent and complies with Section 97 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

3.4 To ensure that the municipality develops credit control procedures and mechanisms that are considered to be consistent, fair and effective to all its consumers.

4. UNDERLYING PRINCIPLES OF THIS POLICY

4.1 The administrative integrity of the municipality must be maintained at all times. The democratically elected councillors are responsible for policymaking, while it is the responsibility of the Councillors, Municipal Manager and all staff to ensure the execution of these policies.

4.2 This policy shall take effect and be enforceable from the date of approval thereof by Council.

4.3 The collection process must be cost-effective and enforcement of payment for services rendered must be prompt, consistent and effective.

4.4 Unauthorised consumption, connection and reconnection, the tampering with or theft of meters, service supply equipment and the reticulation network and any fraudulent activity in connection with the provision of municipal services will lead to disconnections and/or restrictions, penalties, loss of rights and criminal prosecutions.

4.5 All Witzenberg Municipality employees shall:

4.5.1 Embrace the principles of Batho Pele and treat all debtors with dignity and respect at all times

4.5.2 Employees shall execute their duties in an honest and transparent manner whilst protecting the confidentiality of information in accordance with the Access to Information Act.

5. ROLE AND RESPONSIBILITY OF MUNICIPAL MANAGER

5.1 In terms of Section 100 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Municipal Manager is responsible for implementing the credit control and debt collection policy. In line with this, the Municipal Manager is to perform the following:

5.2 install and maintain appropriate accounting system.

5.3 bill customers.

5.4 demand payment on due dates.

5.5 raise penalties and interest for defaulters.

5.6 appropriate payments received.

5.7 collect outstanding debt.

5.8 provide different/alternate payment methods.

5.9 determine credit control and debt collection measures.

5.10 determine all relevant work procedures for, inter alias, public relations, arrangements, disconnection/reconnection of services, summonses, attachments of assets, sales in execution, write-off of debts, sundry debtors and legal processes.

5.11 instruct attorneys to proceed with the legal process (i.e. attachment and sale in execution of assets, emolument attachment orders, etc.).

5.12 appoint staff to execute Council's policy and by-laws.

5.13 determine internal control procedures.

5.14 monitor contracts with service providers in connection with credit control and debt collection.

5.15 The Municipal Manager may delegate these responsibilities to the Chief Financial Officer. However, this delegation does not absolve the Municipal Manager from being held accountable for implementing this policy.

5.16 The Municipal Manager is to report monthly to the Executive Committee, and quarterly to the Council, on the actions taken in terms of this policy, and on the payment levels for the periods concerned.

5.17 Although the Municipal Manager is held accountable for implementing this policy, it is the responsibility of all officials of the municipality to promote and support this credit control and debt collection policy.

6 ROLE AND RESPONSIBILITY OF COUNCILLORS

6.1 To approve budgets consistent with the needs of communities, ratepayers and residents.

6.2 To impose rates and taxes and to determine service charges, fees and penalties to finance the budget.

6.3 To facilitate sufficient funds to give access to basic services for the poor.

6.4 To provide for a bad debt provision, in line with the payment record of the community, ratepayers and residents, as reflected in the financial statements of the municipality.

6.5 To, together with the Chief Financial Officer, set an annual improvement target for debt collection (refer Section 9), in line with acceptable accounting ratios and the ability and performance of any appointed external service providers.

6.6 To approve a reporting framework for credit control and debt collection.

6.7 To consider and approve by-laws to give effect to the Council's policy.

6.8 To revise the budget should Council's targets for credit control and debt collection is not met.

6.9 To take disciplinary and/or legal action against Councillors, officials and agents who do not execute Council policies and by-laws, or act improperly in terms of such policies.

6.10 To approve a list of suitably qualified service providers that will act on behalf of Council in all collection and legal matters relating to debt collection.

6.11 To provide sufficient capacity in the Municipality's Budget and Treasury Office for credit control and debt collection or, alternatively, to appoint service providers or debt collection agents to assist with the credit control and debt collection procedures.

6.12 To assist the Municipal Manager in the execution of his duties, if and when required.

6.13 To provide funds for the training of staff in connection with credit control and debt collection.

6.14 In terms of Section 99 of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Executive Committee, is to monitor and supervise the application of this policy, and is to report to Council on the extent and success of the municipality's credit control actions.

6.15 In order to maintain the credibility of the municipality in the implementation of the present policy, Councillors, by adopting this policy, pledge that their own accounts will at no stage fall into arrears.

7. DUTIES AND FUNCTIONS OF WARD COUNCILORS

7.1 To adhere to and convey Council policies to residents and ratepayers.

7.2 To adhere to the Code of Conduct for Councillors.

7.3 The ward committees will act in terms of roles and functions as approved by Council.

7.4 The ward committees are encouraged to actively promote this policy, and to ensure, at the same time, that the municipality's customer service is of a standard acceptable to the community.

8. DUTIES AND FUNCTIONS OF COMMUNITIES, RATEPAYERS AND RESIDENTS

8.1 To fulfil certain responsibilities, as brought about by the privilege and or right to use and enjoy public facilities and municipal services.

8.2 To pay service fees, rates on property and other taxes, levies and duties imposed by the municipality on or before the due date for payment.

8.3 To observe the mechanisms and processes of the municipality in exercising their rights.

8.4 To allow municipal officials access to their property to execute municipal functions.

8.5 To comply with the by-laws and other legislation of the municipality.

8.6 To refrain from tampering with municipal services and property.

9. EXPECTED DEBTOR PAYMENT LEVELS

9.1 The municipality is to aim at ensuring that payment levels (i.e. the percentage level of income received from debtors) for the present and future financial years, in respect of all amounts due to the municipality, exclusive of the balance of the monthly accounts payable by registered indigents, are maintained at an annual average of at least 96%.

9.2 The long-term target is a debtor turnover ratio of 30 days, that is, debtors are expected to pay for services on average within one month of receiving accounts.

10. AREA OF APPLICATION

10.1 This policy shall apply and be enforceable throughout the entire area of jurisdiction of The Witzenberg Municipality

10.2 The Council reserves the right to differentiate between different categories of consumers, debtors, services or service standards when applying this policy. The Council will, on application of this policy, avoid discrimination as forbidden by the Constitution unless it is established that the discrimination is fair as allowed by the Constitution.

11 APPLICATION FOR SERVICES AND SERVICE AGREEMENTS

11.1 Before being provided with electricity, water and/or other customer services, and prior to taking occupation of premises, every customer shall enter into a service agreement with the Council in which, inter alias, the customer agrees that the electricity, water and/or other services, supplied by either Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt.

11.2 All consumers wishing to utilise municipal services must apply to enter into a service agreement.

11.3 The service agreement will be entered into prior to the provision of services and prior to the consumer taking occupation of the premises.

11.4 A new service agreement will only be entered into once all amounts owed by a consumer on other debtor accounts are settled in full.

11.5 A new service agreement will only be entered into on a property, once all outstanding amounts owed on the property are settled in full. The owner of the property shall have the responsibility to ensure that all debts incurred after are fully paid by the tenant in order to mitigate the non-provision of services to tenants/residents after the date mentioned above.

11.6 Paragraph 11.5 is not applicable to outstanding accounts in respect of houses allocated by the housing committee.[1]

11.7 Where municipal services are used/consumed or made use of, and the owner, tenant, or occupants of a property, have not entered into nor completed an agreement for such services, the owner responsible for the payment of rates on the property will be billed for the metered consumption and all municipal service charges applicable to the property.

11.8 The service agreement shall indicate that transfer of a property may not be registered until the municipality issues a clearance certificate which reflects that all amounts due in connection with that property for municipal service fees, property rates and other municipal taxes, levies and duties have been fully paid. The outstanding monies include accounts relating to tenants who may have left the property of the seller.

11.9 Application forms are available at the municipal offices and the application process must occur at least ten (10) working days prior to taking occupation of the premises. This will ensure that services are available when occupation is taken. Failure to adhere to the timeframe may result in customers not having the services available when occupation is taken.

11 .10 The Municipality will render the first account after the first meter reading cycle following the date of signing the service agreement or as soon as is administratively possible.

11.11 Consumers who illegally consume services without a valid service agreement will be subject to disconnection and/or removal of the service and may have charges laid against them for theft and fraud.

[1] Amended by Council on 28 May 2014

11.12 The service agreement shall set out the conditions under which the services are provided and shall require the signatories thereto to accept the contents of the municipality' s credit control and debt collection policy, as well as the provisions of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

(a) An undertaking by customers:

- That the electricity, water and/or other services supplied by either the Prepaid or Credit meter systems, may be used for credit control purposes to collect arrears in respect of all outstanding debt and shall include rates if the customer is the owner of the property;
- That they are liable for the costs of collection, including any administration fees, penalties for late payment, legal costs, interest, disconnection fees and reconnection fees, and
- That any alleged non-receipt of an account does not affect the customers' liability for the account, nor stop the credit control process;

(b) An undertaking by Council:

- That it will deliver accounts to customers by Post Office delivery and emails
- That if customers do not receive an account and have accordingly requested one, a statement will be supplied to them.

11.13 Where a signatory is not the owner of the property to which the services are to be provided, a letter from the owner indicating that the signatory is the lawful occupant of the property and where a lessor/lessee arrangement exists between the parties, a copy of such agreement shall be attached to the service agreement.

11.14 Where a consumer has failed to enter into a service agreement with the Council, water and/or electricity shall be restricted or disconnected, as the circumstances may require, until such time as a service agreement has been entered into and the applicable deposits have been paid. In such circumstances, the consumer will be held liable for any calculated amounts.

12 DEPOSITS AND GUARANTEES

12.1 Every customer is to pay a deposit on application for the provision of municipal services before the municipality renders any service to the property. Deposits are payable when new customers sign service agreements and when existing customers move to a new supply address. All deposits shall be paid at least 5 (days) days prior to occupation of the property or prior to the date on which the services are required. Failure to comply with this clause may result in a delay in the connection of services and the Council shall not be liable for any loss or prejudice suffered by a customer as a result thereof.[2]

12.2 Subject to the provisions of clauses 12.3, 12.4 and 12.5 hereunder, the calculation for deposits shall be based on two months' consumption of metered services together with any charges for other municipal services, or a minimum amount specified by the Chief Financial Officer from time to time. Also refer to 6.3.4 of the tariff listing

12.3 In the case of Housing Projects an amount of R500.00 is payable for deposit. To be reviewed by the CFO from time to time. In determining the deposit described in Section 12.2, the Chief Financial Officer may differentiate between areas to give cognisance to differences in service standards and usage.

12.4 The Chief Financial Officer may re-assess customer deposits for new domestic, commercial and industrial customers three months after the initial deposit date and may, as a result of this reassessment, require an additional deposit from the customer.

12.5 The Chief Financial Officer may review deposits annually and, in the case of a customer' s service being disconnected or restricted as a result of non-payment or tampering, may increase the deposit. Should the deposit be increased as a result of this review the customer must immediately make payment of the increased amount in line with the instruction from the Chief Financial Officer.

12.6 The outcome of the review contemplated in clause 12.5 shall be communicated to the customer in the event of any variation in the deposit arrangements being required.

12.7 Should a customer's services be disconnected twice during any twelvemonth period due to non-payment, the customer's deposit shall be adjusted the following month to conform to Clause 12.5.

12.8 Not applicable no current guarantees

12.9 The municipality will pay no interest on deposits[3]

[2] Amended by Council on 28 May 2014.
[3] Amended and reviewed by Council on 30 May 2019

13 ACCESS TO PROPERTY TO READ METERS

13.1 In terms of Section 101 of the Municipal Systems Act, 2000 (Act No. 32 of2000), the occupier, owner or tenant of a property is to allow municipal officials or the municipality' s authorised service providers access to read meters, install or repair meters as well as to, discontinue or restrict the provision of a service. The official is to have the proper authorisation and can only request access during reasonable hours.

13.2 If the municipality is unable to read any meter on any property because the meter has been rendered inaccessible, the municipality shall estimate the consumption of the service concerned and thereafter bill the accountholder for the monetary value of such estimated consumption.

13.3 In the event that the Council continues to be unsuccessful in obtaining access to the property and, therefore, is unable to obtain an accurate meter reading, the Chief Financial Officer or his authorised representative may disconnect the supply of services.

13.4 Voluntary readings:

- These will be permitted provided the municipality obtains any final reading should the consumer move to another supply address.
- Consumers may be liable for a fee to cover the costs of obtaining a reading if no advance warning is given and special arrangements are required to obtain a reading.
- The Municipality is entitled to make suitable adjustments to the readings should a consumer fail to ensure that a final reading is obtained.
- An audit reading during the normal reading cycles must be obtained at least once every 6 months. If a special audit reading becomes necessary, this will be done at the cost of the consumer.
- The consumer may elect to supply voluntary readings subject to compliance with these rules. The Chief Financial Officer may, however, cancel the voluntary reading convenience if the consumer fails to render readings on two or more consecutive occasions.

14 ACCOUNTS, BILLING AND PAYMENT

14.1 The Council shall produce and post one consolidated monthly bill to consumers for services supplied or available (inter alias, electricity, water, refuse and sewerage charges) and for rates levied on property within the municipal area unless, for whatever reason, the rates account has not been consolidated with the services account in which case separate monthly accounts will be posted. These accounts will be produced in accordance with meter reading cycles at regular intervals or as prescribed by law.

14.2 The account/invoice will reflect the following details:

- Consumer name;
- Consumer account number;
- Consumer postal address;
- Address details to which the services have been supplied;
- The consumption or estimated consumption for each metered service within a specified period;
- The applicable service tariff;
- The monthly amount due on property rates and the total annual amount due;
- The valuation of the property;
- The amount due on any other service charges;
- The total amount due and payable;
- The amount in arrears, if any;
- The final date for payment (due date);
- The method, name and location of any municipal offices and authorised agents where payments may be made, and
- A notification that failure to settle the total amount due by due date will result in termination or restriction of services.

14.3 The Council shall undertake to post the consolidated account to the customer address, in South Africa, as specified by each customer. However, non-receipt of an account does not negate the responsibility of the customer to pay the amount owing by due date nor prevent interest charges and debt collection procedures. In the event of non-receipt of an account, the onus rests on the account holder to obtain a free copy of the most recent account, before the due date.

14.4 The consumer shall, in writing, notify the Council of any change of address, including an e-mail address, and contact details. Notwithstanding the fact that a consumer has not received an account as a result of his failing to notify the Council of his change of address or due to delays on the part of external service providers, the customer is nevertheless liable for payment of such account. Any change of address only becomes effective when the notification of the change is received and acknowledged by the Council.

14.5 Accounts must be paid in full on or before the due date as indicated on the account. Failure to comply with this section shall result in debt collection action (as contained in Section 27 of this policy) being instituted against the customer. Interest on arrears, at the rate determined from time to time by the Council or, in the absence of any determination, as prescribed by law, will accrue after due date if the account remains unpaid irrespective of the reason for non-payment (refer Section 18).

14.6 Bulk consumers may at the discretion of Council be notified of their unpaid accounts prior to the commencement of the debt collection process.

14.7 Payments for accounts must be received at a Municipal pay-point by close of business on or before the due date. In the case of any electronic payments the money must be received in the municipal bank account no later than the close of business on the due date. In the case of monies paid to agents, the money must be deposited with the agent prior to the close of business on due date and proof thereof may be required to validate any claims.

14.8 The following methods of payment and payment points can be used: Debit order payments, which forms are available from the municipal cash offices;

- Cash payments can be made at the municipality' s cash offices, any South African Post Office and their agencies, ABSA and Easy Pay Outlets e.g. Pick & Pay, Checkers, etc.

- Electronic banking payments directly into the municipality' s account;

14.9 The consumer acknowledges that any agent used for transmitting payments to the Municipality is at the risk and cost of the consumer. In addition, the consumer must take into account the transfer time of the particular agent.

14.10 All payments and/or part-payments received by the Municipality shall be allocated to services in the manner as contained in Section 20.

15. METERING OF CONSUMABLE SERVICES

15.1 The municipality may introduce various metering equipment for the measurement of service consumption and customers may be encouraged to convert to a system preferred by the municipality.

15.2 Customers who default (fail to pay by the due date) may be required by the municipality to convert to another metering system.

15.3 Meters (credit) will be read in monthly cycles, at regular intervals or as prescribed by Council. Should circumstances prevent such a reading, the Municipality is entitled to continue with the procedure as laid down in Section 13 of this policy.

15.4 A consumer is responsible to ensure access to metering equipment and will be liable for any cost incurred to ensure access (such as relocating or disconnecting the meter) if satisfactory access is not possible.

15.5 Routine or special maintenance of metering equipment will be communicated to the consumer prior to being undertaken in order to establish a suitable time to perform such maintenance.

16. VALUATION OF PROPERTIES

16.1 All properties within the boundaries of the Witzenberg Municipality are to be valued in terms of the legislation applicable to the valuation of properties for the purpose of levying property rates.

16.2 If the Municipality has not yet included such valuation for the purpose of levying rates, the Municipal Valuer shall conduct a valuation of the relevant property for purposes of a supplementary valuation

17. PROPERTY RATES

17.1 In terms of the Council Rates Policy, and in accordance with the tariff of Charges Schedule, Property Rates will be raised annually in July of each year, charged on a monthly basis and will be reflected on the consumers monthly bill.

17.2 All Property Rates not paid by due date will, in addition to any procedures as prescribed by law, be subject to credit control and debt collection procedures as stipulated in this policy.

17.3 An owner may apply to have his/her property rates be charged monthly. In which the due date for application is set at 30th June of each year.[4]

17.4 If in default it will reversed to yearly and the total annual rates amount become payable.

18. INTEREST ON ARREARS AND OTHER PENALTY CHARGES

18.1 Interest shall be charged for a full month on all arrear amounts at the percentage determined by Council irrespective of when payment is made.

18.2 For purposes of determining arrear amounts, all amounts that are unpaid after due date, excluding interest, penalty charges previously raised including collection charges and Value Added Taxation, shall be taken into account.

18.3 The Chief Financial Officer will be entitled to raise the following charges/fees in addition to the interest charge contemplated in clause 18.1:

- charges for disconnection or restriction of services
- charges for reconnection or reinstatement of services
- charges for notices of default and other correspondence
- penalty charges for illegal reconnections
- Reconnection fee to be paid for both prepaid and conventional meters

[4] Updated 04/08/2008 Special Council meeting

- Charges / Fees on all legal proceedings[6]

18.4 Other than those penalty charges prescribed by legislation, the value of each of these charges will be determined on an annual basis by Council when considering its annual budget and shall be contained in the Witzenberg Municipality Tariff Register.

19. AGREEMENTS AND ARRANGEMENTS FOR PAYMENT OF ARREARACCOUNTS

19.1 The Chief Financial Officer is authorised to enter into agreements with customers in arrears with their accounts and to grant customers extensions of time for settlement of the amounts due to Council. No arrangement for the payment of debt in instalments may be entered into with a tenant without the consent of the property owner.[7]

19.2 Where a customer in arrears is a business or commercial concern, a minimum of 50% of the total overdue amount, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of twelve months. Any future monthly current accounts shall be paid on or before the due dates for the month in question. In respect of business or commercial consumers who are in arrears, interest will be raised in terms of Section 18 of this policy.

In exceptional circumstances, The Accounting Officer and CFO can deviate from the general rule above provided that:

- The current account is paid in full
- A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.

19.3 Where a customer in arrears is a domestic consumer the following processes will be follows:

i) When the customer account include outstanding debt, the customer payment incentive policy as approved by Council may apply; and

ii) In the case of all other debt, the current account, as an initial payment, shall be paid, and the balance of the account shall be paid in equal instalments over a maximum period of forty-eight [48] months.

iii) In exceptional circumstances, The Accounting Officer and CFO can deviate from the general rule in (ii) above provided that:

- The current account is paid in full
- A written agreement is entered into that provides for the down payment of the arrears amount in monthly instalments.

iv) A customer can make a maximum of 2 arrangements within a financial year of the Municipality.[8]

[6] Amended by Council on 28 May 2014
[7] Amended by council on 28 May 2014
[8] Updated 28/05/2009

Any future monthly accounts shall be paid on or before the due date. Consumers, who honour their agreements and arrangements to pay, will not be charged interest from the date of the agreement on municipal service arrears, with the exception of property rates in arrears where statutory provisions may apply. Should they default on their credit extension for whatever reason, interest shall be raised from the date of default on the full outstanding debt in terms of Section 18 of this policy."

19.4 A consumer may be required to complete a debit order for the payment of arrears in terms of the agreement.

19.5 Should a customer breach the arrangement in any way, the balance of the arrear account, together with the balance of interest outstanding on the account, shall immediately become due and payable to the municipality.

19.6 A customer who fails to comply with any credit arrangement shall not be permitted to enter into any further arrangement or extension of time for payment and shall have his services terminated, however a customer who brings his credit arrangement up to date by an immediate payment shall have his services reconnected as soon as is practically possible.

19.7 A customer who fails to comply with any arrangement of debt shall have his service agreement terminated, services disconnected/restricted, and/or his deposit adjusted with an amount of R500 to cover a part of the arrear debt.

19.8 Only debtors with positive proof of identity or an authorised agent with a Power of Attorney shall be permitted to enter into an Acknowledgment of Debt agreement with the Council. If the arear account is in the name of a tenant, the owner of the property, have to give written consent to the Municipality to enter in to Acknowledgement of Debt agreement with his /her tenant.

19.9 Where a debtor is a close corporation, trust, or a company, the person who signs an acknowledgment of debt on behalf of such close corporation, trust or company, shall produce written proof that he is authorised to sign such acknowledgment on behalf of all members and/or directors of the close corporation, trust, or the company.

19.10 An Acknowledgment of Debt agreement shall contain all arrangements for paying off arrear accounts, which may include interest. One copy of the agreement shall be handed to the customer and another filed with the Chief Financial Officer.

19.11 In instances where a customer is employed, the municipality may obtain a voluntary garnishee order or emoluments attachment order.

19.12 Where any debt has arisen as a result of the Council having applied an incorrect charge and/or tariff, the consumer may arrange to pay the debt over a maximum period equivalent to the period over which the incorrect charge was applied or over twelve months, whichever is the shorter.

19.13 The Director Finance and Deputy Director Finance may deviate from the policy in special circumstances.[9]

20. ALLOCATION OF PAYMENTS AND PART-PAYMENTS

20.1 Receipt of the total outstanding monies will be allocated to the credit of the account in full.

20.2 A customer shall not be entitled to allocate any payment made to any portion of the total debt due to the Council.

21 DISHONOURED QUES/DEBIT ORDERS

21.1 Refusal by banks to honour payments by debit order is regarded as non- payment, upon which the relevant debtor is subject to credit control measures.

21.2 The Council shall, at the earliest opportunity, be entitled to disconnect or restrict, as the case may be, the electricity and/or water supply of a customer who has offered a cheque or debit order as payment for municipal services if such cheque or debit order is returned or dishonoured by the financial institution on which it is drawn as a result of a lack of funds or for any other reason.

21.3 A customer tendering a debit order referred to in Clause 21 .2 shall be liable for all administration charges and bank fees as determined by Council as a result of such transaction.

21 .4 Should a dishonoured debit order be received, the customer may be contacted telephonically with the request that a cash deposit equal in amount to that of the dishonoured cheque be made into the municipality' s account within 24 hours.

21.5 Should any attempt to contact the customer fail, then the municipality shall immediately discontinue the supply of services to the premises.

21.6 In the event of the customer not having sufficient funds to settle the outstanding debt, the Municipality may open a case of fraud with the South African Police Service.

[9] Recommended for amendment.

21.7 Dishonoured cheques are to be kept on file and will only be given to account holders on request if the account is paid up to date after the reversal of the dishonoured payment.

21.8 A customer who has offered three dishonoured debit order payments in any 12 month period will not be allowed to make further payments by cheque for a period of at least one year, although a bank guaranteed cheque may be accepted by the Chief Financial Officer.

22. QUERIES IN RESPECT OF ACCOUNTS

22.1 The enquiries counter at the municipality's service centres can be contacted for all account queries.

22.2 An enquiry clerk stationed at the municipality's service centres shall be available to assist consumers with account balance queries as well as the opening and closing of accounts.

22.3 Any resident or consumer who may feel aggrieved concerning his/her account may address a written grievance / appeal to the Chief Financial Officer.

22.4 The municipality endeavours to investigate any query and give feedback within fourteen working days of the receipt of the query.

22.5 Any query in respect of the amount due and payable on the consolidated bill must be lodged, in writing, at the municipality within 10 days of the consolidated bill date in order that it may be investigated. Should the query not be lodged within 10 days, the municipality cannot be bound to the provisions of clause 22.4.

22.6 A customer who has lodged an enquiry is not relieved of the responsibility to maintain regular payment on his account. In the event of an accountholder reasonably querying any item or items on the monthly municipal account, no action shall be taken against the accountholder provided the accountholder has paid, by due date, an amount equal to the monthly average monetary value of the three most recent un-queried accounts in respect of the service under query, as well as all un-queried balances on such account, and, provided further that, such query is made in writing by the accountholder or is recorded in writing by the Chief Financial Officer or his designate on behalf of the accountholder within 10 days of the consolidated bill date.

22.7 If a customer has received a response to a query but is still not convinced that the account is correct, the customer will still be liable for the full outstanding amount and will be subject to credit control action.

23. UNRESOLVED CUSTOMER QUERIES

23.1 Should a query remain unresolved after 14 working days have passed from the date the query was lodged, the customer is to notify the Section Head of the relevant section who will follow up and resolve the query.

23.2 Should the Section Head, as a result of the complexity of the case, be unable to resolve the query, it is to be referred to the Consolidated Billing Manager for resolution.

24. DISCONNECTIONS/RESTRICTIONS OF SERVICE

24.1 The Council shall disconnect/restrict services to consumers whose consolidated accounts remain unpaid after due date.

24.2 The municipality shall, prior to disconnection and/or restriction of services, not be obliged to issue any final demand notices or other reminders to customers whose accounts are unpaid after due date.

24.3 The municipal account shall reflect a warning message that shall be deemed to be proper and sufficient notice to the customer that his services may be disconnected or restricted unless payment is received on or before due date.

24.4 In the event that full payment of the consolidated account, including any accumulated arrears, is not received by close of business on due date, the electricity supply and thereafter the water supply may be disconnected/restricted, unless a formal arrangement for an extension of payment, in terms of Section 19, has been approved by the Chief Financial Officer or his authorised representative.

24.5 Even though a customer may have concluded satisfactory credit arrangements in terms of Section 19, the Council is not obliged to effect a reconnection of services on the day that payment is received or the agreement has been signed, but will, unless unable to do so because of circumstances beyond the control of the municipality, endeavour to do so within three (3) working days in terms of Section 26 read in conjunction with Section 25.

24.6 Where a customer's services are disconnected, or where access to disconnect services has not been obtained, the customer shall be charged a visitation fee, as determined by the Council, which shall be paid prior to the services being reconnected.

24.7 Where a customer's account and/or service agreement has been terminated or is in arrears and no credit arrangement has been entered into,

the Council may, at the customer' s cost, proceed to collect such amount as is outstanding and due in terms of the procedures for debt collection contained in Section 27 of this policy.

24.8 Where a customer or owner' s account is in arrears and no credit arrangement for the settlement of any outstanding debt has been entered into, and, whether the services to the property have been disconnected / restricted or no the Council may, regardless of whether the service agreement is terminated or not, implement the procedures for debt collection as set out in Section 27 of this policy, if such action is deemed by the Chief Financial Officer to be in the best interests of the Council.

24.9 Should the Chief Financial Officer be of the opinion that the termination of services, in respect of which the account is in arrear, could result in the endangerment of the life of any person, the Chief Financial Officer may appropriately restrict rather than terminate the services in question.

If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the following will be applicable with regard to disconnection/restriction of services:

(i) Prepaid electricity may be blocked for purchases if the other services are in arrears; and[10]

24. 10 Changing meters of defaulters[11]

i) The water meters of defaulters can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);

(ii) The electricity meters of defaulters can be replaced with split prepaid meters;

(iii) The cost of the replacement meters will be borne by the consumer who can pay the cost in three monthly instalments. If the consumer defaults on the payment for the meters, the electricity supply will be blocked and/or the water consumption will be limited to 200 litres per day (6 kilolitres per month).

(iv) The cost of the replacement meters will be borne by the municipality for approved indigent customers.

[10]Updated 31/05/2012 Council meeting
[11]Updated Council 28/09/2011

(v) The cost of the replacement meters will be borne by the municipality if the consumer defaulted by at least three occasions within a financial year. (The cost borne by the municipality will be limited to the meter and installation cost of the meter.)[12]

25. RECONNECTION/REINSTATEMENT OF TERMINATED/RESTRICTED SERVICES

25.1 Services which have been terminated or restricted shall be reconnected or reinstated by the municipality only when all the following conditions have been met:

- the 30 days arrear account plus the reconnection fee has been paid in full, including the interest raised on such account; and an acceptable arrangement has been entered on the arrears older than 30 days with the municipality, including the interest raised on such account; or a query, as contemplated in Section 22, has been resolved and arrangements for payment as approved by the Chief Financial Officer have been concluded; a revised/existing service agreement has been entered into/reinstated with the municipality, as contemplated in Section 11 of this policy; and
- a suitable cash deposit, as determined by the Chief Financial Officer in terms of Section 12, has been paid to the municipality.

[12] Paragraph 24.10 (iv) & (v) added by council 30/05/2022

26. PROCEDURE FOR DEBT COLLECTION AND WRITE OFF

Where consumer accounts are in arrears, the Chief Financial Officer is authorised to institute the following procedures with the intention of proceeding until the debt is collected or written off:

26.1 Immediately after due date, disconnect and/or restrict all water and/or electricity services for all overdue amounts relating to rates, service charges or any charges for services rendered by the municipality in terms of the procedures laid down in Section 24 of this policy;

26.2 Thirty days after the due date:

- Tracing action may be authorized and instituted if the whereabouts of the debtor is unknown.

26.3 Sixty days (or any earlier period if the Chief Financial Officer deems that it is in the best interest of the Council) after the due date, and where an account rendered to a customer remains outstanding, the following action may be taken:

- All arrear amounts shall be handed over to the Council's internal or external debt collection agents.

The collection agents will then make use of normal debt collection procedures including a call centre approach and legal processes to collect the amounts owed to Council

- If necessary, the sale in execution of such property to recover arrear property rates and service charges will be instituted irrespective if the accountholder is also the owner of the property).

- All legal expenses incurred by the municipality shall be for the account of the accountholder in default[13].

26.4 The Chief Financial Officer may insist that a consumer, who is utilising a credit meter, convert from that credit metered supply to a prepayment supply. The cost of such a conversion is to be borne by the consumer.

26.5 The Chief Financial Officer may allocate up to thirty (30) percent of any payment for prepayment services to arrear debt.

26.6 The Chief Financial Officer may order that emolument attachment or garnishee orders be instituted on debtors' salaries.

[13]Updated 20/04/2011

26.7 The Chief Financial Officer may/must withhold rates clearance certificates in terms of Section 118 of the Municipal Systems Act, 2000 (Act No. 32 of 2000) and Section 30 of this policy.

26.8 The Chief Financial Officer may/must withhold payments of grants-in-aid to consumers whose accounts are in arrears.

26.9 The Chief Financial Officer may/must withhold payment to suppliers whose accounts are in arrears in terms of the Supply Chain Management policy.

26.10 The Chief Financial Officer may withhold/reject the approval of building plans relating to improvements on properties if there are arrears on that property.

26.11 Whenever all the legal avenues and procedures listed above have been exhausted, or it becomes uneconomical to proceed further, the arrear amounts should be classified as irrecoverable and should be written off.

26.12 The Chief Financial Officer, may forward a report to Council for the writing off of consumer, if such debts may be irrecoverable.

26.13 The Executive Committee, in terms of its delegated authority, may authorize the writing off of the debts wherein after a report will be forwarded to full Council for ratification.

26.14 The Chief Financial Officer shall as soon as possible after 30 June each year, or more regularly if requested by Council to do so, present to the Council a report indicating the amount of the arrears that have been written off during the financial year, together with the reasons for the write off.

26.15 The Chief Financial Officer may write off debts to the value of R1000.00 per individual if he is satisfied that:

- All reasonable steps have been taken to recover the debt and the debt is considered to be irrecoverable, or
- He/she is convinced that recovery of the debt would be uneconomical.

26.16 The Chief Financial Officer may approve the write off of debt outstanding for more than three years, excluding property rates, on condition that all the other debt is paid immediately in full.[14]

26.17 Any debtors whose amounts are written off may be listed with the Credit Bureau and may not be permitted to enter into future service contracts with the Council.

[14] Amended by Council on 28 May 2014

26.18 Industrial consumers can qualify for an early payment rebate of one percent if their account is paid in full within 15 days after the month during which the services were consumed.[15]

26.19 A collection fee of up to 5% of the amount collected on behalf of the municipality may be paid to employers that deduct municipal accounts from their employees.[16]

26.20 If a household is classified as an indigent household in terms of section 6.1 of the Assistance to the poor policy, as amended, then the Chief Financial Officer must prior to implementation of sections 26.2 and 26.3 determine whether the debt would be uneconomical to recover as set out in section 26.15.[17]

26.21 That rental debt when the municipality is the lessor be referred to the Housing Committee for a decision regarding the arrear debt where the unit is to be assigned to another lessee. Where the Housing Committee's decision is to write-off the debt that this first be approved by the Municipal Council before implementation. [18]

27 ILLEGAL TAMPERING AND/OR THEFT OF SERVICES

The Municipality does not condone theft and fraud of municipal services and will monitor the service networks for signs of tampering or irregularities. Furthermore,

27.1 Water and electricity metering and connection equipment remain the property of the municipality and anyone involved in instances of tampering, damaging or theft thereof will be liable for criminal prosecution.

27.2 With regard to electricity services, if tampering of any nature or theft of such services is identified, the electricity supply to the property may be discontinued by the removal of the meter and the cable and the water supply may be restricted. In addition, the customer's service agreement with the Council may be cancelled and the customer's deposit may be offset against any amounts owed to the Council.

27.3 If the restricted water supply is tampered with or any variable flow-restricting device removed, the water supply may be discontinued, the service connection removed and the customer' s service agreement with the Council may be cancelled. The customer's deposit may be offset against any amounts owed to the Council.

27.4 Once Council becomes aware that any terminated or restricted service has been irregularly reconnected or reinstated, the necessary action to remedy the situation will be implemented which could include the Municipal Manager reporting such action to the South African Police Service.

[15] Amended by Council on 28 May 2014
[16] Amended by Council on 28 May 2014
[17] Updated 04/08/2008 Special Council meeting
[18] Amended by Council on 30 May 2019

27.5 All outstanding amounts including, all metered consumption since the date of the illegal reconnection, or the estimated consumption, if a reliable meter reading is not possible, shall be paid in full together with the required deposit, before any reconnection/reinstatement, and new services agreement are considered.

27.6 If found that any person (natural or juristic) are illegally connected or reconnected to municipal services, or that he/she fiddled with any meter, reticulation network or any other supply equipment, or delivered any unlawful service associated with the provision of municipal services, or stole or damaged any municipal property, he/she shall be prosecuted and/or held liable for fines, as determined by the magistrate.[19]

However, the receipt of payment will not necessarily impact on nor prejudice any legal or criminal proceedings against the customer.

28 UNOCCUPIED PREMISES

28.1 When a consumer terminates a consumption account and no new owner registers, the property is deemed to be unoccupied.

28.2 Whenever water and/or electricity consumption is recorded at a property that is deemed to be unoccupied effort will be made to establish the identity of the person responsible for that consumption, failing which an appropriate bill will be raised and forwarded to the owner of the property for payment. Should payment not be received then the registered owner of the property is liable for the services consumed.

29. CLEARANCE CERTIFICATES

29.1 Before any property can be transferred from one owner to another, all amounts owing to the municipality on the property must be settled. Only after settlement, will the Municipality issue a certificate stating that all outstanding debts have been settled. No property transfer can take place without such a certificate.

29.2 The Municipality requires a payment in advance equal to two[20] months average consumption of all relevant services prior to the issuing of such a clearance certificate in order to allow for any consumption that may take place during the time taken for the transfer to go through.

[19] Amended by Council on 30 May 2019
[20] Updated 04/08/2008 Special Council meeting

29.3 The Municipality shall, wherever possible, issue a clearance certificate within ten working days of such request once all outstanding debts and administration fees have been paid in full.

29.4 The above provisions do not apply in the case of transfers from National Government, Provincial Government or another municipality of residential property where the provisions of Section 118 of the Municipal Systems Act are applicable.

30. MUNICIPAL STAFF

30.1 Any member of staff of the Council and any Councillor may not be in arrears with the Council for rates and/or service charges for a period longer than three months, and the Council will deduct any outstanding amounts from the salary or allowance of such member of staff or Councillor after this period, in accordance with item 10 of Schedule 2 of the Municipal Systems Act, 2000 (Act No. 32 of 2000).

30.2 Staff arrangements made to pay off debt will be adjusted yearly equal to the percentage salary increase.

30.3 Salary deductions will be made from yearly bonuses & performance bonuses to be set off against any arrears or outstanding amount.

30.4 Any back pay, promotions, overtime & standby are first use to reduce arrears of staff.

30.5 Staff members that made arrangements to pay off debt must complete a salary deduction form and this deduction may not be stopped until debt has been paid in full.

30.6 If a staff member is sixty (60) days in arrears and has made no arrangement to pay off the outstanding amount, deduct full amount from salary.

31. REPORTING AND PERFORMANCE MANAGEMENT

31.1 The Chief Financial Officer shall report monthly to the Municipal Manager in a suitable format to enable the Municipal Manager to report to the Executive Committee as supervisory authority in terms of Section 99 of the Municipal Systems Act, 2000 (Act No.32 of 2000), read with section 100(c).

31.2 If, in the opinion of the Chief Financial Officer, Council will not achieve cash receipt income equivalent to the income projected in the annual budget as approved by Council, the Chief Financial Officer will report this with

motivation to the Municipal Manager who will immediately move for a revision of the budget according to realistically realisable income levels.

31.3 The Executive Committee shall, at intervals of 3 months, report to Council as contemplated in Section 99(c) of the Municipal Systems Act.

32. DEFINITION OF IRRECOVERABLE DEBT

Debt will only be considered as irrecoverable if it complies with the following criteria:

(a) All reasonable notifications and cost effective legal avenues have been exhausted to recover specific outstanding amount, or

(b) Any amount equal to or less than R500.00, or as determined by Council from time to time, will be considered too small, after having followed basic checks, to warrant further endeavours to collect it, or

(c) The cost to recover debt does not warrant further action, or

(d) The debtor is untraceable or cannot be identified so as to proceed with further action, or

(i) the debtor has immigrated leaving no assets of value to cost effectively recover Council's claim, or

(e) It is not possible to prove debt outstanding, or

(i) a court has ruled that the claim is not recoverable, or

(ii) the outstanding amount is due to an irrecoverable administrative error by the Municipality, or

(f) All arrears will be written off to bad debts where water consumers have had their water leaks repaired, provide the necessary proof and for a period of six months from the date of repair –

(i) Pay their water & sewer bill above the free portion on or before the due date, and

(ii) Maintain their water consumption within affordable levels.

33. COMMUNICATION OF POLICY TO CONSUMERS

33.1 The municipality will, at its own cost, publish the Credit Control and Debt Collection Policy in the local media. The Chief Financial Officer operating under delegated authority will publish the policy on whatever basis is to the Council's best advantage. A copy of the policy will be posted on the municipality's website and hardcopies will be made available on request at the service centres. Any amendments may be communicated on the website and in a newsletter from time to time.

33.2 Councillors must, from time to time, address ward committees on the contents of the policy and any amendments thereto.

34. BY-LAWS TO BE ADOPTED

34.1 By-laws shall be adopted to give effect to the Council's credit control and debt collection policy.

34.2 The by-laws are to comply with the requirements of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Electricity Act, 1987 (Act No. 41 of 1987) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

34.3 The by-laws deal severely with defaulters, and their application requires a considerable degree of commitment from the Municipal Manager and his or her administration, as well as from the municipality's political structures. For the by-laws to ensure the avoidance of financial misfortunes for the municipality, and to lead to sustained financial stability, their application will have to receive the constant attention of all the municipality' s key role-players and decision makers. If the by-laws are not constantly and consistently applied, from month to month and from year-to-year, the municipality' s political and administrative credibility will be severely impaired, and it may not be able to ensure financial sustainability in the long run.

34.4 Although the by-laws envisage even the termination of basic services for defaulting accountholders this will not in itself, no matter how harsh it may seem to those councillors and officials who are disposed to greater leniency, prevent the accumulation of arrears. The monthly billing for property rates, sewerage charges and refuse removal fees will continue in respect of defaulting accountholders, even though their consumption of electricity and water may have been terminated or restricted. The termination or restriction of services must therefore be seen merely as a vital first step in the credit control programme, and the commitment by the municipality to

follow up such actions with the full force of the law at the municipality' s disposal is an essential further step if the accumulation of debts is to be meaningfully curtailed.

35 DECEASED ESTATES

Deceased Estates need to be registered at the Master of the High Court if, the Value of the property exceeds the amount of R250 000 if less it may be registered at the Local Court, Legal Aid

- S.A.(LASA) can be contacted to assist in this regardThe accounts of deceased estates may be transferred into the names of relatives as determined by the executor of the deceased estate, to allow for the continuation of service delivery to the relevant property on the following conditions: review
- The historical debt remains a claim against the deceased estate; review
- The executor of the deceased estate together with the new account holder must enter into an agreement with Witzenberg municipality for the payment of the historical debt;
- The normal service deposit is payable by the new account holder
- If the property is let out, the service deposit is payable without any exceptions;
- A clearance certificate in terms of section 118 of the municipal systems act may be issued by Witzenberg municipality on condition that the executor of the deceased estate provides the municipality with a guarantee that the outstanding debt will be paid on transfer; review

In the instance of a child-headed household the account must remain in the name of the deceased estate, but the estate will qualify for indigent support, if the other criteria for an indigent household are met.

36. ENFORCEMENT OF OTHER LEGISLATION

36.1 In addition to the credit control and debt collection provisions contained in this policy and the published by-laws relating hereto, the Council may enforce any other rights or exercise any power conferred upon it by the Municipal Systems Act, 2000 (No. 32 of 2000), the Water Services Act, 1997 (Act No. 108 of 1997), the Property Rates Act, 2004 (Act No. 6 of 2004) and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

36.2 In the event of an inconsistency between the provisions of these and any other by-laws, the provisions of these by-laws shall prevail.

37. CUSTOMERS ASSISTANCE

Water Leaks Rebates

A customer will qualify for a water leak rebate if:

- the leak occurred and was not easily discernible from above ground;
- the leak had been repaired after detection;
- the customer had only applied for one rebate in a 24-month cycle;
- a certificate from a registered plumber, or a sworn affidavit from any other person who has repaired the leak, and must reach the Chief Financial Officer within 30 working days of the repair, and contain the following details:
  - the date on which the leak was repaired;
  - confirmation that the leak was not discernible from above ground;
- The adjustment will be calculated based on the difference between the greater of the average consumption (Kl) for the previous year's corresponding periods
- or three months' average usage after the leakage has been fixed and the consumption of period of the leakage for a maximum period of three years. The rebate will be limited to a maximum period of 3 months

38 COMMENCEMENT DATE

This policy as amended takes effect as from the 01 July 2019.

CASH MANAGEMENT AND INVESTMENT POLICY

Date of implementation: 01 July 2008

Reviewed Council 15/06/2010
Council 28/05/2009
Special Council Meeting 13/11/2008 Item 5.4

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APPENDIX A

PREAMBLE

Whereas section 13 of the Local Government: Municipal Finance Management Act, 2003 (No. 56 of 2003) determines that a municipality must introduce an appropriate, prudent and effective cash management and investment arrangement;

and whereas a bank, in accordance with the provisions of section 13 of the Act, has to disclose details regarding a municipalities' investments;

and whereas councillors and officials, as trustees of public funds have an obligation to ensure that cash resources are managed as effectively, efficiently and economically as possible;

now therefore the Witzenberg Municipality adopt the cash and investment management policy set out in this document.

1. DEFINITIONS

"Act" means the local government Municipal Finance Management Act, 2003 (Act no. 56 of 2003)

"Council" means the Municipal Council of Witzenberg Municipality

"Gazette" means the Government Gazette

"Investee" means an institution or counterparty with which an investment is placed, or its agent.

"Investment" means an amount of funds deposited in deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) on which interest is earned or received.

"Internal investment manager" means the official appointed or acting as the Manager: Financial administration of Witzenberg Municipality.

2. LEGAL FRAMEWORK

a) Legislation – local government: Municipal Finance Management Act 56 of 2003 (As amended)

b) Treasury regulations in terms of Section 13(1) of the Act (As amended).

3. OBJECTIVES

a) To maximize returns from authorized investments, consistent with the secondary objective of minimizing risk
b) To ensure compliance with all legislation governing the investment of funds.
c) To maintain adequate liquidity to meet cash flow needs
d) To undertake the investment of funds not immediately required for operational purposes in a prudent financial manner.
e) To ensure diversification of permitted investment.
f) To ensure complaints with regard to revenue management as contemplated in Sect 64(d), 64(f) and 64(h) of the Act
g) The ensure complaints with regard to Sect 10 and 11 of the Act

4. CASH MANAGEMENT POLICY

4.1. General Policy

It is recognised that from time to time, Council has cash flow surpluses and borrowing requirements due to daily receipts and payments. Council maintains a daily cash position summary and a yearly cash flow projection is prepared during the annual planning process and is updated monthly. This determines Council's borrowing requirements and surpluses for investment. Cash invested "outside" the bank account is covered by section 4 of this policy.

4.2. Bank Accounts

Council operates one primary bank account for its day to day operational activity requirements. All monies due to Council and due by Council emanating from Council activities must pass through this primary account.

4.2.1 Cheque Management

Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheque register.

4.2.2 Delegation/Rights

The incumbents of the following post are authorized to sign cheques on behalf of Council

4.2.3 **Cheques**

A-Signatories:	Director: Financial Services/Chief Financial Officer Deputy Director: Finance
	Manager: Financial Administration
	Manager Income
	Manager: Supply Chain
B-Signatories:	Accountant Assets & Budgets Accountant Credit Control Accountant Debtors Accountant Expenditure

Each payment needs to be signed by at least two A-signatories, or one A-signatory and one B signatory.

4.2.4 **Electronic Funds Transfer (EFT)**

Authorisation same as cheques above

4.3 Bank Overdraft

4.3.1 Barring the fact that Council has an approved overdraft facility with its primary banker for possible unanticipated short-term cash flow shortfall, its general policy is to avoid going into overdraft.

Short-term debt is incurred based on expected income and must be repaid within the same financial year. (Section 45 of the MFMA)

4.3.2 Council set the credit limit for the bank overdraft facility at R6, 000, 000 (six million rand).

4.3.3 The terms of the agreement for the bank overdraft facility, including the credit limit, may be changed only by a resolution of council.

4.3.4 Any overdrawn bank account at any date must be reported without avail to Council supported by reasons therefore.

4.3.5 Any short term facility that requires review must first be approved by the Accounting Officer.

4.4 Cash collection

4.4.1 Controlled, secured and prompt cash collection

a) All cashier banking batches and or shifts must be closed at least on a daily basis;

b) Each cashier banking batch must be closed and deposit in the primary bank account separately;

c) All forms, categories or types of money receipted must be quoted in the form or type received, for example cheques as cheques and cash as cash;

d) A cashier must count the money he/she receipted, record the outcome on the cash-up sheet per category, then report to the senior responsible for the closing of the banking batches;

e) No cashier may have access to the closing bank batch facility of the financial system;

f) The senior verifies whether the amounts are correct and send the cashier back if necessary, otherwise closed the banking batch;

g) The cashier in the presence of the senior put the money in the cash bags; seal it and lock it away in his/her fault for collection;

h) All closed banking batches must be deposited and received by the bank within 72 hours;

I) An independent service provider will collect all bags; quote the seal serial number and issue a receipt for the money bags;

j) The service provider must ensure that the bank check the seals, verify the seal number and sign for the money bag; and

k) All shortages must be paid in by the cashier and all surpluses must be receipted in an item number open for this purpose.

4.4.2 Availability of receipting points

a) Cash receipting points will be available in Wolseley, Tulbagh, Ceres, Prince Alfred Hamlet and Op-Die-Berg at municipal offices;

b) The normal office hours are Monday to Thursday 08h30 till 15h30 and Friday 08h30 till 14h30;

c) The Municipality makes use of prepaid electricity sales points in all the suburbs where the Municipality is the approved electricity supplier, these points is open at least from 07h00 till 20h00; and

d) The Municipality also make use of third party payments for example Easy pay and Pay – a- Bill.

4.4.3 Electronic payments directly into bank account

Electronic payments directly into the bank account are allowed provided that the client use his/her debtors account number as reference or booking number or traffic fine number.

4.4.4 Receipt of money by post

a) All mail of the Municipality is opened by an official responsible for Archives in the presence of a cashier responsible for collecting the mail received payments;

b) All monies (cash, cheques and postal orders) are recorded in a register signed by the mail received payments;

c) This cashier will then capture the received payments on the financial system; records the receipting number with the date of the receipt and sign the register;

d) When a cheque is post-dated, it is written in a post-dated cheque register and then kept in a safe until the valid date and then it is captured; and

e) The senior responsible for the cashiers must verify at least once a week that all payment received via mail is receipted and that all post-dated payments has been captured.

4.4.5 Unallocated Deposits to be recognized as revenue

Unallocated Deposits refers to those monies paid into the municipality's bank account without any traceable reference.

After all internal procedures has been exhausted, all unallocated deposits older than 12 months, will be recognized as Sundry Revenue in the books of the municipality. A listing of all moneys recognized as revenue must be kept for future reference and audit purposes.

5. INVESTMENT POLICY

5.1 General Policy

Generally, Council will invest surplus funds with deposit taking institutions registered in terms of the Bank's Act, 1990 (Act 94 of 1990) for terms not exceeding one year in anticipation of cash flow expectations. From time to time, with prior Executive Mayoral Committee approval, investments can exceed 1 [one] year and be made at other institutions/instruments as approved in the National Treasury regulations from time to time.

5.2 Application

5.2.1 This policy applies to all investments made by the Witzenberg Municipality or its duly appointed investment manager.

5.2.2 In addition, all investments must be in accordance with the Municipal Investment Regulations. Where there is a conflict between this policy and the Municipal Investment Regulation, the Municipal Investment Regulations will supersede this policy.

5.2.3 This policy does not apply to -

(a) a pension or provident fund registered in terms of the Pension Funds Act 24 of 1956, or any subsequent legislation; or

(b) in respect of trust money administered by a municipality where a trust deed prescribes how the trust money is to be invested.

5.2.4 **Investments dominated in foreign currencies prohibited**
Council may make an investment only if the investment is dominated in Rand and is not indexed to, or affected by, fluctuations in value of the Rand against foreign currency.

5.3 Diversification

5.3.1 Council will only make investments with approved institutions which have an A rating as per Appendix A.
5.3.2 Not more than 30% of available funds will be placed with a single institution.
5.3.3 Council must regularly monitor its investment portfolio and when appropriate liquidate an investment that no longer has the minimum acceptable credit rating as specified in 4.4.1 above.

5.4 Investment Managers

5.4.1 **External Investment Managers**
The municipality may as and when the need arise approach an external A-graded investment manager to administer the investment portfolio on its behalf. The external investment manager will be appointed in terms of SCM policy and service level agreement will govern the functions and responsibility of the service provider. All investments made by the external investment manager on behalf of the Council of Witzenberg must be made within the ambit of this policy and with National Treasury's investment Regulations.

5.4.2 **Internal Investment Manager.**
All investments made by the internal investment manager shall be in accordance with section 4.4 of this policy.

5.5 INTERNAL CONTROLS OVER INVESTMENTS

5.5.1 **Delegations**

In terms of section 79 of the Act, the Accounting Officer has delegated to the Director: Finance (CFO), in writing, his duty under section 65(2)(h) to manage the councils available working capital effectively and economically in terms of the prescribed cash management and investment framework. The CFO has sub delegated this duty to the Manager Financial Administration.

5.5.2 **Concluding deals**

Written mandates, signed by the Manager Financial Administration and the CFO, shall be issued to all investees with whom the Council of Witzenberg invests funds setting out the following:

5.5.2.1 Authorised dealers: name and particulars of the Councils officials who are authorised to transact investments deals with the investees;

5.5.2.2 Authorised signatories: name and particulars of the Councils officials who are authorised to sign written confirmations or any other correspondence in respect of investments transactions.

5.5.2.3 A dealing sheet, signed by an authorised dealer, shall be prepared in all instances for each individual investment, detailing the quotations received and the recommended investee. The Manager Financial Administration, together with any one of the authorised signatories referred

to above, shall be authorised to approve the transaction.
A written confirmation of the terms of each investment transaction shall be prepared, and signed off by the Manager Financial Administration and the CFO.

5.6 Ownership

5.6.1 All investments must be made in the name of the Council of Witzenberg Municipality.

5.6.2 Written proof of investments made must obtained from the institution where the investment is made and must be kept on file.

5.6.3 Council may not borrow money for the purposes of investment.

6. DUE CARE

In dealing with financial institutions, the following ethical principles must be observed:

6.1 The Chief Financial Officer and all staff in his/her directorate shall not accede to any influence by or interference from Councillors, investment agents, institutions or any other outsiders.
6.2 Under no circumstances may inducements to invest be accepted;
6.3 Interest rates quoted by one institution must not be disclosed to another institution; and
6.4 The business ethics of any controlling body of which the relevant financial institution is a member must be observed by such institution or body at all times.
6.5 Investments must be made with such judgement and care, under prevailing circumstances like a person of prudence, discretion and intelligence would exercise.
6.6 Investment may not be made for speculation but must be a genuine investment; and
6.7 Investments must in the first instance be made with the primary regards being to the probable safety of the investment, in the second instance to the liquidity needs of the municipality and lastly to the probable income derived from the investment.

7. PERFORMANCE MEASUREMENT

Measuring the effectiveness of Council's treasury activities is achieved through a mixture of subjective measures. The predominant subjective measure is the overall quality of treasury management information. The Chief Financial Officer has primary responsibility for determining this overall quality. Objective measures include: -

7.1 Adherence to policy.

7.2 Timely receipt of interest income.

8. REPORTING

8.1 Reports

REPORT NAME	FREQUENCY	PREPARED BY	RECIPIENT
Bank Balance	Report Daily	Senior Clerk Bank Reconciliations	Manager: Financial administration
Investments	Monthly within 10 working days of the end of the month. As part of section 71 of MFMA report	Accountant	Manager: Financial administration, Chief Finance Officer and Council

8.2 Monthly reports

Monthly reports must set out at least –

(a) the market value of each investment as at the beginning of the reporting period;
(b) any changes to the investment portfolio during the reporting period;
(c) the, market value of each investment as at the end of the reporting period; and
(d) fully accrued interest and yield for the reporting period

9. ANNUAL REVIEW OF POLICY

This policy on investments will be reviewed annually or earlier if so required by legislation. Any changes to the investment policy must be adopted by council and be consistent with the Act and any National Treasury regulations.

10. EFFECTIVE DATE

The effective date of this amended policy shall be 1 July 2010.

APPENDIX A

APPROVED INSTITUTIONS

Banking Institution	Short-term	Long-term
ABSA Bank Ltd		AAA
Development Bank of SA		AAA
First Rand Bank Ltd		AA+
Sanlam Capital Markets Ltd		A
Imperial Bank Ltd		A+
Investec Bank Ltd		A+
Land and Agricultural Bank of SA		AA-
Nedbank Ltd		AA-
Standard Bank of South Africa Ltd		AA+

1. Long-term ratings

AAA- Obligations which have the highest rating assigned by Fitch IBCA on its nation rating scale for that country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Capacity for timely repayment of principal and interest is extremely strong, relative to other obligors in the same country.

AA- Obligations for which capacity for timely repayment of principal and interest is very strong relative to other obligors in the same country. The risk attached to these obligations differs only slightly from the country's highest rated debt.

A- Obligations for which capacity for timely repayment of principal and interest is strong relative to other obligors in the same country. However, adverse changes in business economic or financial conditions are more likely to affect the capacity for timely repayment than for obligations in higher rated categories.

CONSUMER PAYMENT INCENTIVE POLICY (CPIP)

Date of implementation 01/07/2009
Reviewed and amended by Council on 15/06/2010
Reviewed and amended by Council on 20/04/2011
Reviewed and amended by Council on 31/05/2012
Reviewed and amended by Council on 29/05/2013
Reviewed and amended by Council on 28/05/2014
Reviewed and amended by Council on 27/05/2015
Reviewed and amended by Council on 18/05/2016
Reviewed and amended by Council on 30/05/2017
Reviewed and amended by Council on 29/05/2018
Reviewed and amended by Council on 30/05/2019
Reviewed and amended by Council on 27/05/2020
Reviewed and amended by Council on 26/05/2021
Reviewed and amended by Council on 30/05/2022

1. BACKGROUND

The Credit Control and Debt Collection Bylaws were reviewed and adopted by Council on the 28 May 2008. The purpose of the policy is to encourage the residents of Witzenberg to pay for services and also to promote the culture of payment amongst its citizens. The policy also aims to promote the Municipal Systems Act 32 of 2000, Sec 97(F) which relates to the extension of time for payment of services. The main focus of the policy is to institute incentive schemes to encourage prompt payment of debtor accounts.

2. OBJECTIVE OF THE SCHEME

To outline the parameters, criteria and procedures within which identified debts of participants to the scheme is written-off in exchange for prompt and timeous payment of future accounts rendered by the Municipality.

3. INCENTIVE DEFINED

3.1 Benefits derived by a participant to scheme

- One tenth of verified debt to be written-off every six months until debt is written-off in totality upon the participant fully complying with the conditions of the scheme.
- Assist consumers in improving the status of their municipal account in two ways, namely the decreasing of their existing debt through write-off and assisting them in ensuring that their current accounts do not deteriorate to a similar state.
- Registered Indigents must ensure that their monthly accounts are up-to-date if consumption has been more than the subsidy provided.
- The Incentive Policy is applicable only on debt relating to Service Charges excluding charges on Property Rates.

3.2 Benefit to Council

- Promotes sustainable and reliable revenue for the Council for future years.
- Creates amongst consumers the awareness and principle of paying for services consumed.
- Limits the financial burden of bad debt on the municipal council in future years.

4. CONDITIONS APPLICABLE TO THE SCHEME

4.1 Participant to promptly and timorously pay six (6) consecutive months' account rendered. The account must be paid before or on due date.

4.2 Participant to honour the acknowledgement of debt agreement entered into for the debt not identified for write-off, failing which it invalidates the application on the Incentive Policy.

5. WHO MAY APPLY

5.1 Only domestic consumers and educational schools and Hostels service accounts (Rates excluded) that have active accounts at date of application.

5.2 Only consumers that have outstanding debts as at the 30th June 2021 and the said debt or portion thereof is at date of application still outstanding.[1]

6. WHO MAY NOT APPLY

6.1 Registered indigent consumers.

6.2 Commercial and Industrial consumers.

6.3 Government Departments, which includes schools and Parastatals.

6.4 Consumers utilising domestic premises to operate businesses.

7. METHOD OF COMMUNICATION ON THE SCHEME

7.1 The incentive scheme will be advertised in different mediums - newspapers, road shows and through the monthly statements.

7.2 A consumer must then complete an application form.

7.3 A reconciliation of the account will then be performed to verify whether the applicant qualifies.

8. THE PROCEDURE APPLICABLE

8.1 Verified debt as at 30th June 2021[2] to be "parked" and written-off in instalments as the conditions are met.

8.2 Verified debt accrued after 1st July 2021[3] to be dealt with via an acknowledgement of debt and arrangement for payment by the participant.

8.3 Incentive to be applied with effect from the 1st July 2010 retrospectively and upon approval.

[1] Adjusted annually
[2] Adjusted annually
[3] Adjusted annually

9. INCENTIVE CALCULATION

One tenth of applicable debt to be written-off upon the participant promptly and timorously paying six (6) consecutive months account rendered in addition to the acknowledgement of debt accrued after 1st July 2021.[4]

Example

(a)	Verified outstanding debt as at the 30th June 2021 amounts to	R5 000-00
(b)	Incentive portion written off each quarter 1/10th of debt as per (a)	R 500-00
(c)	Verified outstanding debt for the period accrued after 1st July 2021	R2 400-00
(d)	Monthly accounts rendered to be paid timeously.	
(e)	Acknowledgement of debt agreement (2400/36)	R66-67 per month

Incentive calculation

- The R5 000-00 is "parked thereby targeting it for write-off.
- An agreement is entered into for the R2 400 at R66-67 per month (2400/36)
- For every six (6) consecutive months that the participants' current account and the arrangement of (66-67) must be paid up, an amount of R500-00 will be written-off from the "parked debt".

10. PARTICIPANTS TO THE SCHEME THAT DEFAULT

10.1 Participants, who default will not automatically be removed from the scheme, however their participation will be automatically suspended by the financial system that Council is using should they be in default for by two months or more.

10.2 The participants, in order to be reinstated on the Incentive Policy, must pay all outstanding amounts from the last account which was paid.

10.3 The incentive portion will only be affected if the participant has fully complied with the said conditions referred to in Section 4 of this scheme.

10.4 Participants who default on a regular basis will at management's discretion be removed from the scheme and normal credit control actions in terms of the bylaws will be instituted.

[4] Adjusted annually

PETTY CASH POLICY

Date of implementation: 01 July 2010

Petty Cash Policy

1. INTRODUCTION

The management of expenditure of the municipality in an effective and controlled manner is the responsibility of the Accounting Officer of the municipality. Therefore, the following petty cash policy is adopted by the Witzenberg Municipality.

2. OBJECTIVES

To comply with regulatory framework in terms of the relevant legislation.

3. REGULATORY FRAMEWORK

a) The Municipal Finance Management Act (56 of 2003)
b) The Municipal Supply Chain Management Regulations of 2005
c) The Municipal Supply Chain Management Policy

4. RESPONSIBILITY AND ACCOUNTABILITY

The key responsibilities in terms of the MFMA (Section 65) are:

(1) The accounting officer of a municipality is responsible for the management of the expenditure of the municipality.
(2) The accounting officer must for the purpose of subsection (1) take all reasonable steps to ensure—

(a) that the municipality has and maintains an effective system of expenditure control, including procedures for the approval, authorisation, withdrawal and payment of funds;

(b) that the municipality has and maintains a management, accounting and information system which—
(i) recognises expenditure when it is incurred;
(ii) accounts for creditors of the municipality; and
(iii) accounts for payments made by the municipality;

(c) that the municipality has and maintains a system of internal control in respect of creditors and payments;

(d) that payments by the municipality are made—
(i) directly to the person to whom it is due unless agreed otherwise for reasons as may be prescribed; and
(ii) Electronically or by way of non-transferable cheques, provided that cash payments and payments by way of cash cheques may be made for exceptional reasons only, and only up to a prescribed limit;

The Municipal Manager hereby delegates authority to the Chief Financial Officer.

5. PETTY CASH PURCHASES

Petty cash requests will be made to the designated Petty cash officer in writing. The applicant must ensure that the items requested must be approved Petty Cash items. Petty cash officers will be held accountable for the safe guarding of petty cash.

(a) Petty cash is strictly restricted to cash purchases:

i. up to a transaction value of R2 000.00 (VAT included)

(b) Approved list of Petty cash purchases are as follows:

i. Condolences, well wish cards, bouquets and flowers to the value of R350 (to be approved by Municipal Manager or relevant Director);
ii. Keys for offices; Courier services; Postage
iii. Temporary vehicle licensing and public driver permits
iv. Tollgate fees when an employee is driving with an official vehicle registered in the name of the Municipality
v. Refunds (Library book fees);
vi. Refreshments and catering – only if approved by Municipal Manager
vii. Purchases are not split over two or more cash purchase claims;
viii. Purchase other than that specified in (i) to (v) above, may be approved by the CFO in exceptional cases where it is impractical or impossible to follow the official procurement processes:
    1. No approved store items may be purchased by means of a petty cash transaction;
    2. No fixed asset may be purchased by means of a petty cash transaction;
    3. No travel and subsistence claims or disbursements may be paid via petty cash;

(c) Petty cash Receipts

i. Receipts must be provided immediate when petty cash has been issued to the purchaser and goods has been paid and received;
ii. Failure to provide receipts, the receiver of petty cash automatically gives permission that the petty cash can be recovered from their monthly salary in a once off amount

6. MAXIMUM AMOUNT OF PETTY CASH PER MONTH

Petty cash will only be held in Ceres. The maximum float may not exceed R5 000.00 at any point in time. The maximum amounts of petty cash purchases are limited to R10 000.00 per month.

7. REPORTING

A monthly reconciliation report must be provided within 5 working days after month end to the chief financial officer, including:

(a) The total amount of petty cash purchases for that month: and

(b) Receipts and appropriate documents for each purchase

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

INDIGENT POLICY

OUR VISION

A Municipality that cares for its community, creating growth and opportunities.

OUR MISSION

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- Providing and maintaining affordable services.
- Promoting Social and Economic Development
- The effective and efficient use of available resources
- Effective Stakeholder and Community participation

Reviewed by Council 30 May 2022
Reviewed by Council September 2021
Reviewed by Council 27/05/2020
Reviewed by Council 30/05/2019
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/09/2011
Adopted by Council 15/06/2010

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1. INTRODUCTION

Witzenberg acknowledges the fact that priority must be given to the basic needs of the community and that the social and economic development of the community is assisted in an effort to provide access to the basic level of service in terms of the Constitution of South Africa, Sect 152 (1) (b) and 153 (b).

In an effort to make basic services accessible to the poor and to contribute to poverty alleviation program of National Government, the Council will allocate funds to assist the Poor. This policy, the Indigent Policy, is the tool to ensure that eventually the poor is in the safety net and are protected from measures to deny them access to the basic services. It is however acknowledged that the assistance will only be possible with the assistance of National Governments Fiscal support.

2. AIM

To ensure a sound and sustainable manner to provide affordable basic services to the Poor by means of assisting them financially within the legal framework of the powers and functions of the Municipality in order to improve the livelihood, in an effort to creating a prosperous Municipality free of poverty.

3. OBJECT OF THE POLICY

The object of this policy is to:

- Ensure a transparent, accountable and sustainable manner to assist the poor to access of basic services as defined later in the policy;
- Ensure a sustainable manner to assist the poor with the graveyard costs, transfer duties and to change the municipal accounts in the cases of death, legal separation, divorce, etc. when necessary; and to
- Ensure that a fair portion of the equitable share, as provided by National Government, is utilized as a contribution to poverty alleviation.

4. LEGAL FRAMEWORK

The legal framework within to provide basic services, are in terms the Constitution of South Africa:

- Sect 152 (1) (b) – provision of services in sustainable manner,
- Sect 153 (b) – participation in national and provincial programs, and
- Sect 156 – powers and functions to be performed by the municipalities.

Section 74(2)(c) of the Systems Act, Act 32 of 2000 deals with the ability of the municipality to make provision for the provision of access to at least basic services for the poor households. Sect 118 of the same Act provides the powers to the Municipality to issue clearance certificates and to hold back those of owners who are in arrears.

It is also seen that Sect 151(1) (b) of the Constitution, read with Section 74(2) (c) of the systems act provides enough powers to the Municipality to subsidize the poor with regard to other tariffs as well as to ensure that the household can maintain access to basic services when the head of the household should pass away.

5. DEFINITIONS

In this policy the under mentioned means, unless the context indicates otherwise-

"Bond expenditure" – Monthly interest and redemption payments on a bond registered in the name of the name of the head of the family, or his or her spouse on condition that the applicant(s) occupies the house.[1]

"Household" a family unit consisting of a head of the family, and his or her spouse.[2]

"Indigent household" a household that complies with the criteria as determined in section 6 of this policy.

"Income" All sources of income of a head of the family, and his or her spouse[3], for example salaries, allowances, pensions, rental and business income not limiting it to the examples mentioned, excluding state child support grants, care dependency grants, foster care grants or maintenance support.[4]

"Spouse" includes husband, wife or living partner, including traditional marriages.[5]

6. CRITERIA

Assistance is provided to households that meet the criteria as set out in 6.1, to old age homes that meet the criteria as set out in 6.2 and to schemes aimed at providing housing for the less privileged elderly as set out in 6.3.

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

6.1.1. The head of the household must be a South African citizen;

6.1.2. An application on the prescribe form, fully completed with the required information and signed, must be provided;

6.1.3. The household, except in the case of rural households, must receive an account from the Municipality of Witzenberg;

6.1.3.1. If the municipal account is not in the name of the people residing in the house the following procedures may be followed:

6.1.3.1.1. An indigent application process to determine whether the household qualifies for benefits – if they qualify then:

6.1.3.1.1.1. A letter from the owner, or the executer of the estate, if applicable, authorising the municipality to open a service account in the name of the person residing in the house;

6.1.3.1.1.2. If the owner has died and an executer has not been appointed, all the children of the deceased must give permission with an affidavit that the account can be opened in the specific person's name;

6.1.3.1.1.3. In the case of municipal property, the housing committee will determine the lessee.

6.1.3.1.2. In exceptional circumstances the municipal manager can authorise the opening of an account in the name of the person residing on the premises. (When it is not possible to obtain approval from the owner/s or heir/s to open an account in the name of the people residing in the house)

6.1.3.1.3. The municipal manager is delegated to write off the old debt on the property if the property is transferred into the name of the beneficiary within 24 months after the approval of the indigent application.[6]

1 Recommended for inclusion February 2023

2 Amended by Council 30/05/2019

3 Amended by Council 30/05/2019

4 Amended by Council 28/09/2011

5 Amended by Council 30/05/2019

6 Paragraph 6.1.3.1 Amended by Council Sept 2021

6.1.4. No member of the household, except in the case of rural households which resides on the farm where he/she works and is not the owner, may own a fixed property other that the site on which the household resides; and

6.1.5. The household joint gross income may not exceed the level of R 5,000.00[7] per month. The average monthly income for seasonal workers may be calculated by multiplying the monthly income with the number of months the person normally works and dividing the answer by 12. The monthly income for weekly wages may be calculated by multiplying the weekly wage by 4.3.[8]

6.1.5.1. The household income as per paragraph 6.1.5 may be reduced with the monthly bond expenditure.[9]

6.1.6. Two individual government pension (old age or disability) that exceeds the threshold as per 7.1 may qualify for the 100% benefit if it is the only household income.[10]

6.1.7. The municipal manager may approve a household as indigent in exceptional circumstances.[11]

6.1.8. As a pre-requisite the municipality will install water demand management meters free of charge at indigent properties as a prerequisite to be registered as an indigent and all water leaks on the property will be repaired by the municipality at the cost of the municipality.[12]

6.1.9. No applicants who have a mobile shop in their erven (whether they are the owner or operator of the shop or not) is eligible for any Indigent benefit;[13]

6.1.10. No Indigent application will be approved if any illegal trading is conducted on the property;[14]

6.1.11. Where there is a business operated by the main account holder or their spouse/ life partner, an affidavit must be accompanied stating that the income (profit) from the business is not more than the thresholds of the Indigent (100% or 50%) subsidy. Where discretion regarding this matter is needed, the application is to be referred to the Municipal Manager or Director Community for approval.[15]

6.1.12. [16]

6.2. The qualification criteria for old age homes in order to receive assistance are as follow:

6.2.1. More 50% of the residence within the old age home must receive less than R 3,000 per month income; and

6.2.2. An application on the prescribe form, fully completed with the required information and signed, must be provided.

6.3. People residing in approved schemes aimed at providing housing for the less privileged elderly will qualify automatically for the full indigent benefit.:

6.3.1. Maple Park
6.3.2. Moredou
6.3.3. Hamlet Selfsorg oord.

7 Amended by Council 27/05/2020

8 Recommended for amendment Sept 2021

9 Recommended for inclusion February 2023

10 Amended by Council 30/05/2019, Amended by Council Sept 2021

11 Amended by Council 30/05/2017

12 Amended by Council 27/05/2020

13 Amended by Council Sept 2021

14 Amended by Council Sept 2021

15 Amended by Council Sept 2021

16 Removed by Council 30 Mei 2022

6.3.4. Other schemes approved by council.[17]

7. BENEFITS

All benefits are awarded in the form of free use consumption tickets or as a subsidy on the municipal account.

The following benefits are available for:

7.1. Households with a joint monthly gross income less bond cost, not exceeding R 3,000.[18]

7.1.1 Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.1.2 Electricity

A subsidy equal to the amount charged for the first 50 kWh consumed per month.

7.1.3 Water

A subsidy equal to the amount charged for the first 6 kilolitres consumption per month as well as 100% subsidy on the basic charge for water, where the Municipality is the service providers.

7.1.4 Sanitation

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.5 Refuse removal

A subsidy equal to 100% of the amount charged for the service per month where the Municipality is the service provider.

7.1.6 House rental

A subsidy equal to 100% of the amount charged in the case of municipal sub economical rental stock as house rental per month.

7.1.7 Graveyard costs

A subsidy equal to 100% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.1.8 Transfer costs

7.1.8.1. A subsidy equal to 100% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

17 Amended by Council Sept 2021

18 Recommended for adjustment February 2023

7.1.8.2. A subsidy equal to 100%, but limited to R 5000.00[19] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current, registration is not in both parties' name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.2. Households with a joint monthly gross income less bond cost, between R 3,000 and R 5,000.[20]

7.2.1. Property rates

In terms of the Property Rates Act, Act 6 of 2004, section 17(h) all residential sites are exempt from the first R 15,000 of the market value on property. As additional subsidy the Municipality will increase this level to R105 000 by means of a subsidy in the form a credit on the municipal account. This subsidy will be equal to the smallest of R 105 000 market value or the total valuation of property.

7.2.2. Electricity

A subsidy equal to 100% of the amount charged for the first 25 kWh consumed per month, where the Municipality is the service provider.

7.2.3. Water

A subsidy equal to 100% of the amount charged for the first 3 kilolitres consumption per month as well as 50% subsidy on the basic charge for water, where the Municipality is the service provider.

7.2.4. Sanitation

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.5. Refuse removal

A subsidy equal to 50% of the amount charged for the service per month where the Municipality is the service provider.

7.2.6. House rental

A subsidy equal to 50% of the amount charged in the case of municipal sub economical rental stock as house rental per month

7.2.7. Graveyard costs

A subsidy equal to 50% of the amount charged for graveyard cost. The subsidy can be in terms of every deceased member of the household and minor dependents.

7.2.8. Transfer costs

7.2.8.1. A subsidy equal to 50% of the amount charged for transferring the municipal services accounts as a result of death of the head of the household. In the event of separation or divorce, the person who is residing at this plot, qualifies for the subsidy on transfer costs. This household is also exempt from making a consumer deposit or to increase the existing deposit.

19 Amended by Council Sept 2021

20 Paragraph 7.2 inserted by council 27/05/2020 - Recommended for adjustment February 2023

7.2.8.2. A subsidy equal to 50%, but limited to R 5000.00[21] of the costs of an attorney to transfer the property into the spouse name, as a result of death of the head of the household whilst approved as an Indigent household and the current registration is not in both parties name registered in the deeds office. The appointment of the attorney is entirely the prerogative of the Municipality.

7.3. The rebates in terms of sections 7.2.2', 7.2.3, 7.2.4, 7.2.5 and 7.2.6 is subject to the payment of the municipal account by the applicant. The accounts will be monitored on regular intervals and if it is found that the applicant failed to pay the monthly account, the rebates may be stopped.

7.4. Old age Homes

7.4.1. Electricity

A subsidy equal to 10% of the amount charged for the service per month

7.4.2. Water

A subsidy equal to 81.2% of the amount charged for the service per month

7.4.3. Sanitation

A subsidy equal to 59% of the amount charged for the service per month.

7.4.4. Refuse removal

A subsidy equal to 33% of the amount charged for the service per month.

7.5. The municipal manger is delegated to write off all outstanding debt on indigent accounts as at 30 September 2021 and all outstanding debt of new approvals as a once off benefit.[22]

7.6. If an applicant failed to pay the monthly account, 30% of prepaid electricity purchases may be utilised as payment on the municipal account.[23]

8. RESTRICTIONS / LIMITATIONS ON INDIGENT RELIEVE:[24]

8.1. The water meters of indigents who consumed in excess of 6 kilolitre water per month and do not pay regularly for the excess can be replaced with water management meters, and the consumption can be limited to a minimum of 200 litres per day (6 kilolitres per month);

8.2. The electricity meters of indigents who consumed in excess of 50 kWh units of electricity per month and do not pay regularly for the excess can be replaced with split prepaid meters and the connection can be limited to a minimum of 40 Amps;[25]

8.3. The cost of the replacement meters will be borne by the municipality.

9. ADMINISTRATIVE PROCEDURES

9.1. Organizational Structure

21 Amended by Council Sept 2021

22 Amended by Council Sept 2021

23 Amended by Council Sept 2021

24 Amended council 28/09/2011

25 Amended by Council Sept 2021

The organizational structure dealing with assistance to the poor is split in decision making and execution.

The decision making component will consist of the elected councillors in the Finance Committee, with the execution unit being the advisors of the committee.

Responsibilities of the Committee:

This committee will ensure that recommendations be made with regard to:

- Policy changes;
- Monitoring of the assistance provided; and
- Serve as the dispute handling committee.

The execution portion will be dealt with by the Social and Economic Development unit of Witzenberg Municipality.

Responsibilities of the unit will include at least:

- Assist households with applications;
- Consider applications according to criteria
- Approve applications;
- Ensure implementation of approved applications;
- Keep administrative record of all applications,
- Assist in reconciling information with the financial system; and
- Prepare monitoring reports.

9.2. Application Procedure – First/new applications

9.2.1. The head of the household, if not the municipal account holder supported by the municipal account holder, must apply for the subsidy in person. The onus to apply is placed on the head of household.

9.2.2. The application must be on the prescribe application form. Attached as Annexure 12.1.2.

9.2.3. The application form must at least include the following documents:

9.2.3.1. Copy of the latest municipal accounts, where applicable;
9.2.3.2. Copy of the head of the household identification document and in the case of not the account holder the account holder documentation;
9.2.3.3. Copy of the deceased identification and death certificate documents, where applicable;
9.2.3.4. Proof of income, certified by employer as a true reflection, if applicable;
9.2.3.5. Copy of the pension card, UIF card, or interest certificate, etc., if applicable;
9.2.3.6. An affidavit that certifies that the information provided is the truth and nothing but the truth. (Attached as Annexure 12.1.3)
9.2.3.7. Copy of the last three months' bank statements when required; and
9.2.3.8. Additional information such as tax information or other information may be requested as mandatory for the indigent application process.[26]

9.2.4. The municipality acknowledged the fact that support must be offered in order to ensure access to the subsidy. For this purpose, a unit is in tack to assist the poor. All applications must be lodged at this unit, called the Social & Economic Development unit of Witzenberg Municipality.

9.2.5. The Municipality reserves the right that an official of the unit may visit the household residing place in order to establish or confirm the information provided.

26 Amended by Council September 2021

9.2.6. The Municipality reserves the right to verify information received by means of ITC checks.[27]

9.2.7. The Municipality undertakes to remind the household, ±two months prior to expiry of the approval, of the expiry. The non-receiving of the notice in the form of a house visit, letter or via the municipal account will not place the responsibility on the Municipality to ensure re-application.

9.2.8. Elderly people and or people with medical conditions may apply for house visits for application purposes.[28]

9.2.9. No credit control measures will be implemented for a period of two months from date of application, to allow for the follow up and consideration of the application.[29]

9.3. RENEWAL PROCEDURE[30]

9.3.1. For renewal purposes the application procedure may be replaced by an affidavit stating:

9.3.1.1. There have been no changes in the income of the household;
9.3.1.2. The households' income is still below the monthly thresholds as per the municipal indigent policy;
9.3.1.3. That the person making the affidavit acknowledge that it is a criminal offence to make a false declaration.

9.3.2. Where the applicant(s) are 60 years and older and their application has been approved they only need to provide proof of living for the renewal of their benefits.[31]

9.4. Measurement and duration of applications for approval

9.4.1. Measurement whether the application qualify in terms of the criteria as set in section 6 is based on the information as on the date of the application. The municipality reserves the right to lodge their own investigation in order to ensure compliance with the criteria.

9.4.2. An approved application is valid for a period of twelve months.

9.4.3. If an applicant's financial position changes and it is of a permanent nature the applicant must inform the Municipality of the change. If the change affects the household in such a manner that it no longer meet the criteria as set in section 6 the approval will automatically stop.

9.4.4. The onus rest with the applicant to inform the Municipality of any such changes.

9.4.5. The approval will stop automatically two months after the head of the household passed away. If the household left behind is still financially in the same position the subsidy must be transferred to the new head of the household. The onus to apply is placed on the new head of the household.

9.4.6. Where the applicant is deceased the surviving next of kin (husband/wife/child/grandchild) have to apply as the new head of the household.[32]

9.4.7. The applicant must:[33]

- indicate that the owner is deceased;
- attached an affidavit (declaration) that he or she is the person to whom the house has been allocated to in the estate;

27 Amended by Council 30/05/2019
28 Amended by Council Sept 2021
29 Paragraph 9.2.9 Amended by Council Sept 2021
30 Paragraph 11 Amended by Council Sept 2021
31 Paragraph 9.3.2 Added by Council 30 May 2022
32 Paragraph 9.3.6 included by council 27/05/2020
33 Paragraph 9.3.7 included by council 27/05/2020

- If there is no estate, all surviving next of kind have to give consent to the applicant to occupy the estate property.

10. Disputes

Any dispute based on the administrative process or approval of an application will be dealt with by the Finance Committee. The Committee may call the applicant to put their dispute in words or ask the applicant to put it in writing. The Social and Welfare unit must be afforded to provide the committee with documentary proof of the process followed and or reasons for the decision made. The committee may not include in their decision any deviation of this policy.

11. TERMINATION OF INDIGENT SUPPORT[34]

Indigent Support will be terminated under the following circumstances:

11.1. Death of account-holder;
11.2. Upon sale of the property;
11.3. When circumstances in the indigent household have improved in terms of a gross income exceeding the limit;
11.4. If the applicant is found to have furnished false information regarding indigent status;
11.5. If the household head owns ~~a business or~~[35] a second property or there is a business operated in the property;
11.6. If it is determined during a visit that the household does not meet the requirements any longer.[36]
11.7. If there is any illegal trading on the property.[37]

12. COMMENCEMENT DATE

This amended policy takes effect when approved by Council.

34 Paragraph 10 included by council 27/05/2020

35 Amended by Council Sept 2021

36 Amended by Council Sept 2021

37 Amended by Council Sept 2021

BUDGET VIREMENT POLICY

Date of implementation 01 July 2010

Reviewed by Council 31/05/2012
Council 15/06/2010

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Annexure “A” Vote Classification

Annexure “B” Item Classification

1. Definitions

"**Accounting officer''** The municipal manager of a municipality is the accounting officer of the municipality in terms of section 60 of the MFMA

''**Approved budget''** means an annual budget approved by a municipal council.

"**Budget-related policy''** means a policy of a municipality affecting or affected by the annual budget of the municipality as defined in the Budget Policy of the Council

''**Chief financial officer''** means a person designated in terms of the MFMA who performs such budgeting, and other duties as may in terms of section 79 of the MFMA be delegated by the accounting officer to the chief financial officer.

"**Deputy Chief financial officer''"** Deputy Director: Finance

"**Capital Budget**" This is the estimated amount for capital items in a given fiscal period. Capital items are fixed assets such as facilities and equipment, the cost of which is normally written off over a number of fiscal periods

''**Council**'' means the council of a municipality referred to in section 18 of the Municipal Structures Act.

"**Financial year**" means a 12-month year ending on 30 June.

"**Line Item**" an appropriation that is itemized on a separate line in a budget adopted with the idea of greater control over expenditures [See annexure "B" for current item structure]

"Operating Budget" The Town's financial plan, which outlines proposed expenditures for the coming financial year and estimates the revenues used to finance them.

"Ring Fenced" an exclusive combination of line items grouped for specific purposes for instance salaries and wages.

''Service delivery and budget implementation plan'' means a detailed plan approved by the mayor of a municipality in terms of section 53(1) (c) (ii) for implementing the municipality's delivery of municipal services and its annual budget.

"**Virement**" is the process of transferring an approved budget allocation from one vote to another, with the approval of the Municipal Manager. To enable budget managers to amend budgets in the light of experience or to reflect anticipated changes.

''Vote'' means one of the main segments into which a budget of a municipality is divided for the appropriation of funds for the different departments or functional areas of the municipality; and which specifies the total amount that is appropriated for the purposes of the department or functional area concerned. **[See annexure "A" for current Vote structure]**

"Budget transfer" means the transfer of an approved budget allocation from one operating or capital line item to another within a vote, with the approval of the relevant senior manager.

[1]Updated 31/05/2012 Council meeting

2. Abbreviations

2.1. **CFO** – Chief Financial Officer

2.2. **Deputy CFO:** Deputy Chief Financial Officer

2.3. **IDP** – Integrated Development Plan

2.4. **MFMA** – Municipal Finance Management Act No. 56 of 2003

2.5. **SDBIP** -Service delivery and budget implementation plan

2.6. **CM** – Council Minute/'s

3. Objective

To allow limited flexibility in the use of budgeted funds to enable management to act on occasions such as disasters, unforeseen expenditure or savings, etc. as they arise to accelerate service delivery in a financially responsible manner.

4. Financial Responsibilities

4.1 Strict budgetary control must be maintained throughout the financial year in order that potential overspends and / or income under-recovery within individual vote departments is identified at the earliest possible opportunity. (Section 100 MFMA)

4.2 The Chief Financial Officer has a statutory duty to ensure that adequate policies and procedures are in place to ensure an effective system of financial control. The budget virement process is one of these controls. (Section 27(4) MFMA)

4.3 It is the responsibility of each manager or head of a department or activity to which funds are allotted, to plan and conduct assigned operations so as not to expend more funds than budgeted. In addition, they have the responsibility to identify and report any irregular or fruitless and wasteful expenditure in terms of the MFMA sections 78 and 102.

5. Virement Restrictions

5.1 No funds may be viremented between votes without consent of both vote holders and the Municipal Manager.

5.2 Virements may not exceed a maximum annual limit of 5 % per vote from which the virement originates.

5.3 A virement may not create new policy, significantly vary current policy, or alter the approved outcomes / outputs as approved in the IDP for the current or subsequent years.

5.4 No virement may commit the Municipality to increase recurrent expenditure, which commits the Council's resources in the following financial year, without the prior approval of the Mayoral Committee.

5.5 No funds may be transferred between line items without approval of the vote holder authorization, in other words the senior Manager's approval.

5.6 Budget may not be transferred from Support service (interdepartmental) costs, Capital financing, Depreciation, Contributions, Grant Expenditure, Insurance and Income Foregone.

5.7 Budget may only be transferred from or t0 employee related costs if approved by the CFO.

5.8 Transfers Virements in capital budget allocations are only permitted within specified action plans and not across funding sources without the written approval of the CFO and the Municipal Manager and must in addition have comparable asset lifespan classifications.

5.9 No virements are permitted in the first three months or the final month of the financial year without the express agreement of the CFO or the Deputy CFO.

5.10 An approved virement/transfer does not give expenditure authority and all expenditure resulting from approved virements must still be subject to the supply chain management policy of Council as periodically reviewed.

5.11 Virements/transfers may not be made between Expenditure and Income.

5.12 No virements/transfers are allowed in terms of income line items.

5.13 No virement/transfers are allowed from capital budget to the operating budget

5.14 Virements/transfers should not result in new projects on the capital budget without the written approval of the CFO and the Municipal Manager

5.15 Virements/transfers of conditional grant funds to a purpose outside than specified in the relevant conditional grant framework are not permitted.

5.16 Virements / Transfers to Travelling and Accommodation and Entertainment line items are only permitted with the approval of the CFO and Municipal Manager

5.17. Virements / Transfers from Repairs & Maintenance Projects are only permitted with the approval of the CFO and Municipal Manager

5.18 Virements / Transfers from Specific Operational Typical Work streams Projects are only permitted with the approval of the CFO and Municipal Manager

5.19 No virements be permitted from projects allocated to specific regions/areas[1]

5.20 No virements be permitted from projects used to measure performance in terms of the SDBIP[2]

5.21 No virements be permitted for Funds allocated as grants to individuals (e.g. bursaries)[3]

Appendix A Classification be repealed and replaced with the updated Municipal Votes as disclosed in the Budget Schedules[4]

Appendix B Classification be repealed and replaced with the MSCOA line items[5]

6. Virement Procedure

[1] Added by council 30/05/2022
[2] Added by council 30/05/2022
[3] Added by council 30/05/2022
[4] Added by council 30/05/2022
[5] Added by council 30/05/2022

6.1 All virement/transfer proposals must be completed on the appropriate documentation and forwarded to the relevant Finance Officer for checking and implementation.

6.2 All virements must be signed by the Initiator, Vote Holder, Municipal Manager and the official responsible for budgets.

6.3 All transfers must be signed by the Initiator, Vote holder, the official responsible to process the proposals and a Line Manager within Finance.

6.4 The form must be completed for all Budget Transfers, virements as well as transfers.

6.5 Virements/transfers in excess of R 50,000 require the approval of the Deputy CFO and Virements / Transfers in excess of R 200,000 require the approval of the Chief Financial Officer[5]

6.6 All documentation must be in order and approved before any expenditure can be committed or incurred. (Section 79 MFMA)

6.7 The Municipal Manager will report to the Mayor on a quarterly basis on those virements that have taken place during that quarter.

APPENDIX A WITZENBERGMUNICIPALITY

GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE (To Be Replaced)

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Budget & Treasury Office	Property rates	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Administration	Financial Services	Director: Financial Services	Manager: Financial Administration
Budget & Treasury Office	Treasury: Debtors	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Credit control	Financial Services	Director: Financial Services	Manager: Income
Budget & Treasury Office	Treasury: Supply Chain	Financial Services	Director: Financial Services	Manager: Supply Chain
Community & Social Services	Cemeteries	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Library services	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Community Halls & Facilities	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Thusong Centre	Community Services	Director: Community Services	Manager: Amenities & Environment
Community & Social Services	Social & Welfare services	Community Services	Director: Community Services	Manager: Social and Economic services
Corporate Services	Control centre	Corporate Services	Director: Community Services	Manager: Protection Services
Corporate Services	Property maintenance	Corporate Services	Director: Community Services	Manager: Amenities & Environment
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Property administration	Corporate Services	Director: Corporate Services	Unknown
Corporate Services	Information Technology	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Human resources	Corporate Services	Director: Corporate Services	Manager: Human Resources
Corporate Services	Tourism	Corporate Services	Director: Corporate Services	Manager: Communications
Corporate Services	Administration	Corporate Services	Director: Corporate Services	Manager: Administration
Corporate Services	Mechanical Workshop	Corporate Services	Director: Technical Services	Head: Electro Technical Services
Corporate Services	Marketing & Communications	Corporate Services	Director: Corporate Services	Manager: Communications
Electricity	Electricity: Administration	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Client Services	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Generation	Technical Services	Director: Technical Services	Head: Electro Technical Services
Electricity	Electricity: Distribution	Technical Services	Director: Technical Services	Head: Electro Technical Services
Environmental Protection	Environmental Protection	Community Services	Director: Community Services	Manager: Amenities & Environment
Executive & Council	Municipal Manager	Municipal Manager	Municipal Manager	Manager: IDP

APPENDIX A WITZENBERGMUNICIPALITY

GFS CLASSIFICATION, COST CENTRE & VOTE STRUCTURE

GFS Classification	Cost centers	Municipal Votes	Vote Holder (Responsible Sec 57 Appointment)	Support Vote Holder (Responsible Line Manager)
Executive & Council	Council cost	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Town secretary	Corporate Services	Director: Corporate Services	Manager: Administration
Executive & Council	Chief Executive's	Corporate Services	Municipal Manager	Manager: IDP
Housing	Housing: Administration	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Construction	Community Services	Director: Community Services	Manager: Housing
Housing	Housing: Maintenance	Community Services	Director: Community Services	Manager: Housing
Planning & Development	Licensing & regulation	Community Services	Director: Community Services	Manager: Amenities & Environment
Planning & Development	Local Economic Development	Community Services	Director: Community Services	Manager: Social and Economical services
Planning & Development	Integrated Development Planning	Municipal Manager	Municipal Manager	Manager: IDP
Planning & Development	Building Control	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Town Planning	Technical Services	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Project Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Planning & Development	Performance Management	Municipal Manager	Director: Technical Services	Manager: Planning & Projects
Public Safety	Electricity: Street Lights	Technical Services	Director: Technical Services	Head: Electro Technical Services
Public Safety	Fire Protection	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Police & Traffic	Community Services	Director: Community Services	Manager: Protection Services
Public Safety	Disaster management	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Vehicle Licensing & Testing	Community Services	Director: Community Services	Manager: Protection Services
Road Transport	Roads	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Sport and Recreation	Pine forest: Administration	Technical Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Security services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Semi permanent units	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Pine forest: Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Administration	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Cleaning services	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Klipriver park: Swimming pool	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Sport and Recreation	Parks	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Sport grounds	Community Services	Director: Community Services	Manager: Amenities & Environment
Sport and Recreation	Swimming pools	Community Services	Director: Community Services	Manager: Resorts & swimming pools
Waste Management	Public Toilets	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Dumping Site	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Garden	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Management	Solid Waste - Removal	Technical Services	Director: Technical Services	Manager: Solid Waste
Waste Water Management	Sewerage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Waste Water Management	Storm water Management	Technical Services	Director: Technical Services	Manager: Roads & Storm water
Water	Water Storage	Technical Services	Director: Technical Services	Manager: Water & Sewerage
Water	Water Distribution	Technical Services	Director: Technical Services	Manager: Water & Sewerage

Appendix B

Description	Classification	Budget Transfer to	Budget Transfer from
Bad Debts Written Off	Bad Debts Written Off	No	No
Decommissioning, Restoration and Similar Liability	Operational Cost	Yes	Yes
Business and Advisory: Organisational	Contracted Services	Yes	Yes
Outsourced Services: Catering Services	Contracted Services	Yes	Yes
Outsourced Services: Cleaning Services	Contracted Services	Yes	Yes
Outsourced Services: Security Services	Contracted Services	Yes	Yes
Business and Advisory: Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory: Business and Financial Manag	Contracted Services	Yes	Yes
Business and Advisory: Human Resources	Contracted Services	Yes	Yes
Business and Advisory: Research and Advisory	Contracted Services	Yes	Yes
Business and Advisory: Forensic Investigators	Contracted Services	Yes	Yes
Business and Advisory: Actuaries	Contracted Services	Yes	Yes
Infrastructure and Planning: Geodetic, Control and	Contracted Services	Yes	Yes
Contractors: Catering Services	Contracted Services	Yes	Yes
Contractors: Maintenance of Buildings and Facilitie	Contracted Services	Yes	Yes
Contractors: Maintenance of Unspecified Assets	Contracted Services	Yes	Yes
Licences and Rights: Computer Software and Applicat	Depreciation and Amortisation	No	No
Depreciation:Computer Equipment	Depreciation and Amortisation	No	No
Depreciation:Furniture and Office Equipment	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Networks	Depreciation and Amortisation	No	No
Depreciation:Machinery and Equipment	Depreciation and Amortisation	No	No
Depreciation:Transport Assets	Depreciation and Amortisation	No	No
Information and Communication Infrastructure:Data	Depreciation and Amortisation	No	No
Depreciation:Other Assets	Depreciation and Amortisation	No	No
Operational Buildings:Municipal Offices	Depreciation and Amortisation	No	No
Salaries, Wages and Allowances:Basic Salary and Wa	Employee Related Cost	Yes*	Yes*
Salaries, Wages and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowances:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Allowances:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Housing Benefits	Employee Related Cost	Yes*	Yes*
Housing Benefits and Incidental:Rental Subsidy	Employee Related Cost	Yes*	Yes*
Allowances:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Acting and Post Related A	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Standby Allowance	Employee Related Cost	Yes*	Yes*
Overtime:Non Structured	Employee Related Cost	Yes*	Yes*
Overtime:Night Shift	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Social Contributions:Group Life Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*

Interest Paid:Bank Overdraft	Interest, Dividends and Rent o	No	No
Borrowings:Annuity Loans	Interest, Dividends and Rent o	No	No
Interest Paid:Discounting of Financial Instruments	Interest, Dividends and Rent o	No	No
Interest Paid:Finance Leases	Interest, Dividends and Rent o	No	No
Interest Paid:Overdue Accounts	Interest, Dividends and Rent o	No	No
Interest Paid:Overpayments of Interest due to Quer	Interest, Dividends and Rent o	No	No
Interest Paid:Deposits	Interest, Dividends and Rent o	No	No
Consumables:Standard Rated	Inventory Consumed	Yes	Yes
Inventory Consumed:Materials and Supplies	Inventory Consumed	Yes	Yes
Inventory Consumed:Housing Stock	Inventory Consumed	Yes	Yes
Inventory Consumed:Land	Inventory Consumed	Yes	Yes
Operating Leases:Transport Assets	Operating Leases	Yes	Yes
Advertising, Publicity and Marketing:Corporate and	Operational Cost	Yes	Yes
Operational Cost:External Audit Fees	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Bank Accounts	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Third Parties	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Investments	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Lease Payment	Operational Cost	Yes	Yes
Bank Charges, Facility and Card Fees:Long and Shor	Operational Cost	Yes	Yes
Operational Cost:Courier and Delivery Services	Operational Cost	Yes	Yes
Communication:Cellular Expenditure	Operational Cost	Yes	Yes
Communication:Licences (Radio and Television)	Operational Cost	Yes	Yes
Communication:Postage/Stamps/Franking Machines	Operational Cost	Yes	Yes
Communication:Radio and TV Transmissions	Operational Cost	Yes	Yes
Communication:Telephone, Fax, Telegraph and Telex	Operational Cost	Yes	Yes
External Computer Service:Information Services	Operational Cost	Yes	Yes
External Computer Service:Mainframe Time	Operational Cost	Yes	Yes
External Computer Service:Remote Server Access	Operational Cost	Yes	Yes
External Computer Service:Recovery Centre Hosting	Operational Cost	Yes	Yes
External Computer Service:Software Licences	Operational Cost	Yes	Yes
External Computer Service:Specialised Computer Ser	Operational Cost	Yes	Yes
External Computer Service:System Adviser	Operational Cost	Yes	Yes
External Computer Service:System Development	Operational Cost	Yes	Yes
Insurance Underwriting:Claims paid to Third Partie	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Brokers Fees	Operational Cost	Yes	Yes
Insurance Underwriting:Insurance Claims	Operational Cost	Yes	Yes
Insurance Underwriting:Excess Payments	Operational Cost	Yes	Yes
Insurance Underwriting:Premiums	Operational Cost	Yes	Yes
Operational Cost:Learnerships and Internships	Operational Cost	Yes	Yes
Registration Fees:Professional and Regulatory Bodi	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Nation	Operational Cost	Yes	Yes
Operational Cost:Travel Agency and Visa's	Operational Cost	Yes	Yes
Operational Cost:Printing, Publications and Books	Operational Cost	Yes	Yes
Operational Cost:Professional Bodies, Membership a	Operational Cost	Yes	Yes
Operational Cost:Resettlement Cost	Operational Cost	Yes	Yes
Operational Cost:Road Worthy Test	Operational Cost	Yes	Yes
Operational Cost:Toll Gate Fees	Operational Cost	Yes	Yes

Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Domestic:Accommodation	Operational Cost	Yes	Yes
Domestic:Daily Allowance	Operational Cost	Yes	Yes
Domestic:Food and Beverage (Served)	Operational Cost	Yes	Yes
Domestic:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport without Operator:Own Transport	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Provider	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Uniform and Protective Clothing	Operational Cost	Yes	Yes
Operational Cost:Workmen's Compensation Fund	Operational Cost	Yes	Yes
Operational Cost:Hire Charges	Operational Cost	Yes	Yes
Fines and Penalties:Road Traffic and Other Fines	Operational Cost	Yes	Yes
Other Transfers (Cash):Bursaries (Non-Employee)	Transfers and Subsidies	No	No
Default	Default	No	No
Surplus / Deficit:Transfer to Accumulated Surplus	Surplus / Deficit	No	No
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Business and Advisory:Valuer	Contracted Services	Yes	Yes
Contractors:Tracing Agents and Debt Collectors	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Customer/Clie	Operational Cost	Yes	Yes
Operational Cost:Cash Discount	Operational Cost	Yes	Yes
Cleaning Services:Car Valet and Washing Services	Operational Cost	Yes	Yes
Operational Cost:Deeds	Operational Cost	Yes	Yes
Licences:Motor Vehicle Licence and Registrations	Operational Cost	Yes	Yes
Operational Cost:Wet Fuel	Operational Cost	Yes	Yes
Electricity:ESKOM	Bulk Purchases	Yes	No
Outsourced Services:Meter Management	Contracted Services	Yes	Yes
Connection/Dis-connection:Electricity	Contracted Services	Yes	Yes
Commission:Third Party Vendors	Operational Cost	Yes	Yes
Communication:SMS Bulk Message Service	Operational Cost	Yes	Yes
Operational Cost:Municipal Services	Operational Cost	Yes	Yes
Outsourced Services:Hygiene Services	Contracted Services	Yes	Yes
Contractors:Auctioneers	Contracted Services	Yes	Yes
Contractors:Pest Control and Fumigation	Contracted Services	Yes	Yes
Community Facilities:Centres	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Auctions	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Bursaries (No	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Tenders	Operational Cost	Yes	Yes
Operational Cost:Search Fees	Operational Cost	Yes	Yes
Contractors:Plants, Flowers and Other Decorations	Contracted Services	Yes	Yes
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Non-pensionable	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Housing Benefits	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*

Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Entertainment:Senior Management	Operational Cost	Yes	Yes
Operational Cost:Office Decorations	Operational Cost	Yes	Yes
Operational Cost:Skills Development Fund Levy	Operational Cost	Yes	Yes
Operational Cost:Entrance Fees	Operational Cost	Yes	Yes
Outsourced Services:Burial Services	Contracted Services	Yes	Yes
Community Facilities:Cemeteries/Crematoria	Depreciation and Amortisation	No	No
Consumables:Zero Rated	Inventory Consumed	Yes	Yes
Outsourced Services:Illegal Dumping	Contracted Services	Yes	Yes
Outsourced Services:Personnel and Labour	Contracted Services	Yes	Yes
Business and Advisory:Medical Examinations	Contracted Services	Yes	Yes
Legal Cost:Legal Advice and Litigation	Contracted Services	Yes	Yes
Contractors:Management of Informal Settlements	Contracted Services	Yes	Yes
Operating Leases:Investment Properties	Operating Leases	Yes	Yes
Housing Support:Project Linked Support (Housing)	Transfers and Subsidies	No	No
Contractors:Gardening Services	Contracted Services	Yes	Yes
Contractors:Stage and Sound Crew	Contracted Services	Yes	Yes
Sanitation Infrastructure:Waste Water Treatment Wo	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Toilet Facilities	Depreciation and Amortisation	No	No
Community Facilities:Libraries	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Gifts and Pro	Operational Cost	Yes	Yes
Outsourced Services:Clearing and Grass Cutting Ser	Contracted Services	Yes	Yes
Outsourced Services:Fire Services	Contracted Services	Yes	Yes
Contractors:Maintenance of Equipment	Contracted Services	Yes	Yes
Community Facilities:Fire/Ambulance Stations	Depreciation and Amortisation	No	No
Interest, Dividends and Rent on Land:Rent on Land	Interest, Dividends and Rent o	No	No
Contractors:Chipping	Contracted Services	Yes	Yes
Sport and Recreation Facilities:Outdoor Facilities	Depreciation and Amortisation	No	No
Advertising, Publicity and Marketing:Signs	Operational Cost	Yes	Yes
Cleaning Services:Laundry Services	Operational Cost	Yes	Yes
Contractors:Gas	Contracted Services	Yes	Yes
Community Facilities:Halls	Depreciation and Amortisation	No	No
Community Facilities:Public Ablution Facilities	Depreciation and Amortisation	No	No
Outsourced Services:Alien Vegetation Control	Contracted Services	Yes	Yes
Outsourced Services:Animal Care	Contracted Services	Yes	Yes
Outsourced Services:Veterinary Services	Contracted Services	Yes	Yes
Business and Advisory:Quality Control	Contracted Services	Yes	Yes
Contractors:Stream Cleaning and Ditching	Contracted Services	Yes	Yes
Contribution to Provisions:Alien Vegetation	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Outsourced Services:Litter Picking and Street Clea	Contracted Services	Yes	Yes
Contractors:Forestry	Contracted Services	Yes	Yes

Roads Infrastructure:Roads	Depreciation and Amortisation	No	No
Community Facilities:Public Open Space	Depreciation and Amortisation	No	No
Operational Buildings:Workshops	Depreciation and Amortisation	No	No
Outsourced Services:Traffic Fines Management	Contracted Services	Yes	Yes
Outsourced Services:Drivers Licence Cards	Contracted Services	Yes	Yes
Legal Cost:Issue of Summons	Contracted Services	Yes	Yes
Contractors:Traffic and Street Lights	Contracted Services	Yes	Yes
Contractors:Transportation	Contracted Services	Yes	Yes
Depreciation:Roads Infrastructure	Depreciation and Amortisation	No	No
Operational Cost:Firearm Handling Fees	Operational Cost	Yes	Yes
Outsourced Services:Transport Services	Contracted Services	Yes	Yes
Engineering:Structural	Contracted Services	Yes	Yes
Contractors:Event Promoters	Contracted Services	Yes	Yes
Operational Cost:Indigent Relief	Operational Cost	Yes	Yes
Operating Leases:Land	Operating Leases	Yes	Yes
Business and Advisory:Research and Advisory	Contracted Services	Yes	Yes
Contractors:Exhibit Installations	Contracted Services	Yes	Yes
Community Facilities:Markets	Depreciation and Amortisation	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Outsourced Services:Removal of Structures and Ille	Contracted Services	Yes	Yes
Outsourced Services:Translators, Scribes and Edito	Contracted Services	Yes	Yes
Operational Cost:Storage of Files (Archiving)	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Section 79 Commit	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Licences and Rights:Water Rights	Depreciation and Amortisation	No	No
Communication:Telephone Installation	Operational Cost	Yes	Yes
External Computer Service:Data Lines	Operational Cost	Yes	Yes
External Computer Service:Internet Charge	Operational Cost	Yes	Yes
External Computer Service:Network Extensions	Operational Cost	Yes	Yes
External Computer Service:Wireless Network	Operational Cost	Yes	Yes
Outsourced Services:Medical Services [Medical Heal	Contracted Services	Yes	Yes
Business and Advisory:Occupational Health and Safe	Contracted Services	Yes	Yes
Business and Advisory:Organisational	Contracted Services	Yes	Yes
Business and Advisory:Qualification Verification	Contracted Services	Yes	Yes
Contractors:Employee Wellness	Contracted Services	Yes	Yes
Service Related Benefits:Long Service Award	Employee Related Cost	Yes*	Yes*
Service Related Benefits:Leave Pay	Employee Related Cost	Yes*	Yes*
Medical:Current Service Cost	Employee Related Cost	Yes*	Yes*
Medical:Interest Cost	Employee Related Cost	Yes*	Yes*
Medical:Past Service Cost	Employee Related Cost	Yes*	Yes*

Medical:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Medical:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Medical:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Medical:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Pension:Current Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Interest Cost	Employee Related Cost	Yes*	Yes*
Pension:Past Service Cost	Employee Related Cost	Yes*	Yes*
Pension:Effect of asset recognition ceiling	Employee Related Cost	Yes*	Yes*
Pension:Expected return on Plan Assets/Reimburseme	Employee Related Cost	Yes*	Yes*
Pension:Curtailment and Settlement	Employee Related Cost	Yes*	Yes*
Pension:Defined Contribution Fund Expenses	Employee Related Cost	Yes*	Yes*
Other Benefits:Leave Gratuity	Employee Related Cost	Yes*	Yes*
Other Benefits:Long Term Service Awards	Employee Related Cost	Yes*	Yes*
Interest Paid:Interest costs non-current Provision	Interest, Dividends and Rent o	No	No
Operational Cost:Achievements and Awards	Operational Cost	Yes	Yes
Advertising, Publicity and Marketing:Staff Recruit	Operational Cost	Yes	Yes
Operational Cost:Full Time Union Representative	Operational Cost	Yes	Yes
Operational Cost:Management Fee	Operational Cost	Yes	Yes
Operational Cost:Rewards Incentives	Operational Cost	Yes	Yes
Revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Improved Properties	Depreciation and Amortisation	No	No
Non-revenue Generating:Unimproved Properties	Depreciation and Amortisation	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Housing Al	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Out of poc	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Travelling	Remuneration of Councillors	No	No

Allowances and Service Related Benefits:Basic Sala	Remuneration of Councillors	No	No
Allowances and Service Related Benefits:Cell phone	Remuneration of Councillors	No	No
Social Contributions:Pension Fund Contributions	Remuneration of Councillors	No	No
Social Contributions:Medial Aid Benefits	Remuneration of Councillors	No	No
Entertainment:Executive Mayor	Operational Cost	Yes	Yes
Entertainment:Total for All Other Councillors	Operational Cost	Yes	Yes
Operational Cost:Remuneration to Ward Committees	Operational Cost	Yes	Yes
Non-profit institutions:Tourism	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
Contractors:Photographer	Contracted Services	Yes	Yes
Advertising, Publicity and Marketing:Municipal New	Operational Cost	Yes	Yes
Communication:Satellite Signals	Operational Cost	Yes	Yes
Operational Cost:Signage	Operational Cost	Yes	Yes
Infrastructure and Planning:Geoinformatic Services	Contracted Services	Yes	Yes
External Computer Service:GPS Licence Fees	Operational Cost	Yes	Yes
Outsourced Services:Electrical	Contracted Services	Yes	Yes
Engineering:Electrical	Contracted Services	Yes	Yes
Contractors:Removal of Hazardous Waste	Contracted Services	Yes	Yes
Electrical Infrastructure:HV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Switching Station	Depreciation and Amortisation	No	No
Electrical Infrastructure:HV Transmission Conducto	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Substations	Depreciation and Amortisation	No	No
Electrical Infrastructure:MV Switching Stations	Depreciation and Amortisation	No	No
Electrical Infrastructure:LV Networks	Depreciation and Amortisation	No	No
Electrical Infrastructure:Capital Spares	Depreciation and Amortisation	No	No
Operational Cost:Electricity Compliance Certificat	Operational Cost	Yes	Yes
Operational Cost:Environmental Levy	Operational Cost	Yes	Yes
Other Transfers Public Corporations:ESKOM	Transfers and Subsidies	No	No
Operational Cost:Vehicle Tracking	Operational Cost	Yes	Yes
Operational Cost:Warrantees and Guarantees	Operational Cost	Yes	Yes
Outsourced Services:Sewerage Services	Contracted Services	Yes	Yes
Engineering:Civil	Contracted Services	Yes	Yes
Contractors:Sewerage Services	Contracted Services	Yes	Yes
Water Supply Infrastructure:Distribution	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Pump Station	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Reticulation	Depreciation and Amortisation	No	No
Sanitation Infrastructure:Outfall Sewers	Depreciation and Amortisation	No	No
Storm water Infrastructure:Drainage Collection	Depreciation and Amortisation	No	No
Storm water Infrastructure:Storm Water Conveyance	Depreciation and	No	No

	Amortisation		
Infrastructure and Planning:Architectural	Contracted Services	Yes	Yes
Storm water Infrastructure:Attenuation	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Structures	Depreciation and Amortisation	No	No
Roads Infrastructure:Road Furniture	Depreciation and Amortisation	No	No
Community Facilities:Airports	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Landfill Sites	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Transfer Stations	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Processing Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Drop-off Points	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Waste Separation Facili	Depreciation and Amortisation	No	No
Solid Waste Infrastructure:Electricity Generating	Depreciation and Amortisation	No	No
Decommissioning, Restoration and Similar Liabiliti	Operational Cost	Yes	Yes
Business and Advisory:Project Management	Contracted Services	Yes	Yes
Water Supply Infrastructure:Dams and Weirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Boreholes	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Reservoirs	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Pump Stations	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Water Treatment Works	Depreciation and Amortisation	No	No
Operational Cost:Levies Paid - Water Resource Mana	Operational Cost	Yes	Yes
Contractors:Bore Waterhole Drilling	Contracted Services	Yes	Yes
Water Supply Infrastructure:Bulk Mains	Depreciation and Amortisation	No	No
Water Supply Infrastructure:Distribution Points	Depreciation and Amortisation	No	No
Water Supply Infrastructure:PRV Stations	Depreciation and Amortisation	No	No
Inventory Consumed:Water	Inventory Consumed	Yes	Yes
Communication:Telemetric Systems	Operational Cost	Yes	Yes
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*
CERES BUSINESS INITIATIVE	Transfers and Subsidies	No	No
Salaries and Allowances:Basic Salary	Employee Related Cost	Yes*	Yes*
Salaries and Allowances:Bonuses	Employee Related Cost	Yes*	Yes*
Allowance:Cellular and Telephone	Employee Related Cost	Yes*	Yes*
Allowance:Travel or Motor Vehicle	Employee Related Cost	Yes*	Yes*
Allowance:Accommodation, Travel and Incidental	Employee Related Cost	Yes*	Yes*
Social Contributions:Medical	Employee Related Cost	Yes*	Yes*
Social Contributions:Pension	Employee Related Cost	Yes*	Yes*
Social Contributions:Unemployment Insurance	Employee Related Cost	Yes*	Yes*
Social Contributions:Bargaining Council	Employee Related Cost	Yes*	Yes*

Operational Cost:Honoraria (Voluntarily Workers)	Operational Cost	Yes	Yes
Seminars, Conferences, Workshops and Events:Intern	Operational Cost	Yes	Yes
Transport Provided as Part of Departmental Activit	Operational Cost	Yes	Yes
Foreign:Accommodation	Operational Cost	Yes	Yes
Foreign:Daily Allowance	Operational Cost	Yes	Yes
Foreign:Food and Beverage	Operational Cost	Yes	Yes
Foreign:Incidental Cost	Operational Cost	Yes	Yes
Transport without Operator:Car Rental	Operational Cost	Yes	Yes
Transport with Operator:Other Transport Providers	Operational Cost	Yes	Yes
Public Transport:Air Transport	Operational Cost	Yes	Yes
Public Transport:Railway Transport	Operational Cost	Yes	Yes
Public Transport:Road Transport	Operational Cost	Yes	Yes
Operational Cost:Cost relating to the Sale of Hous	Operational Cost	Yes	Yes
Operational Cost:Servitudes and Land Surveys	Operational Cost	Yes	Yes
Social Assistance:Social Relief	Transfers and Subsidies	No	No
Other Transfers (Cash):Farmer Support Households (	Transfers and Subsidies	No	No
Public Schools:Section 20 Schools	Transfers and Subsidies	No	No
Section 21 Schools:Matric Support	Transfers and Subsidies	No	No
Section 21 Schools:Sport and Recreational Events	Transfers and Subsidies	No	No
Other Educational Institutions:School Support	Transfers and Subsidies	No	No
Non-profit institutions:Sport Councils	Transfers and Subsidies	No	No
Business and Advisory:Accounting and Auditing	Contracted Services	Yes	Yes
Business and Advisory:Audit Committee	Contracted Services	Yes	Yes

ASSET MANAGEMENT POLICY

Date of Implementation: 01 July 2010

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1. INTRODUCTION

This policy for the management of assets has been designed to assist management and officials of the Witzenberg Municipality with the description of management procedures for Property, Plant and Equipment, Investment Property, Agricultural Assets and Intangible Assets. It also should assist with the capacity to differentiate between activities, which are acceptable in terms of general authorization, supervisory responsibilities and limits of authority to the management of assets and functions of the organisation.

This policy will provide certainty with respect to the handling of asset management procedures undertaken within the organization and will ensure that management and employees understand their respective responsibilities and duties.

For the purpose of this policy, assets exclude inventory and monetary assets such as debtors.

This policy replaces all asset management procedures/instructions and memoranda that have been previously issued.

Failure to comply with this policy will result in the institution of disciplinary procedures in terms of the stipulated human resource policies and procedures of Witzenberg Municipality.

2. OBJECTIVE

The objective of this policy is to ensure that assets of the Municipality are properly managed and accounted for by:

- The accurate recording of essential asset information;
- The accurate recording of asset movements;
- Exercising strict physical controls over all assets;
- Treating the assets correctly in the Municipality's financial statements;
- Providing accurate and meaningful management information;
- Compliance with the Council's accounting policies and Generally Recognised Accounting Practices;
- Adequate insuring of assets;
- Maintenance of Council's assets;
- Ensuring that managers are aware of their responsibilities with regard to the assets; and
- Setting out the standards of management, recording and internal controls so as to safeguard the assets against inappropriate utilisation or loss.

3. STATUTORY FRAMEWORK

The statutory framework for this policy is:

- The Constitution of the Republic of South Africa, Act 108 of 1996;
- Local Government: Municipal Structures Act, No 117 of 1998;
- Local Government: Municipal Systems Act, No 32 of 2000;

- Local Government: Municipal Finance Management Act, No. 56 of 2003;
- Regulation No. 31346 of 2008;
- Municipal Supply Chain Management Regulations No. 27636;
- Generally Recognised Accounting Practice.

4. ACCOUNTING STANDARDS

This document constitutes a policy statement and shall not take precedence over the standards specified by the Accounting Standards Board. The relevant accounting standards include:

- GRAP 1 – Presentation of Financial Statements;
- GRAP 13 – Leases;
- GRAP 16 – Investment Property;
- GRAP 17 - Property, Plant and Equipment;
- GRAP 100 - Non – current Assets Held for Sale and Discontinued Operations;
- GRAP 101 - Agricultural;
- GRAP 102 – Intangible Assets; and
- IAS 36 - Impairment of Assets

Other relevant accounting standards are:
- GRAP 12 on Inventories
- GRAP 11 on Construction Contracts

5. DEFINITIONS

Every effort has been made to use definitions established through legislation, standards of accounting and other guidance on asset management.

"Accounting Officer" means the municipal manager appointed in terms of Section 82 of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998) and being the head of administration and accounting officer in terms of Section 60 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).

"Agricultural Activity" is the management by an entity of the biological transformation of biological assets for sale, into agricultural produce, or into additional biological assets.

"Active market" is a market in which all the following conditions exist:

- The item traded within the market are homogeneous;
- Willing buyer and seller can normally be found at any time; and
- Prices are available to the public.

"Agricultural Produce" is the harvested product of the entity's biological assets.

"Amortisation" is the systematic allocation of the depreciable amount of an intangible asset over its useful life.

"Assets" are resources controlled by the municipality as a result of past events and from which future economic benefit or service potential are expected to flow. However for the purpose of this policy exclude inventory and other monetary assets.

"Asset categories" are the six main asset categories defined as follows:

"Asset Life-Cycle" is the cycle of activities that an asset goes through – including planning, design, initial acquisition and/or construction, cycle of operation and maintenance and capital renewal and finally disposal.

"Asset Manager" is any official who has been delegated responsibility and accountability for the control, usage, physical and financial management of the municipality's assets in accordance with the entity's standards, policies, procedures and relevant guidelines.

"Asset Register" is a record of information on each asset that supports the effective financial and technical management of the assets, and meets statutory requirements.

"Biological Asset" is a living animal or plant.

"Biological Transformation" comprises the processes of growth, degeneration, production and procreation that cause qualitative or quantitative changes to a biological asset.

"Carrying amount" is the amount at which an asset is recognized after deducting any accumulated depreciation and accumulated impairment losses.

"Chief Financial Officer" means an officer of a municipality designated by the municipal manager to be administratively in charge of the budgetary and treasury functions.

"Class of property, plant and equipment" means a grouping of assets of a similar nature or function in a municipality's operations, which is shown as a single item for the purpose of disclosure in the financial statements.

"Commercial service" means a service other than a municipal service

(a) rendered by a private sector party or organ of state to or for a municipality or municipal entity on a commercial basis; and
(b) which is procured by the municipality or municipal entity through its supply chain management policy.

"Community Assets" – are defined as any asset that contributes to the community's well-being. Examples are parks, libraries and fire stations.

"Cost" – is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of its acquisition or construction or where applicable, the amount attributed to that asset when initially

recognized in accordance with the specific requirements of Standards of GRAP.

"Depreciation" – is the systematic allocation of the depreciable amount of an asset over its useful life.

"Depreciable Amount" – is the cost of an asset, or other amount substituted for cost in the financial statements, less its residual value.

"Depreciated replacement cost", in relation to a capital asset, means an amount equivalent to the cost to replace the capital asset on the date of transfer adjusted by a deemed depreciated cost at the date of the transfer taking into account the age and condition of the asset.

"Disposal", in relation to a capital asset, includes –

(a) the demolition, dismantling or destruction of the capital asset; or
(b) any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership.

"Disposal management system" means the system contemplated in regulation 40 of the Municipal Supply Chain Management Regulations, published by General Notice No. 868 of 2005.

"Enhancements / Rehabilitation" is an improvement or augmentation of an existing asset beyond its original recognized service potential for example useful life, capacity, quality and functionality.

"Fair Value" – is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

"GRAP" is Standards of Generally Recognised Accounting Practice

"Head of department / senior manager" – means a manager referred to in section 56 of the Municipal Systems Act.

"Heritage Assets" – are defined as culturally significant resources. Examples are works of art, historical buildings and statues.

"Historical cost" means the original purchase price or cost of acquisition of the capital asset at the time the asset was acquired

An "**impairment loss"** of a cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable amount.

An "**impairment loss"** of non-cash generating asset is the amount by which the carrying amount of an asset exceeds its recoverable service amount.

"Infrastructure assets" are defined as any asset that is part of a network of similar assets. Examples are roads, water reticulation schemes, sewerage

purification and trunk mains, transport terminals and car parks.

"Intangible assets" are identifiable non-monetary assets without physical substance.

"Investment Properties" – are defined as property (land or a building-or part of a building-or both) held (by the owner or by lessee under a finance lease) to earn rentals or for capital appreciation or both, rather than for:

(a) use in the production and supply of goods or services or for administrative purposes; or
(b) sale in the ordinary course of business.

"Municipality" means the Witzenberg Municipality.

"Other Assets" – are defined as assets utilized in normal operations. Examples are plant and equipment, motor vehicles and furniture and fittings.

"Property, Plant and Equipment" (PPE) – are tangible assets that:

- are held by a municipality for use in the production or supply of goods or services, for rental to others, or for administrative purposes, and
- are expected to be used during more than one period.

"Realisable value" means the amount of cash or cash equivalents that could currently be obtained by transferring the capital asset, less the estimated cost of completion and the estimated costs necessary to make the transfer.

"Recoverable Amount" – is the amount that the municipality expects to recover from the future use of an asset, including its residual value on disposal.

"Recoverable service amount" is the higher of a non-cash-generating asset's fair value less costs to sell and its future value in use.

"Residual Value" – of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and condition expected at the end of its useful life.

"Right to use, control or manage" means a right to use, control or manage the capital asset for a period exceeding one calendar month without ceding legal ownership in the asset. In other words, where the granting of such rights do not amount to the transfer or permanent disposal of the asset, for example when a right is acquired through a leasing, letting or hiring out arrangement.

"Senior Manager" is a manager referred to Section 57 of the Municipal Systems Act (MSA) being someone reporting directly to the municipal manager.

"Service provider" –

(a) in relation to a municipal service, means a private sector party or organ of state appointed by a municipality in terms of Chapter 8 of the Municipal Systems Act to perform a municipal service in accordance with that Act; or

(b) in relation to a commercial service, means a private sector party or organ of state appointed in terms of the supply chain management policy of a municipality or municipal entity to render a commercial service to or for the municipality or entity as an independent contractor.

"Supply chain management policy" means the supply chain management policy which a municipality or municipal entity is required to have in terms of Chapter 11 of the Act.

"The Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

"Transfer", in relation to a capital or subsidiary asset, means transfer of ownership in the asset as a result of a sale or other transaction.

"Useful Life" – is either:
- the period of the time over which an asset is expected to be used by the municipality, or
- the number of production or similar units expected to be obtained from the asset by the municipality.

6. BACKGROUND

The utilization and management of property, plant and equipment, investment property, intangible assets and agricultural assets is the prime mechanism by which the Municipality can fulfil its constitutional mandates for:-

- Delivery of sustainable services;
- Social and economic development;
- Promoting safe and healthy environments; and
- Fulfilling the basic needs to the community.

As trustees on behalf of the local community, the Municipality has a legislative and moral obligation to ensure it implements policies to safeguard the monetary value and future service provision invested in assets.

The policy for the management of assets deals with the Municipal rules required to ensure the enforcement of appropriate stewardship of assets. Stewardship has two components being the:-

- Financial administration by the Chief Financial Officer; and
- Physical administration by the relevant managers.

Statutory provisions are being implemented to protect public property against arbitrary and inappropriate management or disposals by local government.

Accounting standards have been approved by the Accounting Standards Board to

ensure the appropriate financial treatment for property, plant and equipment, investment property, intangible assets and agricultural assets. The requirements of these new accounting standards include:-

- The compilation of asset registers covering all assets controlled by the Municipality.
- Accounting treatment for the acquisition, disposal, recording and depreciation/amortisation of assets.
- The standards to which financial records must be maintained to comply with the new accounting standards.

7. DELEGATION OF POWERS

This policy should be applied with due observance of the Municipality's policy with regard to delegated powers. Such delegations refer to delegations between the Municipal Manager and other responsible officials as well as between the Council and the Executive Mayor and the Council and the Municipal Manager. All delegations in terms of this policy must be recorded in writing.

In accordance with the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA), the Municipal Manager is the accounting officer of the Municipality and therefore all designated officials are accountable to him/her. The Municipal Manager is therefore accountable for all transactions entered into by his/her designates.

The overall responsibility of asset management lies with the Municipal Manager. However, the day to day handling of assets should be the responsibility of all officials in terms of delegated authority reduced in writing.

8. RESPONSIBILITY

Municipal Manager

The Municipal Manager is responsible for the management of the assets of the Municipality, including the safeguarding and the maintenance of those assets. He/she must ensure that:-

- The Municipality has and maintains a management, accounting and information system that accounts for the assets of the Municipality.
- The Municipality's assets are valued in accordance with standards of Generally Recognized Accounting Practice (GRAP).
- The Municipality has and maintains a system of internal control of assets, including an asset register.
- Senior managers and their teams comply with this policy.

Chief Financial Officer

The Chief Financial Officer is responsible to the Municipal Manager to ensure that

the financial investment in the Municipality's assets is safeguarded and maintained. He/she may delegate or otherwise assign responsibility for performing these functions but he/she will remain accountable for ensuring that these activities are performed. He/she must ensure that:-

- Appropriate systems of financial management and internal control are established and carried out diligently.
- The financial and other resources of the Municipality assigned to him/her are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful expenditure, and losses resulting from criminal or negligent conduct, are prevented.
- The systems, processes and registers required to substantiate the financial values of the Municipality's assets are maintained to standards sufficient to satisfy the requirements of effective management.
- Financial processes are established and maintained to ensure the Municipality's financial resources are optimally utilized through appropriate asset plan, budgeting, purchasing, maintenance and disposal decisions.
- The Municipal Manager is appropriately advised on the exercise of powers and duties pertaining to the financial administration of assets.
- The senior managers and senior management teams are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of assets.

Senior Managers

The Senior Managers must ensure that:-

- Appropriate systems of physical management and control are established and carried out for assets in their area of responsibility.
- The Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently.
- Any unauthorized, irregular or fruitless or wasteful utilization and losses resulting from criminal or negligent conduct are prevented.
- Their management systems and controls can provide an accurate, reliable and up to date account of assets under their control.
- They are able to justify that their plans, budgets, purchasing, maintenance and disposal decisions for assets optimally achieve the Municipality's strategic objectives.

The senior managers may delegate or otherwise assign responsibility for performing these functions but they will remain accountable for ensuring that these activities are performed.

Each senior manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

The responsibility for the physical control of assets rests with the relevant senior manager to whom the responsibility was delegated to in terms of section 79 of the Municipal Finance Management Act, No 56 of 2003.

Each senior manager shall ensure that assets entrusted to him / her are adequately maintained, properly used and insured and ensure that section 78 of the Municipal Finance Management Act, No 56 of 2003, is adhered to.

No amendments, deletions or additions to the asset register shall be made other than by the Asset Manager or by an official acting as the Asset Manager and must be authorized by the Chief Financial Officer.

Upon the resignation / retirement of an employee, the applicable senior manager must inform the Chief Financial Officer and Corporate Service Department in writing that the asset items entrusted to that employee to execute his / her duties are in good order and returned. When necessary the applicable senior manager must inform the Corporate Services Department of any losses and the value of such losses. The ultimate responsibility of any losses lies with the relevant senior manager.

9. ASSET REGISTER

The asset register shall be maintained in the format determined by the Chief Financial Officer, which format shall comply with the requirements of generally recognised accounting practice (GRAP) and any other accounting requirements which may be prescribed.

The asset register shall reflect the following information:

- a brief but meaningful description of each asset
- the date on which the asset was acquired or brought into use
- the location of the asset
- the responsible senior manager and department(s) or vote(s) within which the assets will be used
- the title deed number, in the case of property
- the stand number, in the case of property
- where applicable, the identification number
- the measurement based used (Cost or Fair Value)
- the original useful live
- the revised useful live
- the residual value
- the original cost, or the revalued amount or the fair value if no costs are available
- the (last) revaluation date of the assets subject to revaluation
- the revalued value of such assets
- who did the (last) revaluation
- accumulated depreciation to date
- the depreciation charge for the current financial year
- the carrying value of the asset
- the method and rate of depreciation

- impairment losses incurred during the financial year (and the reversal of such losses, where applicable)
- method of calculating recoverable amount (when impairment test are required in terms of GRAP)
- increases or the decreases resulting from revaluations (if applicable)
- the source of financing
- condition of the asset
- the current insurance arrangements
- whether the asset is required to perform basic municipal services
- whether the asset has been used to secure any debt, and – if so – the nature and duration of such
- security arrangements
- the date on which the asset is disposed of
- the disposal price
- the date on which the asset is retired from use, if not disposed of.

All heads of department under whose control any asset falls shall promptly provide the Chief Financial Officer in writing with any information required to compile the asset register, and shall promptly advise the Chief Financial Officer in writing of any material change which may occur in respect of such information.

An asset shall be capitalised, that is, recorded in the asset register, as soon as it is acquired. If the asset is constructed over a period of time, it shall be recorded as work-in-progress until it is available for use, where after it shall be appropriately capitalised as a fixed asset. An asset shall remain in the asset register for as long as it is in physical existence.

The Asset Manager must ensure that reconciliations are performed on a monthly basis between the general ledger values and the asset values and to be submitted to the Chief Financial Officer.

The Chief Financial Officer must check and authorize the reconciliations as correct.

Depreciation methods and rates used must be approved by the Chief Financial Officer.

The asset manager should allocate depreciation rates and methods to each asset class, and ensure that depreciation calculations are correctly applied and posted in the general ledger.

10. CLASSIFICATION OF ASSETS

In compliance with the requirements of the National Treasury, the Chief Financial Officer shall ensure that all assets are classified under the following headings in the Fixed Assets Register, and Heads of Departments shall in writing provide the Chief Financial Officer with such information or assistance as is required to compile a proper classification:

10.1 Property, Plant and Equipment

- Land (not held as investment assets).
- Infrastructure assets (assets which are part of a network of similar assets).
- Community assets (assets contributing to the general well-being of the community).
- Heritage assets (culturally significant assets).
- Other assets (ordinary operational assets).
- Housing (rental stock or housing stock not held for capital gain).

Save for land and buildings other assets shall be classified under the following headings:

- Computer equipment;
- Office equipment;
- Furniture and fittings;
- Radio Equipment;
- Plant and machinery;
- Motor Vehicles; and
- Emergency Equipment.

10.2 Investment Property

Investment assets (resources held for capital or operational gain and which are not used by the Municipality). Properties occupied by the Municipality, Councillors or officials are classified as owner-occupied property and are therefore not classed as investment property

Investment properties will be treated in accordance with GRAP 16 and will separately be classified in the Statement of Financial Position. Investment properties will not be depreciated but will annually be revalued.

10.3 Intangible Assets

Intangible assets are identifiable non-monetary assets without physical substance.

Intangible assets will be treated in accordance with GRAP 102 and will separately be classified in the Statement of Financial Position. Intangible assets shall be valued at cost less any accumulated amortization and any impairment losses.

10.4 Agricultural Assets

Agricultural Assets will be treated in accordance with GRAP 101 and will separately be classified in the Statement of Financial Position,

10.5 Assets Treated as Inventory

Any land or buildings owned or acquired by the municipality with the intention of selling such property in the ordinary course of business, or any land or buildings owned or acquired by the municipality with the intention of developing such property for the purpose of selling it in the ordinary course of business, shall be accounted for as inventory, and not included in either property, plant and equipment or investment property in the municipality's statement of position.

Such inventories shall, however, be recorded in the asset register in the same manner as other fixed assets, but a separate section of the asset register shall be maintained for this purpose.

The Chief Financial Officer shall use the classifications indicated in the Annexure on estimated lives of assets, as a guideline and in the case of an item of assets not appearing in the Annexure shall use the classification applicable to the asset most closely comparable in the Annexure.

11. CAPITALISATION CRITERIA

PPE and Intangible Assets

All assets may only be acquired in terms of council's Supply Chain Management Policy and in terms of the budgetary provisions. The responsibility for the purchase of assets would be delegated in terms of council's Delegation Framework and Supply Chain Management Policy. Depending on the cost of the asset to be purchased the following procedure for purchasing an asset must be followed:

- Senior managers shall at all times ensures that there are enough funds in their departmental budgets before requesting approval to any requisition to purchase an asset;
- Senior managers shall ensure that the correct vote and expenditure line item are used and recorded on the requisition requesting approval to purchase an asset;
- Tenders or quotations as required in terms of council's Supply Chain Management policy should be obtained and where required submitted to council's tender committee for approval;
- The tender committee resolution of the approved tender or recommended quotation should be attached to the requisition signed by the relevant head of department;
- The order would then be generated by the Budget and Treasury department;
- Once delivered the asset must be labelled / bar-coded by the Budget and Treasury department before such asset is put into use;
- The senior manager should endorse receipt of the asset on the invoice and forwarded it for payment to the Budget and Treasury department; and
- The Budget and Treasury department would then generate payment.

The completion of any immovable asset by or under control of every head of department should promptly be declared to the Chief Financial Officer in writing

stating the full details required for recording in the assets register.

All PPE and intangible assets shall be carried in the asset register, and appropriately recorded in the annual financial statements, at their original cost or fair value less any accumulated depreciation or amortisation in the case of intangible assets.

The original cost of an item of PPE or intangible assets may include:

- Cost price;
- Financing costs (MFMA section 46(4));
- Import tax;
- Non-claimable purchase tax; and
- Any costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

When payment for an item of PPE or intangible assets is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When an item of PPE is acquired to be exchanged or partly exchanged for a dissimilar item of PPE or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, “fair value” shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

The only exceptions to this rule shall be revalued items of PPE (see part 7.9 below) and heritage assets in respect of which no depreciation is recorded in the fixed asset register.

Subsequent expenditure relating to an asset that has already been capitalized, should only be added to the carrying amount of the asset when it is probable that future economic benefits or potential service delivery, in excess of the originally assessed standard of performance of the existing asset, will flow to the municipality.

Investment Property

An investment property shall be measured initially at its cost. Transaction costs shall be included in the initial measurement. The cost of purchased investment property includes all directly attributable expenditure (professional fees for legal services, property transfer taxes and other transaction costs).

When payment for an investment property is deferred beyond normal credit terms, its cost is the cash price equivalent. The difference between this amount and the total payments is recognized as an interest expense over the period of credit.

When investment property is acquired to be exchanged or partly exchanged for a dissimilar investment property or other asset, the cost of such item is measured at the fair value of the asset received, which is equivalent to the fair value of the asset given up adjusted by the amount of any cash or cash equivalents paid additional. For the purpose hereof, "fair value" shall be determined by the council with due regard to the definition ascribed to fair value in paragraph 2 hereof.

After initial recognition investment property will be measured at fair value. A gain or loss arising from a change in fair value shall be recognized as a profit or loss in the Statement of Financial Performance in the period in which it arises. The fair value of investment property shall reflect market conditions at reporting date.

In terms of GRAP 16 transfers to and from investment property shall be made when there is a change in use:

(a) Commencement of owner-occupation, for a transfer from investment property to owner-occupied property;
(b) Commencement of development with a view to sale, for a transfer from investment property to inventories;
(c) End of owner-occupation, for a transfer from owner-occupied property to investment property; or
(d) Commencement of an operating lease to another party, for a transfer from inventories to investment property.

When an investment property is transferred to inventory or owner-occupied property, the property's deemed cost is the fair value of the property at the date of the change in use.

For a transfer from inventories to investment property, that will be carried at fair value, any difference between the fair value of the property at that date and its previous carrying amount shall be recognized in the Statement of Financial Performance.

Reinstatement, Maintenance and Other Expenses

Only expenses incurred in the enhancement of an asset (in the form of improved or increased services or benefits flowing from the use of such asset) or in the material extension of the useful operating life of an asset shall be capitalised.

Expenses incurred in the maintenance or reinstatement of an asset shall be considered as operating expenses incurred in ensuring that the useful operating life of the asset concerned is attained, and shall not be capitalised, irrespective of the quantum of the expenses concerned.

Expenses, which are reasonably ancillary to the bringing into operation of an asset, may be capitalised as part of such asset. Such expenses may include but need not be limited to import duties, forward cover costs, transportation costs, and installation, assembly and communication costs.

Intangible Assets

Assets that meet the criteria of GRAP 102 (Intangible Assets) shall be recognized as Intangible Assets at cost.

Heritage Assets

If no original costs or fair values are available in the case of one or more or all heritage assets, the Chief Financial Officer may, if it is believed that the determination of a fair value for the assets in question will be a laborious or expensive undertaking, record such asset or assets in the fixed asset register without an indication of the costs or fair value concerned.

For Statement of Financial Position purposes, the existence of such heritage assets shall be disclosed by means of an appropriate note.

Donated Assets

Where an asset is donated to the municipality, or an asset is acquired by means of an exchange of assets between the municipality and one or more other parties, the asset concerned shall be recorded in the asset register at its fair value, as determined by the Chief Financial Officer.

12. DEPRECIATION

Depreciation of PPE

All PPE, except land and heritage assets, shall be depreciated – or amortised in the case of intangible assets.

Depreciation may be defined as the monetary quantification of the extent to which PPE is used or consumed in the provision of economic benefits or the delivery of services.

Depreciation shall generally take the form of an expense both calculated and debited on a annual basis against the appropriate line item in the department or vote in which the item of PPE is used or consumed.

However, depreciation shall initially be calculated from the day following the day in which an item of PPE is acquired or – in the case of construction works and plant and machinery – the day following the day in which the item is brought into use, until the end of the year concerned. Thereafter, depreciation charges shall be calculated annually.

Each Head of Department, acting in consultation with the Chief Financial Officer, shall ensure that reasonable budgetary provision is made annually for the depreciation of all applicable PPE controlled or used by the department in question or expected to be so controlled or used during the ensuing financial year.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Rate of Depreciation and Amortisation

The Chief Financial Officer shall assign a useful operating life to each depreciable item of PPE recorded on the Municipality's asset register. In determining such a useful life the Chief Financial Officer shall use to the useful lives set out in the annexure to this document as a guideline.

In the case of an item of PPE which is not listed in this annexure, the Chief Financial Officer shall determine a useful operating life, if necessary in consultation with the Head of Department who shall control or use the item in question, and shall be guided in determining such useful life by the likely pattern in which the item's economic benefits or service potential will be consumed.

The procedures to be followed in accounting and budgeting for the amortisation of intangible assets shall be identical to those applying to the depreciation of other PPE.

Method of Depreciation

The Chief Financial Officer shall allocate the depreciable amount of all depreciable PPE and intangible on a systematic basis over its useful life.

The residual value and useful life of an asset shall be reviewed at least at each reporting date and, if expectations differ from previous estimates, the changes shall be accounted for as a change in accounting estimate in accordance with GRAP 3.

13. AMENDMENT OF ASSET LIVES AND DIMINUTION IN THE VALUE OF PPE

Only the Chief Financial Officer may amend the useful operating life assigned to any PPE, and when any material amendment occurs the Chief Financial Officer shall inform the Council of such amendment.

The Chief Financial Officer shall amend the useful operating life assigned to any item of PPE if it becomes known that such item has been materially impaired or improperly maintained to such an extent that its useful operating life will not be attained, or any other event has occurred which materially affects the pattern in which the item's economic benefits or service potential will be consumed.

If the value of an item of PPE or intangible assets has been diminished to such an extent that it has no or a negligible further useful operating life or value such item shall be fully depreciated or eradicated in the financial year in which such diminution in value occurs.

Similarly, if an item of PPE has been lost, stolen or damaged beyond repair, it shall be fully depreciated in the financial year in which such event occurs, and if the item has physically ceased to exist, it shall be written off in the asset register.

In all of the foregoing instances, the additional depreciation expenses shall be debited to the department or vote controlling or using the item of PPE or intangible asset in question.

If any of the foregoing events arises in the case of a normally non-depreciable item of PPE, and such item has been capitalised at a value other than a purely nominal value, such item shall be partially or fully depreciated, as the case may be, as though it were an ordinary depreciable item of PPE, and the department or vote controlling or using the item in question shall bear the full depreciation expenses concerned.

Additional depreciation not budgeted for as a result of unforeseeable or unavoidable circumstances must be provided for in an adjustments budget and, if such circumstances arises close to the end of the financial year and there will not be time for Council to consider the adjustments before the end of the financial year, may in advance be approved by the Mayor in terms of Section 29 of the MFMA, provided that any other provisions of the MFMA be complied with.

14. IMPAIRMENT OF ASSETS

The accounting treatment relating to impairment losses is outlined in IAS37.

The carrying amount of an item or a group of identical items of property, plant and equipment should be reviewed periodically in order to assess whether or not the recoverable amount has declined below the carrying amount.

When such a decline has occurred, the carrying amount should be reduced to the recoverable amount. The amount of the reduction should be recognised as an expense immediately, unless it reverses a previous revaluation in which case it should be charged to the Revaluation Reserve.

The recoverable amount of individual assets, or groups of identical assets, is determined separately and the carrying amount reduced to the recoverable amount on an individual asset, or group of identical assets, basis. However, there may be circumstances when it may not be possible to assess the recoverable amount of an asset on this basis, for example when all of the plant and equipment in a sewerage purification works is used for the same purpose. In such circumstances, the carrying amount of each of the related assets is reduced in proportion to the overall decline in recoverable amount of the smallest grouping of assets for which it is possible to make an assessment of the recoverable amount.

The following may be indicators that an asset is impaired:

- The asset has been damaged.
- The asset has become technologically obsolete.
- The asset remains idle for a considerable period either prior to it being put into use or during its useful life.
- Land is purchased at market value and is to be utilized for subsidized housing developments, where the subsidy is less than the purchase price.

The following steps will have to be performed regularly during the year to account for impairment losses:

- Departments will identify and inform the Chief Financial Officer of assets that:

  - Are in a state of damage at year end.
  - Are technologically obsolete at year end. .
  - Have remained idle for a considerable period either prior to them being put into use at year end or during their useful life.
  - Are subject to impairment losses because the subsidies to be received in exchange for assets are less than the carrying amounts.

- The recoverable amounts of these assets need to be determined by calculating the net selling price per asset as defined above.

- The impairment loss per asset is the difference between the net selling price and the carrying value of the asset.

- The impairment loss needs to be accounted for by identifying the relevant funding source.

15. REVALUATION OF ITEMS OF PPE

All land and buildings recorded in the Municipality's asset register shall be revalued when the Council is of the opinion that economic conditions have had a substantial impact on the on the value of land and buildings within the municipal area. Under such circumstances a sworn valuer will be appointed to perform a valuation of all land and buildings.

The Chief Financial Officer shall adjust the carrying value of the land and buildings concerned to reflect in each instance the value of the items as recorded in the valuation roll, provided the Chief Financial Officer is satisfied that such value reflects the fair value of the land and buildings concerned.

The Chief Financial Officer shall also, where applicable, create a revaluation reserve for each such item equal to the difference between the value as recorded in the valuation roll and the carrying value of the item before the adjustment in question.

The buildings concerned shall thereafter be depreciated on the basis of its revalued amount, over its remaining useful operating life, and such increased depreciation expenses shall be budgeted for and debited against the appropriate line item in the department or vote controlling or using the buildings in question.

The Chief Financial Officer shall ensure that an amount equal to the difference between the new (enhanced) annual depreciation expense and the depreciation expenses determined in respect of such buildings before the revaluation in question is transferred each year from the revaluation reserve to the Municipality's appropriation account. An adjustment of the aggregate transfer shall be made at the end of each financial year, if necessary.

If the amount recorded by the valuer is less than the carrying value of the item of

land or buildings recorded in the asset register, the Chief Financial Officer shall adjust the carrying value of such item by increasing the accumulated depreciation of the item in question by an amount sufficient to adjust the carrying value to the value as recorded by the valuer. such additional depreciation expenses shall form a charge, in the first instance, against the balance in any revaluation reserve previously created for such item, and to the extent that such balance is insufficient to bear the charge concerned, an immediate additional charge against the department or vote controlling or using the item of land or building in question

Revalued land and buildings shall be carried in the asset register, and recorded in the annual financial statements, at their revalued amount, less accumulated depreciation (in the case of buildings).

16. ACQUISITION OF ASSETS

Pre-acquisition Planning

Before a capital project is included in the budget for approval, the Chief Financial Officer must demonstrate that he/she has considered the following:

- The projected cost over all the financial years until the project is operational;
- The future operational costs and revenue on the project, including the tax and tariff implications;
- The financial sustainability of the project over its use full life including revenue generation and subsidisation requirements;
- The physical and financial stewardship of that asset through all stages of its life including acquisition, installation, maintenance, operations, disposal and rehabilitation;
- The inclusion of the capital project in the Integrated Development Plan and future budgets; and
- Alternatives to the capital purchase.

The heads of department are accountable to ensure that the Chief Financial Officer receives all reasonable assistance, guidance and explanation to enable him to achieve his planning requirements.

Approval to Acquire Property, Plant and Equipment

Money can only be spent on a project if:

- The money has been appropriated in an approved Capital Budget;
- The project, including the total cost has been approved by the Council;
- The Chief Financial Officer confirms that funding is available for that specific project; and
- Any contract that will impose financial obligations beyond two years after the budget year is appropriately disclosed.
- The Supply Chain Management Policy is adhered to.

Authorization for the acquisition of assets should be as per this municipality's delegation of authority and payment for assets shall be in accordance with financial policies and regulations of this Municipality.

Funding of Capital Projects

Within the Municipality's on-going financial, legislative or administrative capacity, the Chief Financial Officer must establish and maintain the funding strategies that optimise the municipality's ability to achieve its strategic objectives as stated in the Integrated Development Plan. The acquisition of assets may not be funded over a period longer than the useful life of that asset.

17. PURCHASE OR HIRE OF IMMOVABLE PROPERTY

The municipality may acquire by purchase, or by hire, immovable property within- or outside the municipal boundary provided it complies with the requirements of the MFMA and the Supply Chain Management policy and subject to the following:

- The cost of the purchase or hire had been budgeted for; and
- The intention to buy or hire the immovable property had been advertised for public comment.
- After consideration of any public comments/objections the Council will:
    - In the case of the following paragraph complies with the requirements of that paragraph; and
    - In the case of all other immovable property, finally resolve to continue with the purchase or hire and apply the supply chain management processes
- The Council will not continue with the purchase or hire of any immovable property where:
    - The price is in excess of the market value thereof as assessed by an appraiser; or
    - The rental which, when calculated per annum in the case of:
        - Immovable property hired for agricultural purposes, exceeds six present; and
        - Immovable property hired for any other purpose, exceed twelve present of the market value of the property, as assessed by an appraiser.

The Council may accept a gift or conveyance of immovable property either for the municipality or in trust for charitable or other public purposes not connected with public worship, and hold the same in such trust or for such purpose as may be declared by such donors and may administer, utilize and improve such property.

The trustees of any immovable property held in trust for any township village of settlement which has become a municipality or part of a municipality may transfer such property to the Council, subject to any special trusts in their deeds of title and upon conditions not at variance therewith.

18. GUIDELINE PROCEDURES FOR ADDITIONS TO ASSETS

The Asset Manager must ensure all additions to assets are in accordance with an approved Capital Budget. Additions must be updated on a monthly basis in the Municipality's Asset Register. All additions must be approved by the Chief Financial Officer.

19. FUNDING OF PPE AND RESERVES

The purchase of assets may be funded from the raising of external loans, leases, government- and public contributions, the Capital Replacement Reserve and surplus cash.

The Chief Financial Officer shall ensure that in respect of all assets financed from grants or subsidies or contributions received from other spheres of government or from the public at large, as well as in respect of assets donated to the Municipality, a government grants reserve or public contribution reserve for future depreciation is created equal in value to the capitalised value of each item of asset in question.

The Chief Financial Officer shall thereafter ensure that in the case of depreciable PPE an amount equal to the annual depreciation expenses of the items concerned are transferred each year from such reserve to the Municipality's accumulated surplus.

20. ALIENATION OF ASSETS

In compliance with the principles and prescriptions of the Municipal Finance Management Act, the transfer of ownership of any item of PPE shall be fair, equitable, transparent, competitive and consistent with the municipality's supply chain management policy and the Municipal Asset Transfer Regulations

Every head of department shall report in writing to the Chief Financial Officer on 30 April of each financial year on all assets controlled or used by the department concerned which such head of department wishes to alienate by public auction or public tender.

The Chief Financial Officer shall thereafter consolidate the requests received from the various departments, and shall promptly report such consolidated information to the council or the municipal manager of the municipality, as the case may be, recommending the process of alienation to be adopted.

The council shall delegate to the municipal manager the authority to approve the alienation of any moveable asset with a carrying value less than R200 000 (two hundred thousand rand). The council shall ensure that the alienation of any asset with a carrying value equal to or in excess of R200 000 (two hundred thousand rand) takes place in compliance with Section 14 of the Municipal Finance Management Act, 2004.

In terms of Section 14 of the Municipal Finance Management Act, 2004 the Municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of assets needed to provide the minimum level of basic municipal services.

The Municipality may transfer ownership or otherwise dispose of assets other than one contemplated above, but only after the Council, in a meeting open to the public:-

- has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and
- has considered the fair market value of the item and the economic and community value to be received in exchange for the asset;
- That a public participation process be held before council's assets can be alienated.

The decision that a specific asset is not needed to provide the minimum level of basic municipal services, may not be subsequently reversed by the Municipality after that asset has been sold, transferred or otherwise disposed of.

Once the assets are alienated, the Chief Financial Officer shall treat the disposal of the items in terms of GRAP and amend the relevant records of the asset register. If the proceeds of the alienation are less than the carrying value recorded in the asset register, such difference shall be recognised as a loss in the Statement of Financial Performance of the department or vote concerned.

If the proceeds of the alienation, on the other hand, are more than the carrying value of the asset concerned, the difference shall be recognised as a gain in the Statement of Financial Performance of the department or vote concerned.

All gains realised on the alienation of assets shall be appropriated annually to the municipality's Capital Replacement Reserve (except in the cases outlined below), and all losses on the alienation of fixed assets shall remain as expenses on the Statement of Financial Performance of the department or vote concerned.

If, however, both gains and losses arise in any one financial year in respect of the alienation of the assets of any department or vote, only the net gain (if any) on the alienation of such assets shall be appropriated to the Capital Replacement Reserve.

Transfer of assets to other municipalities, municipal entities (whether or not under the municipality's sole or partial control) or other organs of state shall take place in accordance with the Municipal Asset Transfer Regulations.

21. GUIDELINE PROCEDURES FOR THE DISPOSAL OF ASSETS

The Senior Manager must submit a motivation for the disposal of an asset under his/her control to the Chief Financial Officer.

The Chief Financial Officer must authorize, by signature the motivation and submit the motivation to the Accounting Officer for his/her approval.

Before computer equipment is disposed the Chief Financial Officer must consult the IT section.

All combined motivations must be submitted to the Asset Manager to update the asset register of the municipality and the book of accounts regarding the sale.

The following information should be update in the asset register:

- Reason for disposal;
- Information relating to the buyer;
- Individual requesting disposal;
- Cost, book value and proposed selling price of the asset;
- Date of sale;
- Method of payment;
- Receipt number; and
- The relevant asset information

22. OTHER WRITE-OFFS OF PPE

An item of PPE, even though fully depreciated, shall be written off when it can no longer be used, in consultation with the Head of Department controlling or using the item concerned.

Every Head of Department shall report to the Chief Financial Officer on 31 October and 30 April of each financial year on any item of PPE which such Head of Department wishes to have written off, stating in full the reason for such recommendation.

The Chief Financial Officer shall consolidate all such reports, and shall promptly notify the Council on the PPE to be written off.

The only reasons for writing off PPE, other than the alienation of such item of PPE, shall be the loss, theft, and destruction or material impairment of the PPE in question.

If an item of PPE must be written off as a result of an occurrence out of the control of the municipality, such as malicious damage, theft or destruction, the municipal manager must determine whether a third party or an employee was involved in the loss and take all reasonable steps to recover such loss, including reporting the incident to the South African Police Services and the Auditor General, the insurance as well as institute disciplinary steps against any employee who might have been involved in such incident.

In every instance where a not fully depreciated item of PPE is written off, the Chief Financial Officer shall immediately debit to such department or vote, as additional depreciation expenses, the full carrying value of the item concerned.

23. MANAGEMENT AND OPERATION OF ASSETS

Accountability to manage assets

Each Senior Manager is accountable to ensure that Municipal resources assigned to them are utilized effectively, efficiently, economically and transparently. This will include:

- Developing appropriate management systems, procedures, processes and controls for managing assets;
- Providing accurate, reliable and up to date account of assets under their control; and
- The development and motivation of relevant strategic asset management plans and operational budgets that optimally achieve the Municipality's strategic objectives.

Contents of a strategic management plan

Senior Managers need to manage assets under their control to provide the required level of service or economic benefit at the lowest possible long-term cost. To achieve this, the Senior Manager will need to develop strategic asset management plans that cover:-

- Alignment with the Integrated Development Plan;
- Operational guidelines;
- Performance monitoring;
- Maintenance programs;
- Renewal, refurbishment and replacement plans;
- Disposal and Rehabilitation plans;
- Operational, financial and capital support requirements, and
- Risk mitigation plans including insurance strategies

The operational budgets are the short to medium term plan for implementing this strategic asset management plan.

Reporting of Emerging Issues

Each Functional Manager should report to the Municipal Manager on issues that will significantly impede the item of asset capabilities to provide the required level of service or economic benefit.

Verification of Assets

The Municipality shall at least once during every financial year undertake on a

date as determined by the Chief Financial Officer a comprehensive verification of all moveable assets controlled or used by all the departments of the Municipality.

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all relevant results of such verification, provided that each such item of asset verification shall be undertaken and completed during 30 June of each financial year, and that the resultant report shall be submitted to the Chief Financial Officer not later than 30 June of the year in question.

Movement of Assets

Every Head of Department shall promptly and fully report in writing to the Chief Financial Officer, in the format determined by the Chief Financial Officer, all transfers from its original location of assets (including minor assets items) within 5 working days after transfer of such item.

24. MAINTENANCE

Maintenance Plans

Every Head of Department shall ensure that a maintenance plan in respect of every new infrastructure asset with a value of R100 000 (one hundred thousand rand) or more is promptly prepared and submitted to the Council for approval.

If so directed by the Municipal Manager, the maintenance plan shall be submitted to the Council prior to any approval being granted for the acquisition or construction of the infrastructure asset concerned.

The Head of Department controlling or using the infrastructure asset in question, shall annually report to the Council, not later than in July or the earliest Council meeting thereafter, of the extent to which the relevant maintenance plan has been complied with, and of the likely effect which any non-compliance may have on the useful operating life of the item concerned.

Deferred Maintenance

If there is material variation between the actual maintenance expenses incurred and the expenses reasonably envisaged in the approved maintenance plan for any infrastructure asset, the Chief Financial Officer shall disclose the extent of and possible implications of such deferred maintenance in an appropriate note to the annual financial statements. Such note shall also indicate any plans which the Council has approved in order to redress such deferral of the maintenance requirements concerned.

If no such plans have been formulated or are likely to be implemented, the Chief Financial Officer shall re-determine the useful operating life of the fixed asset in question, if necessary in consultation with the Head of Department controlling or using such item, and shall recalculate the increased annual depreciation expenses accordingly.

General Maintenance of Assets

Every Head of Department shall be directly responsible for ensuring that all assets are properly maintained and in a manner which will ensure that such item attain their useful operating lives.

25. REPLACEMENT STRATEGY

The Municipal Manager, in consultation with the Chief Financial Officer and other Heads of Departments, shall formulate norms and standards for the replacement of all normal operational assets. Such norms and standards shall be incorporated in a formal strategy, which shall be submitted to the Council for approval. This strategy shall cover the replacement of motor vehicles, furniture and fittings, computer equipment, and any other appropriate operational items.

Such strategy shall also provide for the replacement of assets which are required for service delivery but which have become uneconomical to maintain.

26. TRANSFER OF ASSETS

When assets are transferred to other Government Departments or municipalities, a document with specific authorization should be attached to the asset to ensure the validity of the transfer.

The document should also include:

- Asset description;
- Cost of the asset;
- Date of acquisition;
- Unique asset number;
- Effective date of transfer;
- Quantity; and
- Authorization by both transferor and transferee.

The asset manager must then effect the transactions in the book of accounts of the municipality on the day the asset is transferred to the transferee.

27. PHYSICAL SECURITY OF ASSETS

Every Senior Manager shall be directly responsible for the physical safekeeping of any asset controlled or used by their department.

In exercising this responsibility, every Senior Manager shall adhere to directives issued by the Chief Financial Officer with regard to the control and safekeeping of the municipality's assets.

All assets should be kept in a secure location, maintained regularly, insured against theft or destruction, utilized economically and efficiently.

When it is suspect that an employee abuses assets, this fact should be reported to the Chief Financial Officer within 48 hours. Such an employee should be subject to the disciplinary procedures as described in terms of the Standard

Conditions of Service.

All items of Property, Plant and Equipment lost, stolen or damage must be reported to the Chief Financial Officer within 48 hours after discovery for further investigation and reporting required by the Municipal Finance Management Act No. 56 of 2003.

28. INSURANCE OF ASSETS

The Accounting Officer must ensure that all movable assets are insured at least against fire and theft, and municipal buildings and infrastructure are insured at least against fire and allied perils.

The Accounting Officer shall recommend, after consultation with the Chief Financial Officer, the basis of insurance cover to be applied: either the carrying value or the replacement value of the assets. Such a recommendation shall take due cognizance of the budgetary resources of the municipality.

Any theft, loss or damage to an asset should immediately be reported to council's insurance brokers by the relevant head of department under whose responsibility the asset falls. A copy of the insurance claim submitted should be forwarded to the Chief Financial Officer. All insurance claims must be recorded in an insurance register and all outstanding insurance claims reported on a monthly basis to the Chief Financial Officer. It is the responsibility of the relevant head of department to ensure that all documents / information for the completion of the claim is forwarded to council's insurance brokers and that copies thereof is forwarded to the Chief Financial Officer. The head of department should in writing request the replacement of the asset which can only be authorized, if sufficient provision for the replacement of the asset is on the capital budget, by the Municipal Manager after consultation with the Chief Financial Officer. If sufficient provision is not on the capital budget the asset can only be replaced if provision for the replacement is made on an Adjustments budget. In the case where an asset must be replaced as an emergency measure, the Mayor may authorise such expenditure, subject to compliance with Section 29 of the MFMA.

Third-party (insurance) pay-outs must be treated as revenue when the amount is certain and may not be offset against the cost of replacing the item. The carrying value of items lost, stolen or damaged beyond repair must be treated as impairment against the relevant department or vote. The full cost of the replacement item must then be capitalised.

If the municipality operates a self-insurance reserve, the Chief Financial Officer shall annually determine the premiums payable by the departments or votes after having received a list of the assets and insurable values of all relevant assets from the heads of departments concerned.

The municipal manager shall recommend to the council of the municipality, after consulting with the Chief Financial Officer, the basis of the insurance to be applied to each type of asset: either the carrying value or the replacement value of the assets concerned. Such recommendation shall take due cognisance of the

budgetary resources of the municipality.

The Chief Financial Officer shall annually submit a report to the council of the municipality on any reinsurance cover which it is deemed necessary to procure for the municipality's self-insurance reserve.

29. SHORT TITLE

This policy shall be called the Asset Management Policy of the **Witzenberg Municipality.**

APPENDIX A

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
INFRASTRUCTRE ASSETS		**INFRASTRUCTRE ASSETS**	
ELECTRICITY:		**GAS:**	
Power stations	30	Meters	20
Cooling towers	30	Main supply	20
Transformer kiosks	30	Storage tanks	20
Meters	20	Supply and reticulation networks	20
Load control equipment	20		
Switchgear	20	**SEWERAGE:**	
Supply and reticulation networks	20	Sewer mains	20
Main supply	20	Outflow sewers	20
		Sewerage purification works	20
ROADS:		Sewerage pumps	15
Motorways	15	Sludge machines	15
Other roads	10		
Traffic islands	10	**PEDESTRAIN MALLS:**	
Traffic lights	20	Footways	20
Street lights	25	Kerbing	20
Overhead bridges	30	Paving	20
Storm water drains	20		
Bridges, subways and culverts	30	AIRPORTS:	20
Car parks	20	Taxiways	20
Bus terminals	20	Runways	20
		Aprons	20
		Airport and radio beacons	20
WATER		**SECURITY**	
Meters	15	Fencing	3
Mains	20	Security systems	5
Rights	20	Access control systems	5
Supply and reticulation networks	20		
Reservoirs and storage tanks	20		
COMMUNITY ASSETS		**COMMUNITY ASSETS**	
RECREATIONAL FACILITIES		**BUILDINGS**	
Bowling greens	20	Ambulance stations	30
Tennis courts	20	Aquariums	30
Swimming pools	20	Beach developments	30
Golf courses	20	Care centres'	30
Jukskei pitches	20	Cemeteries	30
Outdoor sport facilities	20	Civic theatres and community centres'	30
Organ	20	Clinics and hospitals	30
Lakes and dams	20	Game reserves and rest camps	30
Fountains	20	Stadiums and indoor sports	30
Flood lights	20	Museums and galleries	30
		Parks and public conveniences	30
		Recreational centres' and zoo	30
OTHER ASSETS		**OTHER ASSETS**	

SCHEDULE OF EXPECTED USEFUL LIVES OF ASSETS			
	ASSET LIFE		ASSET LIFE
BUILDINGS		**EMERGENCY EQUIPMENT**	
Abattoirs	30	Other fire fighting equipment	15
Asphalt plant	30	Ambulances	5-10
Cable stations	30	Fire hoses	5
Caravan Parks	30	Emergency lights	5
Bioscope	30		
Compacting stations	30	MOTOR VEHICLES	
Hostels for public / tourists	30	Fire engines	20
Hostels for employees	30	Buses	15
Housing schemes	30	Motor vehicles	5-7
Kilns	30	Motorcycles	3
Laboratories	30	Trucks and light delivery vehicles	5-7
Markets	30		
Nurseries	30	**AIRCRAFT**	15
Office buildings	30		
Old age homes	30	**WATERCRAFT**	15
Quarries	30		
Tip sites	30	**PLANT AND EQUIPMENT**	
Training centres	30	Graders	10-15
Transport facilities	30	Tractors	10-15
Workshops and depots	30	Mechanical horses	10-15
		Farm equipment	5
OFFICE EQUIPMENT		Lawn mowers	2
Computer hardware	5	Compressors	5
Computer software	3-5	Laboratory equipment	5
Office machines	3-5	Radio equipment	5
Air conditioners	5-7	Firearms	5
FURNITURE AND FITTINGS		General	5
Chairs	7-10	Cable cars	15
Tables and desks	7-10	Irrigation systems	15
Cabinets and cupboards	7-10	Cremators	15
Sundry	7-10	Lathes	15
		Machining equipment	15
BINS AND CONTAINERS		Conveyors	15
Household refuse bins	5	Feeders	15
Bulk refuse containers	10	Tippers	15
		Pulverising mills	15

FUNDING AND RESERVES POLICY

Date of implementation: 01 July 2010

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Version: Final

Date: 15 June 2010

Summary: This document describes the Funding and Reserves Policy that will be applicable to the municipality, detailed.

Approved: This policy was approved by the Municipal Council on 15 June 2010.

Signature: _____ **Date**: _____

Municipal Manager

FUNDING AND RESERVE POLICY

1. INTRODUCTION AND OBJECTIVE

The Council sets as objective a long term financially sustainable municipality with acceptable levels of service delivery to the community.

This policy aims to set standards and guidelines towards ensuring financial viability over both the short- and long term and includes funding as well as reserves requirements.

2. SECTION A: FUNDING POLICY

2.1 LEGISLATIVE REQUIREMENTS

In terms of Sections 18 and 19 of the Municipal Finance Management Act (Act No 56 of 2003) (MFMA), an annual budget may only be funded from:

- Realistically anticipated revenues to be collected;
- Cash backed accumulated funds from previous years' surpluses not committed for other purposes. and
- Borrowed funds, but only for capital projects.

Furthermore, spending on a capital project may only be commenced once the funding sources have been considered, are available and have not been committed for other purposes.

The requirements of the MFMA are therefore clear in that the budget must be cash – funded i.e. cash receipts inclusive of prior cash surpluses must equal or be more than cash paid.

In determining whether the budget is actually cash funded and in addition ensuring long term financial sustainability, the municipality will use analytical processes, including those specified by National Treasury from time to time.

2.2 STANDARD OF CARE

Each functionary in the budgeting and accounting process must do so with judgment and care, under the prevailing circumstances, as a person of prudence, discretion and intelligence would exercise to the management of his or her own finances with the primary objective of ensuring that the objectives of this policy are achieved.

2.3 STATEMENT OF INTENT

The municipality will not pass a budget which is not cash – funded or where any of the indicators as listed in this document are negative, unless acceptable reasons can be provided for non-compliance, provided that the requirements of the MFMA must at all times be adhered to.

2.4 CASH MANAGEMENT

Cash must be managed in terms of the municipality's Cash Management and Investment Policy.

2.5 DEBT MANAGEMENT

Debt must be managed in terms of the municipality's Debt Management Policy, together with any requirements in this policy.

2.6 FUNDING THE OPERATING BUDGET

2.6.1 INTRODUCTION

The municipality's objective is that the user of municipal resources must pay for such usage in the period it occurs.

The municipality however, recognises the plight of the poor, and in line with national and provincial objectives, the municipality commits itself to subsidised services to the poor. This will necessitate cross subsidisation in tariffs to be calculated in the budget process.

2.6.2 GENERAL PRINCIPLE WHEN COMPILING THE OPERATING BUDGET

The following specific principles apply when compiling the budget:

a) The budget must be cash – funded, i.e. revenue and expenditure projections must be realistic and the provision for impairment of receivables must be calculated on proven recovery rates;

b) Growth parameters must be realistic and be based on historic patterns adjusted for current reliable information;

c) Tariff adjustments must be fair, taking into consideration general inflation indicators as well as the geographic region's ability to pay;

d) Revenue from Government Grants and Subsides must be in accordance with the amounts promulgated in the Division of Revenue Act, proven

provincial transfers and any possible transfers to or from other municipalities.

For the purpose of the Cash flow budget any National or Provincial grants that have been re-appropriated for roll–over purposes must be excluded from the calculation as it must be included in changes in Cash and Cash Equivalents and Payables.

Furthermore, in the budget the total grants recognised as revenue must equal the total expected expenditure from grants, inclusive of capital expenditure and VAT as per directive given in MFMA circular 48.

e) Projected revenue from services charges must be reflected as net (all billing less revenue foregone, which is free basic services, discounts and rebates).

f) Projected revenue from property rates must include all rates to be levied, but rebates and discounts must be budgeted for as either revenue foregone or a grant, as per directive in MFMA Budget Circular 51, depending on the conditions of the exemption, rebate or reduction.

For the purpose of the Cash flow Budget all rebates and discounts must be deducted from the projected revenue.

g) Only changes in fair values related to cash may be included in the cash flow budget. Changes to unamortised discount must be included in the Operating Budget but excluded in the cash flow budget.

h) Employee related costs include contributions to non-current and current employee benefits. It is acknowledged that the non-current benefits' requirements are well above the initial cash capabilities of the municipality, and it is therefore determined that provision for the short term portion of employee benefits, as well as an operating surplus calculated at 5% of the prior year balance of the long–term benefits, be included in the operating budget, in order to build sufficient cash for these requirements. The cash portion of the employee benefits must be accounted for in an "Employee Benefits Reserve".

i) Depreciation must be fully budgeted for in the operating budget.

In order to ensure a sufficient accumulation of cash for the replacement of Property, Plant and Equipment and Intangible Assets, the amount of depreciation on assets funded from own sources, excluding assets funded from grants, public contributions and external loans must be reflected as a surplus on the cash flow budget.

j) Contributions to provisions (non-current and current) do not form part of the cash flow. It is however, necessary to provide for an increase in cash resources in order to comply with the conditions of the provision at the time when it is needed.

It is therefore a requirement that the contribution to current provisions, as well as 20% of the prior year balance of the non current provision, is budgeted as cash surpluses until the necessary funding level is obtained.

2.7 FUNDING THE CAPITAL BUDGET

2.7.1 INTRODUCTION

The municipality's objective is to maintain, through proper maintenance and replacement measures, existing levels of service and to improve and implement services which are neglected or non – existent.

In order to achieve this objective the municipality must annually, within financial means, budget for the replacement of redundant assets as well as new assets.

2.7.2 FUNDING SOURCES FOR CAPITAL EXPENDITURE

The capital budget can be funded by way of own contributions, grants, public contributions as well as external loans.

Own Contributions

The capital budget financed from own contributions must primarily be funded from the Capital Replacement Reserve.

Notwithstanding the above the capital budget or portions thereof may also be funded from surplus cash. The allocations of the funding sources from own contributions are determined during the budget process.

Contributions to the Capital Replacement Reserve (CRR)

All proceeds from the sale of redundant property plant and equipment, and the VAT portion of capital grants that represents own income must be transferred to the CRR.

Funds must be transferred to the CRR in the budget process to ensure that sufficient funds are available in the reserve to finance the capital expenditure from own contributions.

Grants (Including Public Contributions)

Grants for capital expenditure have become a common practice, especially in order to extend service delivery to previously disadvantaged areas. While such grants are welcomed, care should also be taken that unusual grant funding does not place an unreasonable burden on the residents for future maintenance costs which may be higher than their ability to pay.

It is therefore determined that the accounting officer must evaluate the long term effect of unusual capital grants on future tariffs, and if deemed necessary, report on such to Council.

It is furthermore determined that the depreciation charges on assets financed from grants and donations must not have a negative effect on tariffs charged to the users of such assets. The Accounting Officer must put such accounting measures in place to comply with this requirement, to a reasonable extent.

External Loans

The municipality may only raise loans in accordance with its Debt Management Policy.

The Accounting Officer must also put such accounting measures in place to ensure that no unspent portions of loans are utilised for operating purposes.

For budgeting purposes any difference between proposed capital spending from loans and proposed loans raised must be included in the cash surplus for the year.

2.8 FUNDING COMPLIANCE MEASUREMENT

2.8.1 INTRODUCTION

The municipality wants to ensure that the budget or adjustments budget complies with the requirements of the MFMA and this policy. For this purpose a set of indicators must be used as part of the budget process and be submitted with the budget. These indicators include all the indicators as recommended by National Treasury as well as reconciliations according to this policy. Any additional indicators recommended by National Treasury in future must also be taken into account, as well as any additional reconciliation items as either determined by the Council or the Accounting Officer.

If any of the indicators are negative during the compilation or approval process of the budget, the budget may not be approved until all the indicators provide a positive return, unless any negative indicators can be reasonably explained and

future budget projections address the turn-around of these indicators to within acceptable levels.

2.8.2 CASH AND CASH EQUIVALENTS AND INVESTMENTS

A positive Cash and Cash Equivalents position throughout the year is crucial. In addition, the forecasted cash position at year-end must at least be the amount as calculated in the Reconciliation of Cash Requirements as determined by this policy and attached to this policy as Appendix "A".

2.8.3 CASH PLUS INVESTMENTS LESS APPLICATION OF FUNDS

The overall cash position of the municipality must be sufficient to include:

- unspent conditional grants;
- unspent conditional public contributions;
- unspent borrowings;
- vat due to SARS;
- secured investments;
- the cash portion of statutory funds such as the Housing Development Fund;
- other working capital requirements; and
- In addition, it must be sufficient to back reserves as approved by the municipality and the portions of provisions as indicated below:
    - Current portion of Rehabilitation of landfill sites
    - Current portion of Post-retirement benefits
    - Current portion of Long service provisions
    - Current portion of Ex-gratia pension provisions
    - 20% of staff leave
    - 100% of performance bonuses
    - 100% of staff bonuses
    - 100% of any other employee benefits

2.8.4 MONTHLY AVERAGE PAYMENT COVERED BY CASH AND CASH EQUIVALENTS ("CASH COVERAGE")

This indicator shows the level of risk should the municipality experience financial stress.

2.8.5 SURPLUS/DEFICIT EXCLUDING DEPRECIATION OFFSETS

It is almost certain that the operating budget, which includes depreciation charges on assets funded by grants and public contributions, as well as on revalued assets, will result in a deficit.

As determined elsewhere in this policy it is not the intention that the users of the assets funded from grants, public contributions and revaluations must be burdened with tariff increases to provide for such depreciation charges. In order to ensure a "balanced" budget but excluding such depreciation charges, the depreciation charges may be offset against the net surplus / deficit.

Should the budget result in a deficit after the offsetting, the budget will be deemed unfunded and must be revised.

2.8.6 PROPERTY RATES/SERVICE CHARGE REVENUE PERCENTAGE INCREASE LESS MACRO INFLATION TARGET

The intention of this indicator is to ensure that tariff increases are in line with macro economic targets, but also to ensure that revenue increases for the expected growth in the geographic area is realistically calculated.

The formula to be used is as follows:

	DESCRIPTION	PROPERTY RATES	SERVICE CHARGES	TOTAL
A	Revenue of budget year	R XX	R XX	R XX
B	Less: Revenue of prior year	R XX	R XX	R XX
C	**=Revenue increase/decrease**	**R XX**	**R XX**	**R XX**
D	% Increase/(Decrease)	C/B %	C/B %	C/B %
E	Less: Upper limit of macro Inflation target	%	%	%
F	**=Growth in excess of inflation target**	**%**	**%**	**%**
G	Less: Expected growth %	%	%	%
H	**=Increase attributed to tariff Increase above macro inflation target**	**%**	**%**	**%**

In the event that the percentage in (h) above is greater than zero, a proper motivation must accompany the budget at submission, or the budget must be revised.

2.8.7 CASH COLLECTION % RATE

The object of the indicator is to establish whether the projected cash to be collected is realistic and complies with section 18 of the MFMA.

The collection rate for calculating the provision for impairment of receivables must be based on past and present experience. Past experience refers to the collection rates of the prior years and present experience refers to the collection rate of the current financial year as from 1 July.

It is not permissible to project a collection rate higher than the rate currently being obtained, even if the municipality recently approved a debt collection policy or implemented additional debt collection measures. Any improvement in collection rates during the budget year may be appropriated in an Adjustment Budget.

2.8.8 DEBT IMPAIRMENT EXPENSE AS A PERCENTAGE OF BILLABLE REVENUE

This indicator provides information whether the contribution to the provision for impairment of receivables is adequate. In theory it should be equal to the difference between 100% and the cash collection rate, but other factors such as past performance might have an influence on it. Any difference, however, must be motivated in the budget report.

2.8.9 CAPITAL PAYMENTS AS A PERCENTAGE OF CAPITAL EXPENDITURE

This indicator provides information as to the timing for payments on capital projects and utilising allowed payment terms.

2.8.10 BORROWING AS A PERCENTAGE OF CAPITAL EXPENDITURE (EXCLUDING GRANTS AND CONTRIBUTIONS)

This indicator provides information as to compliance with the MFMA in determining borrowing needs. The Accounting Officer must ensure compliance with the Municipality's Debt Management Policy.

2.8.11 GRANTS REVENUE AS A PERCENTAGE OF GRANTS AVAILABLE

The percentage should never be less than 100% and the recognition of expected unspent grants at the current year-end as revenue in the next financial year must be substantiated in a report.

2.8.12 CONSUMER DEBTORS CHANGE (CURRENT AND NON - CURRENT)

The object of the indicator is to determine whether budgeted reductions in outstanding debtors are realistic.

An unacceptable high increase in either current– or non– current debtors' balances should be investigated and acted upon.

2.8.13 REPAIRS AND MAINTENANCE EXPENDITURE LEVEL

It is of utmost importance that the municipality's Property Plant and Equipment be maintained properly, in order to ensure sustainable service delivery. The budget should allocate sufficient resources to maintain assets and care should be exercised not to allow a declining maintenance program in order to fund other less important expenditure requirements.

Similarly, if the maintenance requirements become excessive, it could indicate that a capital renewal strategy should be implemented or reviewed.

As a general benchmark the maintenance budget should be between 4% and 8% of the value of assets.

2.8.14 ASSET RENEWAL/REHABILITATION EXPENDITURE LEVEL

This indicator supports further the indicator for repairs and maintenance.

The Accounting Officer must, as part of the capital budget, indicate whether each project is a new asset or a replacement/renewal asset in order to determine whether the renewal program is sufficient or needs revision.

2.8.15 FINANCIAL PERFORMANCE BUDGET

Although it is not a legal requirement that the financial performance budget should balance, it only makes management sense that it should balance.

A number of line–items influence the net result of the financial performance budget. It includes capital grant revenue, depreciation charges including those where assets were funded from grants and public contributions, unamortised discounts and gains/losses on the disposal of Property Plant and Equipment. These items need to be taken into consideration in order to establish if the operating budget is realistic and credible.

2.8.16 FINANCIAL POSITION BUDGET

This indicator provides an overall view of the projected financial position over the periods of the Medium Term Expenditure framework, including movements in inventory and payables.

2.8.17 CASH FLOW BUDGET

A positive cash flow is a good indicator of a balanced budget, as well as the ability of the municipality to meet its future commitments.

The cash flow budget, however, does not include those items such as contributions to the provisions described elsewhere in this policy, the effect of depreciation charges etc, and care must be taken not to let a projected positive cash inflow lead to additional expenditure requests, without taking the requirements of those items into consideration.

3. SECTION B: RESERVES POLICY

3.1 INTRODUCTION

Fund accounting historically formed a huge part of municipal finance in the IMFO standards.

Since the municipality changed to General Recognised Accounting Practices (GRAP), fund accounting is no more allowed.

The municipality, however, recognises the importance of providing to the municipality itself, as well as its creditors, financiers, staff, and general public a measure of protection for future losses, as well as providing the necessary cash resources for future capital replacements and other current and non-current liabilities.

This policy aims to provide for such measure of protection by creating certain reserves.

3.2 LEGAL REQUIREMENTS

There are no specific legal requirements for the creation of reserves, except for the Housing Development Fund. The GRAP Standards itself also do not provide for reserves.

However, the GRAP “Framework for the Preparation and Presentation of Financial Statements” states in paragraph 91 that such reserves may be created, but “Fund Accounting” is not allowed and any such reserves must be a “legal” reserve, i.e. created by law or Council Resolution.

3.3 TYPES OF RESERVES

Reserves can be classified into two main categories being “cash funded reserves” and “non – cash funded reserves”.

3.3.1 CASH FUNDED RESERVES

In order to provide for sufficient cash resources for future expenditure, the municipality hereby approves the establishment of the following reserves:

(a) Capital Replacement Reserve (CRR)

The CRR is to be utilised for future capital expenditure from own funds and may not be used for maintenance– or other operating expenditure.

The CRR must be cash–backed and the Accounting Officer is hereby delegated to determine the contribution to the CRR during the compilation of the annual financial statements.

(b) **Employee benefits reserve**

The aim of the reserve is to ensure sufficient cash resources are available for the future payment of employee benefits.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(c) **Non-current provisions reserve**

The aim of this reserve is to ensure sufficient cash resources are available for the future payment of non – current provisions.

The contributions to the reserve must be made in accordance with the directives set in this Funding Policy.

(d) **Valuation reserve**

The aim of this reserve is to ensure sufficient cash resources are available to undertake a General Valuation as per the Municipal Property Rates Act.

The contribution to this reserve should be approximately 25% of the anticipated cost of the General Valuation and the Accounting Officer is hereby delegated to determine this amount annually during the compilation of the annual financial statements.

(e) **Other statutory reserves**

It may be necessary to create reserves prescribed by law, such as the Housing Development Fund. The Accounting Officer must create such reserves according to the directives in the relevant laws.

3.3.2 NON – CASH FUNDED RESERVES

It might be necessary to create non – cash funded reserves for a variety of reasons, including GRAP requirements. The Accounting Officer must create any reserves prescribed by the accounting standards, such as the Revaluation Reserve, if required.

The Accounting Officer is hereby delegated and may also in the discretion of the Accounting Officer, create reserves for future depreciation offsetting, in the absence of a standard similar to IAS 20.

3.4 ACCOUNTING FOR RESERVES

3.4.1 REVALUATION RESERVE

The accounting for the Revaluation Reserve must be done in accordance with the requirements of GRAP 17.

3.4.2 OTHER RESERVES

The accounting for all other reserves must be processed through the Statement of Financial Performance. The required transfer to or from the reserves must be processed in the Statement of Net Assets to or from the accumulated surplus.

It is a condition of GRAP and this policy that no transactions may be directly appropriated against these reserves.

4. SECTION C: REVIEW OF THE POLICY

This Funding and Reserves Policy is the only policy of the municipality and replaces any past policies in this regard. Any revision of the policy must be approved by the Municipal Council.

Whenever the Minister of Finance or the National Treasury or the Auditor – General requests changes to the policy by way of legislation, changes to GRAP or otherwise, it must be reviewed and submitted for consideration by the Council on an annual basis. Such submission must be accompanied with a full description of the reasons for the change to the policy.

APPENDIX A

RECONCILIATION OF CASH REQUIREMENTS

Cash flow from operating activities	R XX
Add : Depreciation from own funds	R XX
Add : Current provisions balance	R XX
Add : Current employee benefits balance	R XX
Add : Unspent conditional grants	R XX
Add : Unspent public contributions	R XX
Add : Unspent borrowings	R XX
Add : VAT due to SARS	R XX
Add : Secured investments	R XX
Add : Cash portion of Statutory Reserves	R XX
Add : Working Capital Requirements	R XX
= Minimum Cash Surplus Requirements for the year	R XX

BORROWING POLICY

Date of implementation 01 July 2013

BORROWING POLICY

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1. PURPOSE

1.1. To provide the Municipality with a borrowing framework policy.
1.2. Set out the objectives, policies, statutory requirements as well as guidelines for the borrowing of funds.

2. OBJECTIVES

2.1. The objectives of the policy are to:
2.2. enable the municipality to exercise their obligation to ensure sufficient cash resources to implement capital programme in the most cost effective manner;
2.3. ensure compliance with the relevant legal and statutory requirements relating to Municipal borrowing;
2.4. govern the taking up of short-term and long-term debt according to the legislative framework
2.5. manage interest rate and credit risk exposure
2.6. maintain debt with specified limits and ensure adequate provision for the repayment of debt and
2.7. To maintain financial sustainability.

3. SCOPE OF THIS POLICY

3.1. The primary goal in the borrowing of funds is to ensure that the funds are obtained at the lowest possible interest rates at minimum risk, within the parameters of authorized borrowings.
3.2. This policy shall apply the Council, Mayoral Committee, all Portfolio Committees, Accounting Officer, Strategic Executive Directors and all staff of the municipality. It is, however, specifically applicable to the council and all officials who have a formal, administrative duty to deal with capital projects and programmes of the municipality and the management of the budget.

4. BORROWING ETHICS

4.1. In dealing with financial institutions, the following ethical principles must be adhered to:
4.2. The Chief Financial Officer shall not accede to any influence by or interference from councillors, borrowing institutions or any outsiders.
4.3. Under no circumstances may inducements to borrow be accepted.

5. LEGISLATION

5.1. The legislative framework governing borrowings are:
5.1.1. Local Government Municipal Finance Management Act, Act 56 of 2003; and
5.1.2. Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007.

6. COMPULSORY DISCLOSURE WHEN INCURRING MUNICIPAL DEBT

6.1. The Municipal Regulations on Debt Disclosure has been promulgated (Government Gazette no. 29966, 15 June 2007) and has been effective from 01 July 2007 for a municipality or municipal entity. Refer to Annexure A2, Municipal Finance Management Act: Municipal Regulations on Debt Disclosure.

6.2. The implementation of the regulations will help to strengthen the level of confidence in municipal fiscal affairs and enable the capital markets to effectively participate by providing access to a range of competitive funding instruments for the provision of municipal infrastructure and other capital development in accordance with section 46 of the Municipal Finance Management Act

6.3. In the case of short-term debt it must be disclosed whether the debt is to bridge:

6.3.1. Shortfalls within a financial year during which the debt is incurred, in expectation or specific and realistic anticipated revenue to be received with that financial year; or

6.3.2. Capital needs within a financial year, to be repaid from specific funds to be received from enforceable allocation or long-term debt commitments.

6.4. In the case of long-term debt, whether the purposes of the debt is for:

6.5. Capital expenditure on property, plant or equipment to be used for the purpose of achieving the objectives of local government, subject to section 46(4) of the Act.

6.6. Refinancing of existing long-term debt, subject to section 46(5) of the Act.

7. PROCESS

The process as required by the Act is as follows:

7.1. Short-term debt

7.1.1. A municipality may incur short-term debt only if:

7.1.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

7.1.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

7.1.2. A short term debt transaction may be:

7.1.2.1. approve individually; or

7.1.2.2. approve an agreement with a lender for short-term credit facility to be accessed as and when required, including a line of credit or bank overdraft facility, provided that:

7.1.3. the credit limit must be specified in the resolution of the council;

7.1.4. in terms of the agreement, including the credit limit, may be changed only by a resolution of the council; and

7.1.5. if the council approves a credit facility that is limited to emergency use, the accounting officer must notify the council in writing as soon as practical of the

amount, duration and cost of any debt incurred in terms of such a credit facility, as well as options for repaying such debt.

7.1.6. A municipality:

7.1.6.1. Must pay off short-term debt within the financial year; and

7.1.6.2. May not renew or refinance short-term debt, whether its own debt or that of any other entity, where such renewal or refinancing will have the effect of extending the short-term debt into a new financial year.

7.1.6.3. No lender may wilfully extend credit to a municipality for the purpose of renewing or refinancing short-term debt that must be paid off in terms of subsection 7.1.6.2

7.1.6.4. If a lender wilfully extends credit to a municipality in contravention of paragraph 7.1.6.3, the municipality is not bound to repay the loan or interest on the loan.

7.1.6.5. Subsection 7.1.6.1 does not apply if the lender:

7.1.6.5.1. Relied in good faith on written representations of the municipality as to the purpose of the borrowing; and

7.1.6.5.2. Did not know and had no reason to believe that the borrowing was for the purpose of renewing or refinancing short-term debt. Long-term debt

7.2. **Long-term debt**

7.2.1. A municipality may incur long-term debt only if:

7.2.1.1. A resolution of the municipal council, signed by the executive mayor, has approved the debt agreement; and

7.2.1.2. The accounting officer has signed the agreement or other document which creates or acknowledges the debt.

7.2.2. A municipality may incur long-term debt only if the accounting officer of the municipality:

7.2.2.1. has, in accordance with section 21A of the Municipal Systems Act:

7.2.2.2. at least twenty one (21) days prior to the meeting the council at which approval for the debt is to be considered, made public an information statement setting out particulars of the proposed debt, including the amount of the proposed debt, the purposes for which the debt is to be incurred and particulars of any security to be provided; and

7.2.2.3. invited the public, the National Treasury and the relevant provincial treasury to submit written comments or representations to the council in respect of the proposed debt; and

7.2.2.4. has submitted a copy of the information statement to the municipal council at least twenty one (21) days prior to the meeting of the council, together with particulars of:

7.2.2.4.1. the essential repayment terms, including the anticipated debt repayment schedule; and

7.2.2.4.2. The anticipated total cost in connection with such debt over the repayment period.

7.2.3. Capital expenditure contemplated in 5.3(a) may include:
7.2.3.1. Financing costs, including:
7.2.3.1.1. capitalized interest for a reasonable initial period;
7.2.3.1.2. Costs associated with security arrangements in accordance with section 48 of the Act;
7.2.3.1.3. discounts and fees in connection with the financing;
7.2.3.1.4. fees for legal, financial, advisory, trustee, credit rating and other services directly connected to the financing; and
7.2.3.1.5. Costs connected to the sale or placement of debt, and costs for printing and publication directly connected to the financing.
7.2.3.1.6. Costs of professional services directly related to the capital expenditure; and
7.2.3.1.7. Such other costs as may be prescribed.

7.2.4. A municipality may borrow money for the purpose of refinancing existing long-term debt, provided that:
7.2.4.1. the existing long-term debt was lawfully incurred;
7.2.4.2. the refinancing does not extend the term of the debt beyond the useful life of the property, plant or equipment for which the money was originally borrowed
7.2.4.3. the net present value of projected future payments (including principal and interest payments) after refinancing is less than the net present value of projected future payments before refinancing; and
7.2.4.4. the discount rate used in projecting net present value referred to in paragraph (c), and any assumptions in connection with the calculations, must be reasonable and in accordance with criteria set out in a framework that may be prescribed.
7.2.5. A municipality's long-term debt must be consistent with its capital budget referred to in section 17(2) of the Act.

8. CONDITIONS

Witzenberg Municipality may incur debt only if:
8.1. the debt is denominated in rand and is not indexed to, or affected by fluctuations in the value of the rand against any foreign currency; and
8.2. section 48(3) of the Act has been complied with, if security is to be provided by the municipality.

9. SECURITIES

9.1. Witzenberg Municipality may by resolution of its council provide security for:
9.1.1. any of its debt obligations; and
9.1.2. contractual obligations of the municipality undertaken in connection with capital expenditure by the persons on property, plant or equipment to be used by the

municipality or such other person for the purpose of achieving the objectives of local government in terms of section 152 of the Constitution.

9.2. Appropriate security is contemplated in section 48(2) of the Act.

9.3. Other additional conditions to be complied with are contemplated in section 48(3) to (5) of the Act.

10. DISCLOSURE

The Municipality must, when interacting with a prospective Lender or when preparing documentation for consideration by a prospective Investor, disclose all relevant information that may be requested or that may be material to the decision of the prospective Lender or Investor. Reasonable care must be taken to ensure the accuracy of any information disclosed. Whilst this is a standard and acceptable business practice, it is also in compliance with section 49 of the Municipal Finance Management Act.

11. GUARANTEES

11.1. The Municipal Finance Management Act provides that the Municipality may not guarantee any debt of any entity unless the entity is a Municipal entity under its sole ownership control. The debt must be reflected in the approved business plan of the entity. The guarantee must be authorized by the Municipality. This must be done in the same manner and subject to the same conditions applicable to any other borrowings. Neither the National nor Provincial Government may guarantee the debt of any Municipality.

11.2. Witzenberg Municipality may not issue any guarantee for any commitment or debt of any organ of state or person, except on the following condition:

11.3. The guarantee must be within limits specified in the municipality's approved budget.

11.4. Neither the national nor a provincial government may guarantee the debt of a municipality except to the extent that chapter 8 of the Public Finance Management Act provides for such guarantees

12. SUBMISSION OF DOCUMENTS

When entering into discussion with a prospective lender with a view to incur short-term or long-term debt, the following information must be made available to the prospective lender.

12.1. audited financial statements for the preceding three (3) financial years with audited outcomes;

12.2. approved annual budget;

12.3. the municipal integrated development plan;

12.4. Repayment schedules pertaining to existing short-term or long-term debt.

13. NOTIFICATION TO NATIONAL TREASURY

All information prescribed in the act must be provided to National Treasury with respect to a long-term debt proposal.

Information to be provided with respect to a long-term debt proposal

	Details	MFMA
A	A copy of the *information statement* required by section 46(3), containing particulars of the proposed borrowing (debt) instrument.	46(3)(a)(i)
B	If not already incorporated in the *information statement*, the following information should be provided separately (note QBMR = Quarterly Borrowing Monitoring Return to NT, see over page for further information): amount of debt to be raised through borrowing or other means purposes for which the borrowing (debt) is to be incurred interest rate(s) applicable (state whether fixed or variable etc) planned start and end date (term of instrument) detailed repayment schedule for the duration of the borrowing (debt) (showing dates and all payments of principal and interest, etc) total estimated cost of the borrowing (debt) over the repayment period type of instrument (select from QBMR) security to be provided (select from QBMR) and provide details source of loan funds (select from QBMR)	46(3)(b)(i) and (ii)
C	A schedule of consultation undertaken, including: date(s) when the *information statement* was made public details of meetings, media adverts and other methods used to consult on the proposed long-term borrowing (debt)	46(3)(a)(i), (ii)
D	A copy of the approved budget, and relevant documentation supporting the budget, highlighting the asset(s) to be funded by the proposed borrowing (debt) and the revenue to be received. It must be demonstrated that the proposed borrowing (debt) is consistent with the IDP, the capital budget and the revenue is shown accordingly.	46(6) 17(2) 19
E	If the borrowing (debt) is for the purpose of refinancing existing long-term borrowing (debt), the following information: description of the asset(s) for which the original loan was required the useful remaining life of the asset(s) the net present value of the asset(s), including the discount rate used	46(5)

	and any assumptions in the calculations the net present value of projected future payments before refinancing, including the discount rate and assumptions used. the net present value of projected future payments after refinancing, including the discount rate and assumptions used.	
F	What source of funding will be used to repay the loan? Please specify the revenue stream(s) and whether this is existing revenue, or new revenue.	19(1)(d)
G	Schedule of all long-term borrowing (debt) obligations in the format of the QBMR showing principal and interest payments for the life of all loans and any associated investments set up as sinking funds etc.	
H	A copy of the council/board of directors' resolution approving the borrowing (debt) instrument should be forwarded once approved.	

14. FINANCIAL AFFAIRS OF THE MUNICIPALITY

14.1. The following information concerning the financial situation and financial management of the municipality must be disclosed:

14.1.1. schedule of all long-term debt obligations stating principal and interest payments for the life of all loans and any security provided to secure such debt;

14.1.2. the amount of any short-term debt outstanding;

14.1.3. the revenue of the municipality for the preceding three (3) financial years stated separately:

14.1.4. Government grants and public donations;

14.1.5. Revenue from rates and service charges and other revenue sources

14.1.6. what source of funding will be used to repay the loan;

14.1.7. details of any default by the municipality on outstanding or repaid debt during the preceding three (3) years;

14.1.8. the reserves of the municipality;

14.1.9. a summary of financial policies and practices; and

14.1.10. The latest credit rating obtained.

15. INTEREST RATE RISK

15.1. As a general principle when interest rates are expected to decrease, it is advisable that a floating rate be negotiated in order to take advantage of the lower interest rates in future. If interest rates are expected to increase, it is advisable to obtain a fixed rate so that the benefits of the current low interest rate are maintained.

15.2. The interest risk must be limited in so far as possible. The policy directive is to negotiate fixed interest rates for all long-term borrowings. This will ensure stability

of the repayments and reduce the risk for high rates and tariff increases as a result of interest rate hikes in the market.

15.3. Variable rates should be considered for short-term debt only.

16. LIMITATIONS

To ensure a financial viable municipality the following ratios are used to determine the municipal gearing ability to borrow:

16.1. Long-term credit rating of BBB;

16.2. Interest cost to total expenditure to not exceed 8%;

16.3. Long-term debt to revenue (excluding grants) not be exceed 50%;

16.4. Payment rate mature above 95%; and

16.5. Percentage of capital charges to operating expenditure less than 18%.

17. PROHIBITED BORROWING PRACTICES

Witzenberg Municipality shall not borrow for investment purposes, with the sole purpose of investing to earn a return. The cost of debt is almost always more expensive than the return that the Municipality can derive by investing in permitted investments. Foreign Borrowing is permitted in terms of section 47 of the Municipal Finance Management Act, whereby the debt must be denominated in Rand and is not indexed to, or affected by, fluctuations in the value of the Rand against any foreign currency.

18. IMPLEMENTATION AND REVIEW

18.1. The Accounting Officer shall be responsible for the implementation and administration of this policy with the assistance of the Strategic Executive Director for Financial Services Department once approved by Council. All future borrowings must be considered in accordance with this policy read with MFMA and Local Government Municipal Regulations and Debt Disclosure, Regulation R492, published under Government Gazette 29966, 15 June 2007 and other directives and guidelines issued by National Treasury.

18.2. In terms of section 17(1) (e) of the Municipal Finance Management Act, 2003 this policy shall be reviewed on annual basis to ensure that it complies with changes in applicable legislation and regulation and the reviewed policy tabled to Council for approval as part of the budget process .

18.3. This policy must be read together with the Budget and Funding and Reserves Policies; Local Government Municipal Finance Management Act, Act 56 of 2003; and Local Government Municipal Budget and Reporting Regulation, Regulation 393, published under Government Gazette 32141, 17 April 2009.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

CELLULAR TELEPHONE AND DATA CARD POLICY

Date of implementation 01 July 2013

CELLULAR TELEPHONE AND DATA CARD POLICY

1. **Purpose**

The purpose of this policy is to determine guidelines for the:

- Management of cellular telephones
- Acquisition of cellular telephones
- Acquisition of data cards
- Management of data cards

2. **General**

2.1 It is recognised that cellular telephones are useful communications tools is in many cases essential for Municipal officials to carry out their duties. To this end this policy shall regulate the provision of a cellular telephone and/or data cards for officials in the Witzenberg Municipality.

2.2 All applications for cellular telephones and/or data cards shall require the approval of the Municipal Manager.

2.3 In considering the granting of a cellular phone and/or data card, the Municipal Manager shall take into account all of the following: -

2.3.1 Operational responsibility of the applicant.
2.3.2 Availability of funds.
2.3.3 Time spent outside of the office by the official.
2.3.4 The need for constant and immediate contact of the official.
2.3.5 Improvement in efficiency of the official.
2.3.6 Need for immediate contact with councillors and the public.
2.3.7 Safety of officials.

3 **General Controls**

3.1 An annual review shall be carried out by the Municipal Manager to determine the continued need for all cellular telephones and/or data cards.

3.2 If it is determined that an official no longer qualify for a cellular telephone and/or data card, he/she must be advised in writing of the decision with at least a two months' notice period.

4 Limit of allowances

4.1 The allowable all-inclusive expenditure for cellular telephones, tablets and/or data cards will be limited to the following maximum monthly amounts excluding VAT.

Positions[1]	**Contract by municipality**	**Allowance to employee**
Municipal Manager	3 000	5 000
Directors	3 000	5 000
T Level 18	900	1 200
T Level 14 - 17	700	1 000
Other Approved Employee's	350	500
Data Allowance	350	500
Tablets MM & Directors	1 550	2 600

[1] Amendment proposed

4.2 The municipal manager can in exceptional cases and on justifiable grounds on written application by a person whose cell phone expenditure is above the maximum monthly limit set above, determine in writing a higher limit for that specific month.

4.3 Any account in excess of the allowable maximum amounts as stated in paragraph 4.1 or the higher limit in paragraph 4.2 above, will be deducted from the relevant employee's salary as soon as possible.

4.4 Where no written determination by the municipal manager in terms of paragraph 4.2 is received on or before the 10th of the month, any account in excess of the allowable maximum amounts as stated in paragraph 4.1 will be deducted from the relevant employee's salary as soon as possible.

4.5 Before any cellular telephone and/or data card is handed over to an employee he or she must sign the relevant authority that any excess can be deducted from his or her salary.

4.6 The municipal manager can adjust these amounts annually subject to budgetary provisions.

4.7 All employees that qualify for the cellular phone, tablet and data card allowance will receive the allowance and not a municipal funded cellular phone or data card. All employees' receiving this allowance must ensure that the item for which the allowance is received is in working condition and has the necessary airtime/data to perform their functions.

4.8 The local government regulations on appointment and conditions of employment of senior managers in terms of the Local Government: Municipal Systems Act, 2000 (act no. 32 of 2000) section 40 determines that a senior manager is entitled to compensation for the use of a mobile telephone and data card for official purposes in accordance with the relevant policy of the municipality.[2]

4.9 The municipal manager and directors shall receive the above allowances and have the option to use municipal contracts, on condition that the cost of the contract be deducted from their respective allowances/salaries.[3]

5 Additional charges

5.1 All additional charges including but not limited to the following will be for the account of the user:

Content charges
Subscriptions
Cellular phone data charges

6 Cellular telephones, tablets and Data Card Allowance

6.1 The municipal manager may approve that a monthly allowance not exceeding the limits as per paragraph 4.1 be paid to employees that qualify for the use of cellular telephones or data cards.

6.2 Employees that elect the allowance option must provide a cellular phone and/or data card to be used for official business and may not use municipal cellular telephones and/or data cards.

6.3 Proof that the cellular phone and/or data card is available for official use must be provided on request. If the required proof cannot be provided the allowance will be stopped with immediate effect.

6.4 The municipality will only pay the allowance to the user; all cost in excess of the allowance will be for the account of the user.

6.5 The allowance will be paid together with the employees' monthly salary.

[2] Included 29 May 2018
[3] Recommended for inclusion

6.6 The recipient of the allowance will be responsible for the payment of income tax on the allowance, which will be deducted from the employee's salary.

7 Management and control of cellular telephones and data card needs

7.1 A register of all cellular telephones and data cards and service agreements must be maintained by the Administration department.

7.2 All cellular telephones and data cards will be obtained on a rental agreement.

7.3 The agreement for a cellular phone must be conducted in the Municipalities name.

7.4 The agreement for a data card must be conducted in the Municipalities name.

7.5 No cellular telephones or data cards will be upgraded for improved models before the contract has expired, unless indicated to the contrary by the service provider or on recommendation by the relevant director or head of department.

7.6 After lapse of the agreement, the cellular phone or data card becomes the property of the employee.

7.7 If the relevant employee leaves the employment of the municipality before the agreement lapse, the cellular phone and/or data cards with the relevant SIM cards must be handed in at the administration department who must ensure that it is in working condition and that it is the correct SIM cards.

7.8 The cellular phone number is the property of the Witzenberg municipality and cannot be transferred to employees.

8 Insurance

8.1 All reasonable care must be taken to protect the equipment from damage, destruction or loss and any proof of negligence shall be dealt with within the context of Council's disciplinary code.

8.2 The Excess payment on insurance claims will be for the account of the user of the cellular phone or data card.

9 ICT policies

9.1 Users of data cards acknowledge that all other ICT policies adopted by Witzenberg Municipality are applicable on the usage of the data cards.

10 Promotional Items and or Gift Vouchers

10.1 Any promotional items and or gift vouchers received with a cellular phone and or data contract will be the property of the municipality and not of the employee.

10.2 The only exception to the above is tablets that can be used by the employee for official purposes for the duration of the rental agreement, where after it will become the property of the employee.

11 Procurement

11.1 The administration of the procurement process will be done by the Administration section.

11.2 The procurement of cellular telephones and data cards will be done by the Supply Chain Unit.

SUPPLY CHAIN MANAGEMENT POLICY

Reviewed by Council 10/03/2023
Reviewed by Council 30/03/2022
Reviewed by Council 26/05/2021
Reviewed by Council 30/05/2017
Reviewed by Council 18/05/2016
Reviewed by Council 28/05/2015
Reviewed by Council 27/05/2014
Adopted by Council 29/05/2013

SUPPLY CHAIN MANAGEMENT POLICY

LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, 2003

Proposed date for adoption: 1 April 2013

Council resolves in terms of section 111 of the Local Government Municipal Finance Management Act (No. 56 of 2003), to adopt the following proposal as the Supply Chain Management Policy of the municipality**.**

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Annexure A Annexure B

1. **Definition -** In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, and –

"Accounting officer" – means the municipal official referred to in section 60 of the Act

"BBBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act.

"BBBEE Status Level of Contributor" means the BBBEE status of an entity in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [1]

"Bid" means a written offer in a prescribed or stipulated form in response to an invitation by the municipality for the provision of goods, services or construction works through price quotations, advertised competitive bidding processes or proposals.

"Bidder" means any person submitting a competitive bid or a quotation.

"Black designated groups" has the meaning assigned to it in the codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [2]

"Black people" has the meaning assigned to it in section 1 of the Broad-Based Black Economic Empowerment Act. [3]

"Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic Empowerment Act, 53 of 2003 and Codes of Good Practice pertaining thereto.

"Chief Financial Officer or CFO" means a person designated in terms of section 80(2) (a) of the Act.

"CIDBA regulations" means any regulations issued in terms of the Construction Industry Development Board Act, 2000 (Act No. 38 of 2000);

"Class deviation" means a deviation from the normal procurement process for goods and services anticipated to be procured more than once in a financial year but exclude procurement made in an emergency situation.

[1] Amended by council 30 May 2017
[2] Amended by council 30 May 2017
[3] Amended by council 30 May 2017

"Community Based Vendor" means a supplier of goods, services and/or construction works who resides in the Witzenberg municipal area or has its principal business activities in the Witzenberg municipal area, who meets the criteria for community based vendor as determined by the Municipal Council from time to time, and who is registered as such on the municipality's supplier database.

"Competitive bidding process" means a competitive bidding process referred to in paragraph 21 of this Policy;[4]

"Competitive bid" means a bid in terms of a competitive bidding process;

"Consultant/ consulting engineer" means a person or entity providing advisory services to the municipality which amongst others include consulting firms,
management firms, procurement agents, inspection agents, auditors, other multinational organisations, investment and merchant banks, universities, research agencies, government agencies, non-governmental organisations (NGOs) and individuals.

"Contract" means the agreement which is concluded when the municipality accepts, in writing, a competitive bid or quotation submitted by a supplier.

"Contract manager" refers to an internal official assigned to ensure the effective administration of the contract

"Day(s)" means calendar days unless the context indicates otherwise.

~~**"Designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content.~~[5]

"**Disposal"** in relation to capital assets means –

(a) The demolition, dismantling or destruction of the capital asset; or
(b) Any other process applied to a capital asset which results in loss of ownership of the capital asset otherwise than by way of transfer of ownership;

"Exempted Micro Enterprise" means an exempted micro enterprise in terms of a code of

[4] Amended by council 30 May 2017
[5] Removed by Council 10 March 2023

good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act. [6]

"Final award", in relation to bids or quotations submitted for a contract, means the final decision on which bid or quote was accepted;

"Formal written price quotation" means a written or electronic offer to the municipality in response to an invitation to submit a quotation as referred to in paragraph 19 of this Policy;

"Green procurement" means the procurement of environmentally friendly products and services;[7]

"Head of Department" means a Senior Manager as defined in the Municipal Finance Management Act, 2003 (Act no.56 of 2003) and who is responsible for a vote as assigned by the Accounting Officer;

"Individual deviation" means a deviation from the normal procurement process as set out in this policy that affect only one contract / procurement award made in circumstances where it is impractical to follow the normal procurement process and in an emergency situation.

"In the service of the state" means to be –

(a) A member of –
  (i) Any municipal council;
  (ii) Any provincial legislature; or
  (iii) The National Assembly or the National Council of Provinces;
(b) A member of the board of directors of any municipal entity;
(c) An official of any municipality or municipal entity;
(d) An employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Municipal Finance Management Act, 2003 (Act No.56 of 2003); and Public Finance Management Act, 1999 (Act No. 1 of 1999)
(e) A member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature;

"Joint Venture or Consortium" means an association of persons formed for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for

[6] Amended by council 30 May 2017
[7] Amended by council 30 May 2017

the execution of a contract or contracts. The Joint Venture must be formalised by agreement between the parties.

"Line manager" means a manager reporting directly to a senior manager and who is responsible for a cost centre as assigned by the relevant senior manager;

"Long term contract" means a contract with a duration period exceeding one year and does not have the same meaning as contracts of a long term nature referred to in paragraph 24(1)(e) of this policy;[8]

"Long term nature contract" means a contract as defined by section 33(1) of the Municipal Finance Management Act imposing financial obligations on the Municipality beyond the first three years covered in the approved annual budget; [9]

"List of accredited prospective providers" means the list of accredited prospective providers which the municipality must keep in terms of paragraph 16 of this policy;[10]

" Municipality" means Witzenberg Municipality or any person(s) or committee delegated with the authority to act on its behalf.

"Other applicable legislation" means any other legislation applicable to municipal supply chain management, including –

(a) the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), as amended;
(b) The Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), as amended;
(c) The Construction Industry Development Board Act, 2000 (Act No.38 of 2000), as amended; and
(d) The Preferential Procurement Regulations, as amended[11]
(e) The Local Government: Municipal Systems Act;[12]
(f) The Competition Act; and[13]

[8] Amended by council 30 May 2017
[9] Amended by council 30 May 2017
[10] Amended by council 30 May 2017
[11] Amended by council 30 May 2017
[12] Amended by council 30 May 2017
[13] Amended by council 30 May 2017

(g) The Promotion of Administrative Justice Act.[14]

"Policy" means this Supply Chain Management Policy as amended from time to time by Council

"Targeted Labour" means those individuals employed by a contractor, or sub- contractor, in the performance of a contract, who are defined in the contract as the target group, and who permanently reside in the municipal area.

"Tender' referred to in the Preferential Procurement Regulations as amended, has the same meaning as "bid" as defined in this policy[15]

"Treasury guidelines" means any guidelines on supply chain management issued by the Minister in terms of section 168 of the Act;

"The Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"The Regulations" means the Local Government: Municipal Finance Management Act, 2003, Municipal Supply Chain Management Regulations published by Government Notice 868 of 2005;

"Written quotations" means quotations referred to in paragraph 18 of this Policy.[16]

2. Policy statement and objectives

Section 111 of the Municipal Finance Management Act requires each municipality and municipal entity to adopt and implement a supply chain management policy, which gives effect to the requirements of the Act.

In addition, the Preferential Procurement Policy Framework Act requires an Organ of State to determine its Preferential Procurement Policy and to implement it within the framework prescribed.

[14] Amended by council 30 May 2017
[15] Amended by council 30 May 2017
[16] Amended by council 30 May 2017

The objectives of this Policy are:

- to give effect to section 217 of the Constitution of the Republic of South Africa by implementing a system that is fair, equitable, transparent, competitive and cost effective;
- to comply with all applicable provisions of the Municipal Finance Management Act including the Municipal Supply Chain Management Regulations published under GN868 in Government Gazette 27636 30 May 2005 and any National Treasury Guidelines issued in terms of the MFMA; regulations pertaining thereto, including:
  - the Preferential Procurement Policy Framework Act;
  - the Broad-Based Black Economic Empowerment Act;
  - the Construction Industry Development Board Act;
  - the Local Government: Municipal Systems Act; and
  - the Promotion of Administrative Justice Act.
  - the Competition Act.[17]

CHAPTER 1
IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

3. Supply chain management policy

(1) All officials and other role players in the supply chain management system of the municipality must implement this Policy in a way that –

(a) Gives effect to –

(i) Section 217 of the Constitution; and

(ii) Part 1 of Chapter 11 and other applicable provisions of the Act;

(b) is fair, equitable, transparent, competitive and cost effective; (c) Complies with –

(i) The Regulations; and

(ii) Any minimum norms and standards that may be prescribed in terms of section 168 of the Act;

(d) is consistent with other applicable legislation;

(e) does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and

[17] Amended by council 30 May 2017

(f) is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

(2) This Policy applies when the municipality – (a) Procures goods or services;
(b) Disposes of goods no longer needed;
(c) Selects contractors to provide assistance in the provision of municipal services otherwise than in circumstances where Chapter 8 of the Municipal Systems Act applies; and
(d) Selects external mechanisms referred to in section 80 (1) (b) of the Municipal Systems Act for the provision of municipal services in circumstances contemplated in section 83 of that Act.
(e) the procurement of goods and services under a contract secured by that other organ of state, provided that the relevant supplier has agreed to such procurement.

(3) This Policy, except where provided otherwise, does not apply in respect of the procurement of goods and services contemplated in section 110(2) of the Act, including –
(a) Water from the Department of Water Affairs or a public entity, another municipality or a municipal entity; and
(b) Electricity from Eskom or another public entity, another municipality or a municipal entity.

4. Amendment of the supply chain management policy

(1) The accounting officer must –
(a) at least annually review the implementation of this Policy; and
(b) When the accounting officer considers it necessary, submit proposals for the amendment of this Policy to the Council.

(2) If the accounting officer submits proposed amendments to the Council that differs from the model policy issued by the National Treasury, the accounting officer must –
(a) Ensure that such proposed amendments comply with the Regulations; and
(b) Report any deviation from the model policy to the National Treasury and the relevant provincial treasury.

(3) When amending this supply chain management policy, the need for uniformity in supply chain practices, procedures and forms between organs of state in all spheres, particularly to promote accessibility of supply chain management systems for small businesses must be taken into account.

5. Delegation of supply chain management powers and duties

(1) The council hereby delegates all powers and duties to the accounting officer which are necessary to enable the accounting officer –

(a) To discharge the supply chain management responsibilities conferred on accounting officers in terms of –

(i) Chapter 8 or 10 of the Act; and

(ii) This Policy;

(b) to maximize administrative and operational efficiency in the implementation of this Policy;

(c) to enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this Policy; and

(d) To comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Act.

(2) Sections 79 and 106 of the Act apply to the sub delegation of powers and duties delegated to an accounting officer in terms of subparagraph (1).

(3) The accounting officer may not sub delegate any supply chain management powers or duties to a person who is not an official of the municipality or to a committee which is not exclusively composed of officials of the municipality;

(4) This paragraph may not be read as permitting an official to whom the power to make final awards has been delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 35-37 of this Policy.

6. Sub delegations

(1) The accounting officer may in terms of section 79 or 106 of the Act sub delegate

any supply chain management powers and duties, including those delegated to the accounting officer in terms of this Policy, but any such sub delegation must be consistent with subparagraph (2) of this paragraph and paragraph 4 of this Policy.

(2) The power to make a final award –

(a) Above R 10 million (VAT included) may not be sub delegated by the accounting officer;

(b) Above R2 million (VAT included), but not exceeding R10 million (VAT included), may be sub delegated but only to – (i) The chief financial officer;

(ii) A bid adjudication committee of which the Chief Financial Officer is a member / Chairperson;

(c) Not exceeding R2 million (VAT included) may be sub delegated but only to –

(i) The chief financial officer; (ii) A senior manager;

(iii) A manager directly accountable to the chief financial officer or a senior manager; or

(iv) A bid adjudication committee.

(3) An official or bid adjudication committee to which the power to make final awards has been sub delegated in accordance with subparagraph 5(2) must within five days of the end of each month submit to the official referred to in subparagraph 5(4) a written report containing particulars of each final award made by such official or committee during that month, including–

(a) The amount of the award;

(b) The name of the person to whom the award was made; and

(c) The reason why the award was made to that person.

(4) A written report referred to in subparagraph 5(3) must be submitted – (a) To the accounting officer, in the case of an award by –

(i) The chief financial officer;

(ii) A bid adjudication committee of which the chief financial officer; or

(b) To the chief financial officer or his delegate responsible for the relevant bid, in the case of an award by –

(i) A manager referred to in subparagraph 5 (2) (c) (ii); or

(ii) A bid adjudication committee of which the chief financial officer is a member.

(5) Subparagraphs 5(3) and 5(4) of this policy do not apply to procurements out of petty cash.

(6) This paragraph may not be interpreted as permitting an official to whom the power to make final awards has been sub delegated, to make a final award in a competitive bidding process otherwise than through the committee system provided for in paragraph 26 of this Policy.

(7) No supply chain management decision-making powers may be delegated to an advisor or consultant/ consulting engineer.

7 Oversight role of council

(1) The Council reserves its right to maintain oversight over the implementation of this Policy.

(2) For the purposes of such oversight the accounting officer must –

(a) within 30 days of the end of each financial year, submit a report on the implementation of this Policy and the supply chain management policy of any municipal entity under the sole or shared control of the municipality, to the council of the municipality; and

(b) Whenever there are serious and material problems in the implementation of this Policy, immediately submit a report.

(3) The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer**.** The Accounting Officer must within 3 days after receiving the report submit it to the Mayor.

(4) The reports must be made public in accordance with section 21A of the Municipal Systems Act.

8. Supply chain management unit

(1) Witzenberg Municipality has established a supply chain management unit to implement this Policy.

(2) The supply chain management unit operates under the direct supervision of the chief financial officer whom this duty has been delegated in terms of section 82 of the Act.

9 Training of supply chain management officials

(1) The training of officials involved in implementing this Policy should be in accordance with any Treasury guidelines on supply chain management training.

CHAPTER 2
SUPPLY CHAIN MANAGEMENT SYSTEM

10. Format of supply chain management system

This Policy provides systems for –

(1) Demand management;

(2) Acquisition management;

(3) Logistics management;

(4) Disposal management;

5) Risk management; and

(6) Performance management.

11. Communication with the municipality

(1) All correspondence with regards to this policy shall be addressed to the Manager: Supply Chain Management.

Part 1: Demand management

12. System of demand management

(1) The accounting officer has established and implemented an appropriate demand management system in order to ensure that the resources required by the municipality support its operational commitments and its strategic goals outlined in the Integrated Development Plan.

(2) The demand management system -

(a) include timely planning and management processes to ensure that all goods and services required by the municipality are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates, and are of the appropriate quality and quantity at a fair cost;

(b) take into account any benefits of economies of scale that may be derived in the case of acquisitions of a repetitive nature; and

(c) Provide for the compilation of the required specifications to ensure that its needs are met.

(d) undertake appropriate industry analysis and research to ensure that innovations and technological benefits are maximized.

(e) provide efficient and effective provisioning and procurement systems and practices to enable the municipality to deliver the required quantity and quality of services to the communities.

(f) establish uniform procedures, documents and contracts and the implementation of sound systems of control and accountability.

(g) establish a professional supply chain management system which results in continuing improvement in affordability and value for money, based on total cost of ownership and quality of procurement as competition amongst suppliers is enhanced.

(3) Green procurement must be incorporated as far as reasonable possible, for all specifications of goods, services and construction works.

(4) In the development of bid specifications, innovative mechanisms should be explored to render the service or product more resource and energy efficient.

Part 2: Acquisition management

13 System of acquisition management

(1) The objectives of this acquisition management system are to ensure:

(a) that goods and services, including construction works and consultant services are procured by the municipality only in accordance with the authorised procedures incorporated herein;

(b) that expenditure on goods and services, including construction works and consultant services is incurred in terms of an approved budget; and

(c) that the threshold values of the different procurement procedures are complied with.

(d) that bid documentation, evaluation and adjudication criteria, and general conditions of contract are in accordance with the requirements of relevant legislation including, the Preferential Procurement Policy Framework Act, and any conditions of the Construction Industry Development Board Act; and

(e) that procurement guidelines issued by the National Treasury are taken into account.

(2) When procuring goods or services contemplated in section 110(2) of the Act, the accounting officer must make public the fact that such goods or services are procured otherwise than through the municipality's supply chain management system, including -

(a) The kind of goods or services; and

(b) The name of the supplier.

(3) Unless otherwise indicated in the bid documents, the municipality shall not be liable for any expenses incurred in the preparation and / or submission of a bid or quotation.

(4) Bid documentation may state that alternative bids can be submitted provided that a bid is in accordance with the bid documents is also submitted.

(5) An alternative bid shall be submitted on a separate complete set of bid documents and shall be clearly marked "Alternative Bid" to distinguish it from the main bid offer referred to above.

(6) Bid documentation shall state that the municipality will not be bound to consider alternative bids.

(7) The Manager Supply Chain management may extend the bid closing date if circumstances justify the action, provided that the closing date may not be

extended unless a notice is published in the same newspapers as the original advertisement prior to the original bid closing date.

(8) The notice referred to in paragraph 13 (7) must also be posted on the municipal notice boards, the municipal website and a notice must be sent to all bidders

14. Range of procurement processes

(1) Goods and services may only be procured by way of

(a) One written price quotation up to a transaction value of R 2,000 (VAT included);

(b) Petty cash purchases up to a transaction value of R 2,000 (VAT included) for items specified in the Petty Cash policy;

(c) Three written price quotations for procurements of a transaction value over R 2,000 up to R10,000 (VAT included);

(d) Three formal written price quotations for procurements of a transaction value over R 10,000 up to R200,000 (VAT included); and

(e) A competitive bidding process for–

(i) Procurements above a transaction value of R200 000 (VAT included); and

(ii) The procurement of long term contracts.

(2) The accounting officer may, in writing lower, but not increase, the different threshold values specified in subparagraph 14(1);

(3) For quotations (up to R 30 000) bidders are required to be registered on the municipality's supplier database or Central Supplier database (CSD) prior to the acceptance of their quotation in respect of the goods or services required.[18]

(4) Goods or services may not deliberately be split into parts or items of a lesser value merely to avoid complying with the requirements of the policy. When determining transaction values, a requirement for goods or services consisting of different parts or items must as far as possible be treated and dealt with as a single transaction.

[18] Amended by Council 10 March 2023

15. General preconditions for consideration of written quotations or bids

(1) A written quotation or bid may not be considered unless the provider who submitted the quotation or bid –

(a) Has furnished that provider's – (I) Full name;

(ii) Identification number or company or other registration number; and

(iii) Tax reference number and VAT registration number, if any;

(iv) registration number in terms of section 18(1) of the Construction Industry Development Board Act, 2000 (Act No.38 of 2000), should the provider quote or bid to undertake, carry out or complete any construction works or portion thereof;

(b) Has provided the municipality with an original and valid tax clearance from the South African Revenue Services confirming that the provider's tax matters are in order; and

(c) Has indicated –

(I) Whether he or she is in the service of the state, or has been in the service of the state in the previous twelve months;

(ii) if the bidder is not a natural person, whether any of its directors, managers, principal shareholders or stakeholder is in the service of the state, or has been in the service of the state in the previous twelve months; or

(iii) Whether a spouse, child or parent of the provider or of a director, manager, shareholder or stakeholder referred to in subparagraph (ii) is in the service of the state, or has been in the service of the state in the previous twelve months;

(iv) On their supplier database application form if the supplier or person is in the service of the state, that such declaration be deemed as sufficient and that the responsibility rests on the supplier to notify the supply chain management unit of any changes hereto.

(v) Has completed, signed and submitted a certificate of independent bid determination with their bid or quotation.

(2) Laws of the Republic of South Africa shall govern contracts arising from the acceptance of bids and quotations.

(3) Where the acquisition in question is likely to involve an imported component which will be subject to foreign exchange rate adjustments, the bid documentation must specify that the contractor take out a forward exchange contract in order to fix the Rand based price as soon as possible after the award.

16 Lists of accredited prospective providers

(1) The accounting officer must –

(a) keep a list of accredited prospective providers of goods and services that must be used for the procurement requirements through written or verbal quotations and formal written price quotations for procurement up to R 30 000; and

(b) at least twice a year through newspapers commonly circulating locally, the website and any other appropriate ways, invite prospective providers of goods or services to apply for evaluation and listing as accredited prospective providers;

(c) specify the listing criteria for accredited prospective providers;

(d) disallow the listing of any prospective supplier on the municipality's supplier database who do not comply with the accreditation requirements i.e. listing criteria and also based on standards, set by any relevant control bodies that govern or regulate the category of service or industry.

(e) disallow the listing of any prospective provider whose name appears on the National Treasury's List of Restricted Suppliers and/or Registered for Tender Defaulters and/or a person or business prohibited from doing business with the public sector.

(2) The list must be updated at least quarterly to include any additional prospective providers and any new commodities or types of services. Prospective providers must be allowed to submit applications for listing at any time.

(3) The list must be compiled per commodity and per type of service.

(4) The accounting officer may use the Central Supplier Database hosted by National Treasury for procurement.[19]

17 Petty cash purchases

Petty cash purchases must be done according to the Petty Cash policy. The conditions for the procurement of goods by means of petty cash purchases referred to in paragraph 14 (1) (b) of this Policy, are as follows–

(a) The Accounting Officer may delegate the responsibility for petty cash to an official directly or indirectly reporting to the CFO;

(b) No item that is an approved stores item might be purchase by means of a petty cash transaction;

(c) No fixed asset of whatever value may be purchase through petty cash;

(d) The nature of petty cash transactions that can be processed as petty cash transactions are listed in paragraph 5 of the Petty Cash policy;

(e) The Council will determine annually the maximum amount of petty cash expenditure per month as referred to in paragraph 6 of the petty cash policy;

(f) A monthly reconciliation report must be provided to the chief financial officer, within five days of the end of each month containing particulars of each final award made by an official during that month, including:

(i) The total amount of petty cash purchases for that month; and

(ii) Receipts and appropriate documents for each purchase.

18 Written Price quotations

(1) The conditions for the procurement of goods or services through written price quotations are as follows:

(a) All requirements below R2 000.00 (VAT incl.) which are not covered by the Petty Cash policy, one written price quotation must be obtained from providers who are listed as accredited prospective service providers.

(b) All requirements between R2 000.00 (VAT incl.) and R 10 000.00 (VAT incl.) three written price quotations must be obtained from providers who are listed as accredited prospective service providers.

[19] Amended by council 30 May 2017

(c) Where no suitable providers are available from the list of accredited prospective providers, quotations may be obtained from other possible providers, provided that such providers meet the listing criteria;[20]

19 Formal written price quotations

(1) The conditions for the procurement of goods or services through formal written price quotations are as follows:

(a) Quotations must be obtained in writing from at least three different providers whose names appear on the list of accredited prospective providers of the municipality;

(b) Quotations may be obtained from providers who are not listed, provided that such providers meet the listing criteria; [21]

(c) if it is not possible to obtain at least three quotations, the reasons must be recorded and approved by the chief financial officer or an official designated by the chief financial officer, and

(d) The Chief Financial Officer must record the names of the potential providers and their written quotations.

(2) A designated official referred to in subparagraph 19 (1) (c) must within three days of the end of each month report to the chief financial officer on any approvals given during that month by that official in terms of that subparagraph.

20 Procedures for procuring goods or services through written or verbal quotations and formal written price quotations

(1) The procedure for the procurement of goods or services through written quotations or formal written price quotations is as follows:

(a) When using the list of accredited prospective providers, the accounting officer must promote on-going competition amongst providers by inviting providers to submit quotations on a rotation basis;

(b) all requirements in excess of R30 000 (VAT included) that are to be procured by means of formal written price quotations must, in addition to the requirements of paragraph 19, be advertised for at least seven days on the website and official notice boards of the municipality;

[20] Amended by council 30 May 2017
[21] Amended by council 30 May 2017

(c) Offers received must be evaluated on a comparative basis taking into account unconditional discounts;

(d) the accounting officer or chief financial officer must on a monthly basis be notified in writing of all written quotations and formal written price quotations accepted by an official acting in terms of a sub delegation;

(e) Offers below R30 000 (VAT included) must be awarded based on compliance to specifications and conditions of contract, ability and capability to deliver the goods and services and lowest price;

(f) Acceptable offers, which are subject to the preference points system (PPPFA; Preferential Procurement Regulations as amended and this policy), must be awarded to the bidder who scored the highest points;[22]

(g) Comply with all requirements for proper record keeping.

21 Competitive bids

(1) Goods or services above a transaction value of R200 000 (VAT included) and long term contracts may only be procured through a competitive bidding process, subject to paragraph 13(2) of this Policy.

(2) No requirement for goods or services above an estimated transaction value of R200 000 (VAT included), may deliberately be split into parts or items of lesser value merely for the sake of procuring the goods or services otherwise than through a competitive bidding process.

(3) The accounting officer may split unduly large quantities of work into smaller contracts (units) to provide opportunities for emerging entrepreneurs and make it manageable. This may only be done when it is technically, logistically and financially feasible.

22 Process for competitive bidding

(1) The procedures for the following stages of a competitive bidding process are as follows:

(a) Compilation of bidding documentation as detailed in paragraph 23

(b) Public invitation of bids as detailed in paragraph 24;

(c) Site meetings or bid clarification meetings as detailed in paragraph 25;

(d) Handling of bids submitted in response to public invitation as detailed in

[22] Amended by council 30 May 2017

paragraph 27;

(e) Evaluation of bids as detailed in paragraph 36;

(f) Award of contracts as detailed in paragraph 37;

(g) Administration of contracts - After approval of a bid, the accounting officer and the bidder must enter into a written agreement.

(h) Proper record keeping -

(i) Original / legal copies of written contracts agreements should be kept in a secure place for reference purposes.

23 Bid documentation for competitive bids

(1) The criteria to which bid documentation for a competitive bidding process must –

(a) Take into account –

(i) The general conditions of contract and any special conditions of contract, if specified;

(ii) Any Treasury guidelines on bid documentation; and

(iii) The requirements of the Construction Industry Development Board, in the case of a bid relating to construction, upgrading or refurbishment of buildings or infrastructure;

(iv) And clearly indicate the terms and conditions of contract specifications, criteria for evaluation and adjudication procedures to be followed where applicable, and include if and where site meetings/ bid clarification meetings are compulsory.

(b) include the preference points system to be used, goals as contemplated in the PPPFA; Preferential Procurement Regulations as amended and this policy;[23]

(c) Compel bidders to declare any conflict of interest they may have in the transaction for which the bid is submitted;

(d) Provide for an appropriate contract and / or delivery period;

(e) stipulate if the value of the transaction is expected to exceed R10 million (VAT included), require bidders to furnish–[24]

(i) If the bidder is required by law to prepare annual financial statements for auditing, their audited annual financial statements

[23] Amended by council 30 May 2017

[24] Amended by Council 26 May 2021

–

(aa) for the past three years; or

(bb) since their establishment if established during the past three years;

(ii) a certificate signed by the bidder certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days;

(iii) Particulars of any contracts awarded to the bidder by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract;

(iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic; and

(f) Stipulate that disputes must be settled by means of mutual consultation, mediation (with or without legal representation), or, when unsuccessful, in a South African court of law.

(g) Not be aimed at hampering competition, but rather to ensure fair, equitable, transparent, competitive and cost effective bidding, as well as the protection or advancement of persons or categories of persons.

24 Public invitations for competitive bids

(1) The procedure for the invitation of competitive bids is as follows:

(a) On completion of the bid specification process the municipality shall publicly invite bids.

(b) Any invitation to prospective providers to submit bids must be by means of a public advertisement in newspapers commonly circulating locally, the website of the municipality or any other appropriate ways (which may include an advertisement in the Government Tender Bulletin);

(b) The notice may require a payment of a non-refundable bid fee by bidders who require bid documents. The bid documentation fee shall be determined by the accounting officer from time to time

(d) The information contained in a public advertisement, must indicate –

(i) The title of the proposed bid;

(ii) The bid number;

(iii) The date, time and location of any site meeting/ bid clarification meeting and whether such meetings are compulsory;

(iv) Whether functionality is required;

(v) The place where the bid documentation is available for collection and the times between which bid documents may be collected;

(vi) The bid documentation fee;

(vii) The place where bids must be submitted;

(viii) The closing date and time for submission of bids; and

(ix) The required CIDB contractor grading for construction work, if applicable.

(e) The closure date for the submission of bids, which may not be less than 30 days in the case of transactions over R4 million (VAT included), or which are of a long term nature, or 14 days in any other case, from the date on which the advertisement is placed in a newspaper, subject to subparagraph 22(2) of this policy;

(f) A statement that bids may only be submitted on the bid documentation provided by the municipality, must be included.

(2) The accounting officer may determine a closure date for the submission of bids which is less than the 30 or 14 days' requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.

(3) Bids submitted must be sealed and must clearly indicate the bid number and bid title on the outside of the envelope for which the bid is being submitted.[25]

(4) Details of all prospective bidders who have been issued with bid documents

[25] Amended by council 30 May 2017

must be recorded by the Supply Chain Management Unit and shall remain confidential for the duration of the bid period. Details of prospective bidders must, wherever possible, include the full name of the person drawing documents, the name of the company for whom the bid documents are, a contact person, a contact telephone, a fax number and a postal and email address.

(5) A bidder that did not pay the prescribed bid document fee, will be disqualified from the bidding process.

(6) The municipality may require bidders to submit section(s) of their bid in electronic format, but only after the bid closing date. If the electronic copy differs from the original hard copy, the original hard copy will be binding.

25. Site meetings/ bid clarification meetings

(1) Site meetings/ bid clarification meetings will, in general, not be compulsory. In exceptional circumstances however, a site meeting/ bid clarification meeting may be made compulsory with the approval of the relevant director.

(2) If site meetings/ bid clarification meeting are to be held, full details must be included in the bid notice and the bid document, including whether or not the site meeting/ bid clarification meeting is compulsory.

(3) Where site meetings/ bid clarification meetings are made compulsory, the date for the site meetings/ bid clarification meeting shall be not less than 7 (seven) days after the bid has been advertised.

(4) Site meetings/ bid clarification meeting will be chaired by a duly authorised representative from the Supply Chain Management Unit. The relevant line manager responsible for a specific bid or the duly appointed consulting engineering firm employee must be present at the site meetings/ bid clarification meeting in order to provide technical information and to answer technical related questions that might arise from the prospective bidders.

(5) The chairperson of the site meeting/ clarification meeting must explain the way how the site meetings/ bid clarification will be conducted and must exclude prospective bidders that arrive after the meeting has been opened.

(6) Prospective bidders present at the site meetings/ bid clarification meeting, will be required to confirm their attendance by signing the attendance register as provided by the Supply Chain Management Unit.

(7) In instances where bid documentation provides for an attendance certificate, such a certificate must be signed by the representative of the Supply Chain Management Unit who was present at the site meetings/ bid clarification meeting and submitted with the bid document.

(8) If at a site meetings/ bid clarification meeting, any additional information is provided or clarification of vague points is given, such additional information or clarification must be conveyed to all bidders in writing within a time frame as determined by the municipality, but not later than 7 (seven) days before the bid closing date.

(9) Drawings and other supplements to bid documents may be provided to prospective bidders at the site meetings/ bid clarification meeting.

(10) A bidder who failed to attend a compulsory site meeting/ bid clarification meeting will be disqualified from the bidding process.

26. Submission of bids

(1) Bids must be submitted before the closing time, at the address and in accordance with the directives in the bid documents.

(2) Each bid must be in writing using non-erasable ink and must be submitted on the official Form of Bid/Offer issued with the bid documents.

(3) The bid must be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope may not contain documents relating to any bid other than that shown on the envelope. Only sealed bids will be accepted.

(4) The onus shall be on the bidder to place the sealed envelope in the official,

marked and locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

(5) No bids forwarded by telegram, facsimile or similar apparatus shall be considered.

(6) A bid is late if it is not placed in the relevant bid box by the closing time and date of such bid.

(7) A late bid shall not be admitted for consideration and shall be returned unopened (where feasible) to the bidder with the reason for the return thereof endorsed on the envelope.

27 Procedure for handling, opening and recording of competitive bids and formal written price quotations in excess of R 30 000[26]

(1) The procedures for the handling, opening and recording of **competitive** bids and formal written price quotations in excess of R 30 000, are as follows:[27]

(a) At least two officials, of whom one must be the delegated Supply Chain Management representative, must at all times, administer the opening of bids.

(b) At the specified closing time on the closing date the applicable bid box shall be closed.

(c) The bid box shall be opened in public as soon as practical after the closing time of the bid.

(d) Immediately after the opening of the bid box, all bids that are clearly marked shall be opened.

(e) The Supply Chain Management representative as delegated, shall read out the name of the bidder, if practical the bid amount, the BBBEE status level contribution of each bidder and the bid opening register will be made available for public inspection and published on the municipality's website.[28]

(f) Any bidder or member of the public has the right to request that the names of the bidders who submitted bids in time must be read out and,

[26] Amended by council 30 May 2017
[27] Amended by council 30 May 2017
[28] Amended by council 30 May 2017 – Amended by Council 10 March 2023

if practical, also each bidder's total bidding price;

(g) No information, except the provisions in subparagraph (e), relating to the bid should be disclosed to bidders or other persons until the successful bidder is notified of the award; and

(h) The Supply Chain Management representative that is delegated to open the bids must –

(i) stamp the bid document with the official municipal stamp together with the two signatories administering the bid opening

(ii) record in a register all bids received in time;

(iii) sign the register as well as the official assisting at the bid opening.

(iv) Make the register available for public inspection; and

(v) Publish the entries in the register and the bid results on the website.

(vi) No councillor may be present at the opening of bids.

(2) Bids shall be invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:

(a) If the bid is not sealed;

(b) if the bid, including the bid price amount, where applicable is not submitted on the official Form of Bid/Offer;

(c) if the bid is not completed in non-erasable ink;

(d) if the Form of Bid/Offer is signed, but the name of the bidder is not stated, or is indecipherable; or

(e) if in a two envelope system is followed, the bidder fails to submit both a technical proposal and a separate sealed financial offer/bid.

(3) A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

(4) The Manager Supply Chain Management may, in compliance with paragraph 63 of this policy, provide a reasonable opportunity to a bidder who made

an innocent error and/ or omission in his/ her bid document, to correct the innocent error and/ or omission, provided that such opportunity will not unduly prejudice any of the other bidders.

(5) Bidders shall be afforded no longer than 48 hours from time of notification to correct such innocent errors and/ or omissions. If no response is received from such bidders at the deadline, the bid may be invalidated.

(6) When bids are declared invalid at the bid opening, the bid sum of such bids shall not be read out. However, the name of the bidder and the reason for the bid having been declared invalid shall be announced.

28 Procedure for the opening of bids where a two envelope system is followed

(1) If a two envelope system is followed, only the technical proposal will be opened at the bid opening.

(2) The unopened envelope containing the financial proposal shall be stamped and endorsed with the opening official's signature, and be retained by him/her for safekeeping.

(3) When required the financial offers/bids corresponding to responsive technical proposals, shall be opened by the opening officials in accordance with paragraph 27 (1) (a)

(4) All bidders who submitted responsive technical proposals must be invited to attend the opening of the financial offers/bids.

(5) Envelopes containing financial offers/bids corresponding to non-responsive technical proposals shall be returned unopened along with the notification of the decision of the Bid Adjudication Committee in this regard.

29 Communication with bidders before bid closing

(1) The Manager Supply Chain Management may, if necessary, communicate with bidders prior to bids closing.

(2) Such communication shall be in the form of a notice issued to all bidders by the Manager Supply Chain Management by either e-mail, facsimile, or

registered post as may be appropriate. A copy of the notice together with a transmission verification report/proof of posting shall be kept for record purposes. Notices should be issued at least one week prior to the bid closing date, where possible, except in terms of paragraph 13 (7).

(3) Notwithstanding a request for acknowledgement of receipt of any notice issued, the bidder will be deemed to have received such notice if the procedures in paragraph 29 (2) have been complied with.

30 Negotiations with preferred bidders

(1) The accounting officer may negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –

(a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and

(c) does not lead to a higher price than the bid as submitted. (2)

Minutes of such negotiations must be kept for record purposes.

31 Two-stage bidding process

(1) A two-stage bidding process is allowed for – (a) Large complex projects;

(b) Projects where it may be undesirable to prepare complete detailed technical specifications; or

(c) Long term projects with a duration period exceeding three years' subject to section 33 of the Act.

(2) In the first stage technical proposals on conceptual design or performance specifications should be invited, subject to technical as well as commercial clarifications and adjustments.

(3) In the second stage final technical proposals and priced bids should be invited.

(4) A two envelope system differs from a two-stage (prequalification) bidding process in that a technical proposal and the financial offer are submitted in separate envelopes at the same place and time. The financial offers will only be opened once the technical proposals have been evaluated.

32 Validity periods

(1) The period for which bids are to remain valid and binding must be indicated in the bid documents.

(2) The validity period is calculated from the bid closure date and bids shall remain in force and binding until the end of the final day of that period.

(3) This period of validity may be extended by the Manager: Supply Chain Management, provided that the original validity period has not expired, and that all bidders are given an opportunity to extend such period. Any such extension shall be agreed to by a bidder in writing.

(4) Bidders who fail to respond to such a request before the validity of their bid expires, or who decline such a request shall not be considered further in the bid evaluation process.

(5) In the event that an appeal is received, the validity period is deemed to be extended until finalisation of the appeal.

33. Samples

(1) Bid documents may require samples that must be submitted.

(2) Where samples are called for in the bid documents, samples (marked with the bid and item number as well as the bidder's name and address) shall be delivered separately (to the bid) to the Supply Chain Management representative mentioned in the bid document before the bid closing date.

(3) A register will be kept by the Supply Chain Management representative of samples received from prospective bidders. An acknowledgement of receipt shall be issued to the prospective bidder as proof of delivery.

(4) Bids may not be included in parcels containing samples.

(5) If samples are not submitted as required in the bid documents then the bid concerned must be declared non-responsive.

(6) Samples shall be supplied by a bidder at his/her own expense and risk. The municipality shall not be obliged to pay for such samples or compensate for the loss thereof, unless otherwise specified in the bid documents.

(7) If a bid is accepted for the supply of goods according to a sample submitted by the bidder, that sample will become the contract sample. All goods/materials supplied shall comply in all respects to that contract sample. If not, it might be deemed as a breach in contract.

(8) The municipality reserves the right not to return the contract sample and may dispose of it at its own discretion.

34. Committee system for competitive bids

(1) A committee system for competitive bids is hereby established, consisting of the following committees for procurement or cluster of procurements as the accounting officer may determine:

(a) A bid specification committee; (b) A bid evaluation committee; and

(c) A bid adjudication committee;

(2) The accounting officer appoints the members of each committee, taking into account section 117 of the Act; and

(3) A neutral or independent observer, appointed by the accounting officer, must attend or oversee a committee when this is appropriate for ensuring fairness and promoting transparency.

(4) The committee system must be consistent with – (a) Paragraph 35, 36 and 37 of this Policy; and (b) Any other applicable legislation.

(5) The accounting officer may apply the committee system to formal written price quotations.

35. Bid specification committees

(1) A bid specification committee must compile the specifications for

procurement of goods or services by the municipality.

(2) Specifications –

(a) Must be drafted in an unbiased manner to allow all potential suppliers to offer their goods or services;

(b) must take account of any accepted standards such as those issued by Standards South Africa, the International Standards Organisation, or an authority accredited or recognised by the South African National Accreditation System with which the equipment or material or workmanship should comply;

(c) Must, where possible, be described in terms of performance required rather than in terms of descriptive characteristics for design;

(d) may not create trade barriers in contract requirements in the forms of specifications, plans, drawings, designs, testing and test methods, packaging, marking or labelling of conformity certification;

(e) may not make reference to any particular trade mark, name, patent, design, type, specific origin or producer unless there is no other sufficiently precise or intelligible way of describing the characteristics of the work, in which case such reference must be accompanied by the word “equivalent”;

(f) must indicate the preference points system to be utilised as set out in the PPPFA; Preferential Procurement Regulations as amended and this policy; and[29]

(g) Must be approved by the relevant director prior to publication of the invitation for bids in terms of paragraph 24 of this Policy.[30]

(3) A bid specification committee must be composed of one or more officials of the municipality preferably the manager responsible for the function involved, and may, when appropriate, include external specialist advisors.

(4) No person, advisor or corporate entity involved with the bid specification committee, or director of such a corporate entity, may bid for any resulting contracts.

[29] Amended by council 30 May 2017
[30] Amended by council 30 May 2017

36. Bid evaluation committees

(1) A bid evaluation committee must –

(a) Evaluate bids in accordance with –

(a) the specifications for a specific procurement; and

(b) The points system set out in terms of paragraph 35 (2) (f). (b) Evaluate each bidder's ability to execute the contract;

(c) Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears, and;

(d) Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.

(2) A bid evaluation committee must as far as possible be composed of- (a) Officials from departments requiring the goods or services; and

(b) At least one supply chain management practitioner of the municipality.

(3) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee.

37. Bid adjudication committees

(1) A bid adjudication committee must –

(a) Consider the report and recommendations of the bid evaluation committee; and

(b) Either –

(i) Depending on its delegations, make a final award or a recommendation to the accounting officer to make the final award; or

(ii) Make another recommendation to the accounting officer how to proceed with the relevant procurement.

(2) A bid adjudication committee must consist of at least four senior Managers of the municipality which must include –

(a) The Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer;

(b) at least one senior supply chain management practitioner who is an official of the municipality or the municipal entity; and

(c) a technical expert in the relevant field who is a Director of the municipality or municipal entity, if the municipality or municipal entity has such an expert

(3) A quorum is of 50 % plus 1, with the Chief Financial Officer or, if the chief financial officer is not available, another manager in the budget and treasury office reporting directly to the chief financial officer and designated by the chief financial officer being, at all times one of the quorum-forming members:

(4) The accounting officer may appoint the CFO as chairperson of the committee. If the chairperson is absent from a meeting, the members of the committee who are present must elect one of them to preside at the meeting and will be documented in the minutes.

(5) Neither a member of a bid evaluation committee, nor an advisor or person assisting the evaluation committee, may be a member of a bid adjudication committee.

(6) If the bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –

(a) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears, and;

(b) Notify the accounting officer. (c) The accounting officer may –

(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in paragraph (a)-(b); and

(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.

(7) The accounting officer may at any stage of a bidding process, refer any

recommendation made by the evaluation committee or the adjudication committee back to that committee for reconsideration of the recommendation.

(8) The accounting officer must comply with section 114 of the Act within 10 working days

(9) If the Bid Adjudication Committee or other delegated official has resolved that a bid be accepted, the successful and unsuccessful bidders shall be notified in writing of this decision

(10) Every notification of decision shall be sent via fax or sent via electronic mail to the address chosen by the bidder, with a copy of proof of transmission kept for record purposes, or shall be delivered by hand, in which case acknowledgement of receipt must be signed and dated on a copy of such notification and kept for record purposes.[31]

(11) Members of the bid specification committee, bid evaluation committee and technical advisors may attend the bid adjudication committee to provide clarity, but has no decision making rights pertaining to the award.

(12) The accounting officer may sub-delegate its power in terms of paragraph 63 of this policy to the bid evaluation committee, the bid adjudication committee and the Manager Supply Chain Management.

38. Procurement of banking services

(1) A contract for banking services –

(a) Must be procured through competitive bids;

(b) Must be consistent with section 7 or 85 of the Act; and

(c) May not be for a period of more than five years at a time.

(2) The process for procuring a contract for banking services must commence at least nine months before the end of an existing contract.

(3) The closure date for the submission of bids may not be less than 60 Days

[31] Amended by Council 10 March 2023

from the date on which the advertisement is placed in a newspaper in terms of paragraph 22(1). Bids must be restricted to banks registered in terms of the Banks Act, 1990 (Act No. 94 of 1990).

39. Procurement of IT related goods or services

(1) The accounting officer may request the State Information Technology Agency (SITA) to assist with the acquisition of IT related goods or services through a competitive bidding process.

(2) Both parties must enter into a written agreement to regulate the services rendered by, and the payments to be made to, SITA.

(3) The accounting officer must notify SITA together with a motivation of the IT needs if –

(a) the transaction value of IT related goods or services required in any financial year will exceed R50 million (VAT included); or

(b) The transaction value of a contract to be procured whether for one or more years exceeds R50 million (VAT included).

(4) If SITA comments on the submission and the municipality disagree with such comments, the comments and the reasons for rejecting or not following such comments must be submitted to the council, the National Treasury, the relevant provincial treasury and the Auditor General.

40. Procurement of goods and services under contracts secured by other organs of state

(1) the accounting officer may procure goods or services under a contract secured by another organ of state, but only if –

(a) The contract has been secured by that other organ of state by means of a competitive bidding process applicable to that organ of state;

(b) There is no reason to believe that such contract was not validly procured;

(c) There are demonstrable discounts or benefits to do so; and

(d) That other organ of state and the provider have consented to such procurement in writing.

(2) Subparagraphs (1) (c) and (d) do not apply if –

(a) a municipal entity procures goods or services through a contract secured by its parent municipality; or

(b) A municipality procures goods or services through a contract secured by a municipal entity of which it is the parent municipality.

41. Procurement of goods necessitating special safety arrangements

(1) The acquisition and storage of goods in bulk (other than water), which necessitate special safety arrangements, including gasses and fuel, should be avoided where ever possible.

(2) Where the storage of goods in bulk is justified, such justification must be based on sound reasons, including the total cost of ownership, cost advantages and environmental impact and must be approved by the accounting officer.

42. Proudly SA Campaign/Local content

(1) The municipality supports the Proudly SA Campaign to the extent that, all things being equal, preference is given to procuring local goods and services.

(2) ~~Bids in respect of services, works or goods that have been designated for local production and content, must contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods with a stipulated minimum threshold for local production and content will be considered~~

~~(3) The National Department of Trade and Industry is empowered to designate industry sectors, in line with national development and industrial policies for local production, where only locally produced goods, services or construction works, or locally manufactured goods that meet a stipulated minimum threshold for local production and content, may be used.~~

~~(4) In the case of designated sectors, where in the award of bids, local production and content is of critical importance, such bids must be advertised with a specific condition of bidding, that only locally produced goods, services or construction works or locally manufactured goods, with a stipulated minimum~~

~~threshold for local production and content will be considered.~~

~~(5) Any instructions, circulars and guidelines issued by National Treasury in the above regard may be complied with.~~

~~(6) Where there is no designated sector, bids may include, as a specific condition of bidding, that only locally produced goods, services or construction works, or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered, on condition that such prescript and threshold(s) are in accordance with the specific directives issued for this purpose by the National Treasury in consultation with the Department of Trade and Industry.~~

~~(7) Every bid where local production and content are used, it must be measurable and audited.~~

~~(8) Bids must be evaluated in terms of the evaluation criteria stipulated in the bid documents. The amendment of the stipulated minimum threshold for local production and content after the closure of bids is not allowed as this may jeopardise the fairness of the process.~~[32]

43. Appointment of consultants

(1) the accounting officer may procure consulting services provided that any Treasury guidelines in respect of consulting services are taken into account when such procurements are made.

(2) Consultancy services must be procured through competitive bids if

(a) The value of the contract exceeds R200 000 (VAT included); or

(b) The duration period of the contract exceeds one year.

[32] Amended by council 10 March 2023

(3) In addition to any requirements prescribed by this policy for competitive bids, bidders must furnish particulars of –

(a) all consultancy services provided to an organ of state in the last five years; and

(b) Any similar consultancy services provided to an organ of state in the last five years.

(4) The accounting officer must ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.

44. Deviation from and ratification of minor breaches of, procurement processes

(1) The accounting officer may –

(a) Dispense with the official procurement processes established by this Policy and procure any required goods or services through any convenient process, which may include direct negotiations and through the process set out in this paragraph provided that the municipality shall adhere to fair, equitable, transparent, competitive and cost-effective, procurements to the maximum extent practicable.

(b) Dispense with the official procurement processes established by this Policy only –

i. In an emergency;
ii. If such goods or services are produced or available from a single provider only;
iii. For the acquisition of special works of art or historical objects where specifications are difficult to compile;
iv. Acquisition of animals for zoos and/or nature and game reserves; or
v. In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(c) Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a

technical nature.

(2) In compliance with the provisions of paragraph 44(1) the municipality implements individual and class deviations.

(3) Individual Deviations

The accounting officer may decide to consider an individual deviation only if –

(a) In an emergency

(b) In any other exceptional case where it is impractical or impossible to follow the official procurement processes; and the goods or services are anticipated to be used only once during the financial year.

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(4) The conditions warranting procurement in an emergency dispensation should include, where time of the essence, the existence of one or more of the following:

(a) the possibility of human injury or death;

(b) the prevalence of human suffering or deprivation of rights;

(c) the possibility of damage to property, or suffering and death of livestock and animals;

(d) the interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole;

(e) the possibility of serious damage occurring to the natural environment;

(f) the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service; and

(g) the possibility that the security of the state could be compromised.

(5) The accounting officer must be satisfied that the prevailing situation as indicated in (a)-(g) above is of such a scale and nature that it could not readily be alleviated by interim measures in order to allow time for normal bid, at least three quote procurement process or a class deviation.

(6) Where possible, in an emergency situation, three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval. However, where time is of the essence, the emergency shall be immediately addressed, and the process formalised in a report to the Municipal Manager as soon as possible thereafter.

(7) System of class deviations:

(a) The accounting officer may decide to consider a class deviation, only if –

(i) Such goods or services are produced or available from a single provider;

(ii) For the acquisition of special works of art or historical objects where specifications are difficult to compile;

(iii) Acquisition of animals for zoos and/or nature and game reserves; or

(iv) In any other exceptional case where it is impractical or impossible to follow the official procurement processes and a contract for goods or services are likely to be awarded more than once in the financial year to the same supplier;

(8) Where possible, in considering a class deviation in terms of paragraph 44(7), three quotes in accordance with general acquisition management principles should be obtained and a report submitted to the Municipal Manager for approval.

(9) If the accounting officer decides to consider a class deviation in terms of paragraph 44 (7) (i)-(iv), other than in paragraph 44(8) the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with

a) Reasons as to why the procurement is done through a class deviation and why it is not open to other competitors; and

(c) An invitation to the public or other potential suppliers to submit their comments within 14 days of the notice.

(10) The bid adjudication committee must consider the class deviation and make a recommendation to the accounting officer

(11) A meeting of the adjudication committee to consider a class deviation may be open to the public.

(12) When considering the class deviation, the adjudication committee must take into account –

(a) Any comments submitted by the public or suppliers;

(b) The indicative market prices of the goods or services;

(c) The duration or planned times of when the service or goods are needed;

(d) he proposed circumstances, conditions or limitations for the of use of the class deviation; and

(e) The reasons for deviating from the normal procurement process in compliance with paragraph 44

(13) The accounting officer must record the reasons for any deviations in terms of this policy and report them to the next meeting of the council and include it as a note to the annual financial statements.

(14) Paragraph 44 (13) of this policy does not apply to the procurement of goods and services contemplated in paragraph 13(2) of this policy.

45. Unsolicited bids

(1) In accordance with section 113 of the Act there is no obligation to consider unsolicited bids received outside a normal bidding process.

(2) The accounting officer may decide in terms of section 113(2) of the Act to consider an unsolicited bid, only if –

(a) the product or service offered in terms of the bid is a demonstrably or proven unique innovative concept;

(b) The product or service will be exceptionally beneficial to, or have exceptional cost advantages;

(c) The person who made the bid is the sole provider of the product or service; and

(d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.

(3) If the accounting officer decides to consider an unsolicited bid that complies with subparagraph 45(2) of this policy, the decision must be made public in accordance with section 21A of the Municipal Systems Act, together with –

(a) Reasons as to why the bid should not be open to other competitors; (b) An explanation of the potential benefits if the unsolicited bid were accepted; and

(c) An invitation to the public or other potential suppliers to submit their comments within 30 days of the notice.

(4) The accounting officer must submit all written comments received pursuant to subparagraph (3), including any responses from the unsolicited bidder,

to the National Treasury and the relevant provincial treasury for comment.

(5) The adjudication committee must consider the unsolicited bid and may award the bid or make a recommendation to the accounting officer, depending on its delegations.

(6) A meeting of the adjudication committee to consider an unsolicited bid must be open to the public.

(7) When considering the matter, the adjudication committee must take into account –

(a) any comments submitted by the public; and

(b) Any written comments and recommendations of the National Treasury or the relevant provincial treasury.

(8) If any recommendations of the National Treasury or provincial treasury are rejected or not followed, the accounting officer must submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following those recommendations.

(9) Such submission must be made within seven days after the decision on the award of the unsolicited bid is taken, but no contract committing the municipality to the bid may be entered into or signed within 30 days of the submission.

46. Combating of abuse of supply chain management system

(1) The accounting officer must–

(a) Take all reasonable steps to prevent abuse of the supply chain management system;

(b) Investigate any allegations against an official or other role player of fraud, corruption, favouritism, unfair or irregular practices or failure to comply with this Policy, and when justified –

(i) Take appropriate steps against such official or other role player; or

(ii) Report any alleged criminal conduct to the South African Police Service;

(c) Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

(d) Reject any bid from a bidder–

(i) if any municipal rates and taxes or municipal service charges owed by that bidder or any of its directors to the municipality, or to any other municipality or municipal entity, are in arrears for more than three months; or

(ii) Who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;

(e) Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract;

(f) Cancel a contract awarded to a person if –

(i) The person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or

(ii) An official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person; and

(g) Reject the bid of any bidder if that bidder or any of its directors –

i. Has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system;

(ii) Has been convicted for fraud or corruption during the past five years;

(iii) has wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or

(iv) Has been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

(2) The accounting officer must inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of paragraphs 46 (1) (b) (i)-(ii) of this policy.

Part 3: Logistics, Contract, Disposal, Risk and Performance Management

47. Logistics management

Logistics management must provide for an effective system in order to provide for the setting of inventory levels, placing of orders, receiving and distribution of goods, stores and warehouse management, expediting orders, transport management, vendor performance, maintenance and contract administration.

(1) The accounting officer must establish and implement an effective system of logistics management, which must include –

(a) Placing of orders:

(i) Purchase orders will be created with reference to requisitions where the supply source is either bids or quotations.

(ii) All purchase orders will be captured on the municipality's financial system

(b) Receiving of goods:

(i) Goods received must be captured on the municipality's financial system via a goods receive note with reference to the relevant purchase order number.

(ii) Deliveries of goods may not exceed the order quantity. Short deliveries will keep the purchase order open until the balance of the order is received or when the order is cancelled.

(c) Expediting orders:

(i) The purchasing expeditor will be required to monitor and expedite the transport of goods and outstanding purchase orders.

(ii) Reminder letters can be communicated automatically to vendors

based on the reminder levels (days before delivery due date) that are set in the bid or quotation.

(d) Stores / warehouse management

i. Stock is valued at the weighted average costing method per item and is VAT exclusive.

ii. Regular monitoring of spending patterns on types or classes of goods must be performed, where practical.

iii. Each item must have a unique stock item number.

iv. A formal stock count must be done on a quarterly basis and any surpluses, deficits, losses, damaged stock and obsolete stock must be reported by the Manager Supply Chain Management to Council.

v. Each stock item must have a minimum, maximum and re-order level which must be captured on the financial system.

vi. Stock items must be systematically replenished using the re-order point as per the financial system.

vii. Goods in transit must be taken into account during the replenishment of stock

viii. Stock levels must be revisited on an annual basis

ix. The financial system must indicate lead times for stock items x.

Before payment is approved, certification by the Storekeeper that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract

xi. The Storekeeper must ensure appropriate standards of internal control and warehouse management are adhered to, to ensure that goods placed in stores are secure, safe and only used for the purpose for which they were purchased

xii. The Storekeeper must perform regular spot-checking of stock items to ensure that the items are on the correct shelving space and that the physical quantities correspond with the quantities as per the financial system. Any differences found must be reported to the Manager Supply Chain Management.

xiii. Items listed as stock, may not be procured outside of the stock system.

xiv. Where user departments require higher quantities of stock, a demand forecast must be provided to the Storekeeper in advance, taking lead time into consideration, to enable the Storekeeper to procure the requested quantities on time.

48. Contract management

1) Contract administration includes all administrative duties associated with a contract that has arisen through the acquisition/procurement processes described in this policy.

2) All contracts must be administered by a contract manager, who will be an internal official assigned to ensure the effective administration of the contract.

3) The contract manager will typically be the internal project manager assigned to the project as a whole, but may also be a cost centre owner or other responsible official.

4) A contract manager must be assigned to each contract and, where possible, should be involved from the earliest stages of the acquisition process.

5) The contract manager's duties and powers shall be governed by the conditions of contract and the general law.

6) In administering a contract, the contract manager will be required to form opinions and make decisions which, while in the Witzenberg Municipality's best interests, must be fair to all parties concerned.

7) Directors shall be responsible for ensuring that contract managers are: (a) assigned to all contracts within the Director's area of responsibility; and

(b) adequately trained so that they can exercise the necessary level of responsibility in the performance of their duties.

8) The contract manager must:

(a) ensure that all the necessary formalities in signing up the contract and/or issuing the purchase order(s) are adhered to;

(b) ensure that purchase orders are captured on the municipality's financial system in the form in accordance with the pricing schedule;

(c) ensure that all original contract documentation is lodged with Archives for record purposes;

(d) monitor on a monthly basis the performance of the service provider order to ensure that all of the terms and conditions of the contract are met;

(e) regularly report to the accounting officer on the management of the contract and the performance of the service provider;

(f) conduct contract risk assessments for contracts longer than 3 months as stated in paragraph 50 (4) and 50 (5);

(g) where necessary, take appropriate action where a service provider is underperforming or is in default or breach of the contract and to report such failures promptly to the accounting officer;

(h) where appropriate, authorise payments due in terms of the contract by processing payment certificates (if applicable), and ensuring that the necessary Service Entry Sheets or Goods Received Notes are lodged with the Finance Department for capturing on the municipality's financial system;

(i) contract variation or change procedures are approved by the accounting officer in writing which must be in line with the applicable general conditions of contract and this policy;

(j) administer disputes, in consultation with the Supply Chain Management Unit, in terms of this policy and the applicable conditions of contract;

(k) conduct, as appropriate, post contract reviews;

(l) maintain adequate records (paper and/or electronic) in sufficient detail on an appropriate contract file to provide an audit trail;

(m) act with care and diligence and observe all accounting and legal requirements;

(n) inform the Asset Management section of the location of newly procured assets for asset register and insurance purposes; and

(o) provide contract information to the Supply Chain Management Unit, as determined by the unit, after a contract has ended.

9) **Management of expansion or variation of orders against the original contract**

The accounting officer may expand contracts by not more than 20% for construction related goods, services and/or infrastructure projects and 15% for all other goods and/or services of the original value of the contract.

49. Disposal management

(1) Subject to the provisions of the Municipal Asset Transfer Regulations:

(a) moveable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality;

(b) immovable property may be sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(c) in the case of the free disposal of computer equipment, the provincial department of education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment;

(d) in the case of fire arms, the National Conventional Arms Control Committee must approve any sale or donation of firearms to any person within or outside the Republic.

(e) where assets are traded in for other assets, the highest possible trade in price is negotiated

(2) The criteria for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14 and 90 of the Act; are as follows:

(A) A municipality may not transfer ownership as a result of sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.

(B) A municipality may transfer ownership or otherwise dispose of capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public-

(a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and

(b) has considered the fair market value of the asset and the economic

and community value to be received in exchange for the asset

(3) Immovable property may only be let at market related rates except when the public interest or the plight of the poor demands otherwise and provided that all charges, rates, tariffs, scales of fees or other charges relating to the letting of immoveable property are annually reviewed;

(a) Except for compliance with paragraph 49(3) above, this policy shall not apply to the letting of immovable property unless decide otherwise by council.

(4) Assets may be disposed of by –

(i) Transferring the asset to another organ of state in terms of a provision of the Act enabling the transfer of assets;

(ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge;

(iii) Selling the asset; or

(iv) Destroying the asset.

50. Risk management

(1) The accounting officer has established and implemented an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system.

(2) Risk management include –

(a) The early and systematic identification of risks on a case-by-case basis;

(b) The allocation and acceptance of risks to the party best suited to manage such risks;

(c) Acceptance of the cost of the risk where the cost of transferring the risk is greater than that of retaining it;

(d) The management of risks in a pro-active manner and the provision of adequate cover for residual risks; and

(e) The assignment of relative risks to the contracting parties through clear and unambiguous contract documentation.

(3) Due care must be taken in the bid administration and

management process to minimise the risks of:

(a) litigation by unsatisfied service providers
(b) misinterpretation of municipal needs
(c) overstatement or understatement of municipal needs
(d) selecting or delivery of inappropriate goods and services
(e) poor value for money
(f) appointing inappropriate suppliers
(g) unethical conduct of suppliers and other official involved in the supply chain management process
(h) uneconomical, uncompetitive and inequitable procurement

(4) To give effect to paragraph 3 above, the municipality will identify risk inherent to a particular bid

(a) Risks may be identified for all bids during the specification stage of the bid process.
(b) Risks identified in (i) above may cover the entire life cycle of a contract from initiation to completion of the goods/services
(c) For contracts with a life cycle in access of 3 months, the risks may be reviewed at least monthly by the contract manager as referred to in paragraph 48(1)(e)(iii)
(d) The contract manager in conducting the review of the bid risks during the life cycle of the contract may add new or emerging risks when identified

(5) A risk table may be included at specification stage for each bid that may set out:

(a) Risk description
(b) Background to the risk
(c) Impact
(d) Likelihood
(e) Inherent risk
(f) Current controls
(g) Perceived control effectiveness
(h) Residual risk
(i) Risk owner
(j) Actions to improve management of the risk

(k) Time scale

(6) The risk rating methodology will be in accordance with the Witzenberg Municipality's risk management policy.

(7) The Evaluation and Adjudication Committee may review risks of bids receivedagainst the predetermined risk as identified at the bid specification stage and may in conducting the review of the bid add new or emerging risks and mitigating strategies when identified.

(8) At the briefing session with the successful bidder in terms of paragraph 66 of this policy:

(a) Risks identified during the Bid specification, bid evaluation and Bid adjudication process that pertains to the contract for goods or services may be disclosed to the successful bidder to improve mitigating factors.

(b) New and emerging risks identified may be added

(c) Risks identified by the successful bidder may be added to the contract risks if agreed to by the municipality.

51. Performance management

(1) The accounting officer must establish and implement an internal monitoring system in order to determine, on the basis of a retrospective analysis, whether the authorised supply chain management processes were followed and whether the objectives of this Policy were achieved.

(2) The quarterly report and annual report on the implementation of this policy, the monitoring of the service delivery and budget implementation plan (SDBIP) and the Annual Report may be used as tools to perform a retrospective analysis of supply chain management processes.

(3) **Vendor performance**

(a) Each project manager shall monitor the supplier's compliance and performance to the set of specifications.

(b) If the supplier fails to perform in accordance with the specification requirements, the project manager must report such failure to the supplier in writing immediately upon becoming aware of such non-compliance for them to correct the situation.

(c) The above information will be kept and made available for future evaluation purposes, contract negotiations and regular feedback to vendors.

(d) If vendors fail to deliver in terms of paragraph 23 (1) (a) of the General conditions of contract, the municipality reserves the right to make use of remedies at its disposal in terms of applicable law.

Part 4: Other matters

52. Prohibition on awards to persons whose tax matters are not in order

(1) No award above R15 000 (including VAT) may be made in terms of this policy to a person whose tax matters have not been declared by South African Revenue Service to be in order.[33]

(2) Before making an award to a person the accounting officer must first check with SARS whether that person's tax matters are in order.

(3) If SARS does not respond within 7 days such person's tax matters may for purposes of subparagraph (1) be presumed to be in order.

(4) It is the supplier's responsibility to provide the municipality with a valid and original tax clearance certificate.

53. Prohibition on awards to persons in the service of the state

(1) Irrespective of the procurement process followed, no award may be made to a person in terms of this Policy –

(a) Who is in the service of the state;

(b) If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or

(c) A person who is an advisor or consultant contracted with the municipality with the purpose of assisting the municipality with the defining of requirements, drafting of specifications or the evaluation of the bids.

(2) Persons and business must declare their interest as stated in 53(1)(a)-(c)

[33] Amended by council 30 May 2017

of this policy when completing their supplier database application forms and bid documents. Failure to do so may lead to disqualification.

(3) The municipality may utilise mechanisms at its disposal to determine whether a person is in the service of the state.

54. Awards to close family members of persons in the service of the state

(1) The municipality does not encourage the awarding of contract by employees in decision-making positions to close family members or friends. To this extent the municipality requires all employees to make full disclosures of businesses owned by close family members and/ or friends and it is further expected that such individuals must not directly or indirectly be involved in the awarding of such business

(2) The accounting officer must ensure that the notes to the annual financial statements disclose particulars of any award of more than R2000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –

(a) The name of that person;

(b) The capacity in which that person is in the service of the state; and

(c) The amount of the award.

55. Ethical standards

(1) A code of ethical standards as set out in the "National Treasury's code of conduct for supply chain management practitioners" is hereby established for officials and other role players in the supply chain management system of the municipality in order to promote –

(a) mutual trust and respect; and

(b) An environment where business can be conducted with integrity and in a fair and reasonable manner.

(2) A breach of the code of ethics must be dealt with as follows -

(a) in the case of an employee, in terms of the disciplinary procedures of the municipality envisaged in section 67(1)(h) of the Municipal

Systems Act;

(b) In the case a role player who is not an employee, through other appropriate means in recognition of the severity of the breach.

(c) In all cases, financial misconduct must be dealt with in terms of chapter 15 of the Act.

56. Inducements, rewards, gifts and favours to municipalities, officials and other role players

(1) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representative or intermediary promise, offer or grant –

(a) any inducement or reward to the municipality for or in connection with the award of a contract; or

(b) Any reward, gift, favour or hospitality to – (i) Any official; or

(ii) Any other role player involved in the implementation of this Policy.

(2) The accounting officer must promptly report any alleged contravention of subparagraph 55 (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

(3) Subparagraph 55 (1) does not apply to gifts less than R350 in value.

57. Sponsorships

(1) The accounting officer must promptly disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted, whether directly or through a representative or intermediary, by any person who is –

(a) a provider or prospective provider of goods or services; or

(b) A recipient or prospective recipient of goods disposed or to be disposed.

58. Objections and complaints

(1) Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

59. Resolution of disputes, objections, complaints and queries

(1) The accounting officer must appoint an independent and impartial person, not directly involved in the supply chain management processes –

(a) To assist in the resolution of disputes between the municipality and other persons regarding -

(i) Any decisions or actions taken in the implementation of the supply chain management system; or

(ii) Any matter arising from a contract awarded in the course of the supply chain management system; or

(b) To deal with objections, complaints or queries regarding any such decisions or actions or any matters arising from such contract.

(2) The accounting officer, or another official designated by the accounting officer, is responsible for assisting the appointed person to perform his or her functions effectively.

(3) The person appointed must –

(a) Strive to resolve promptly all disputes, objections, complaints or queries received; and

(b) Submit monthly reports to the accounting officer on all disputes, objections, complaints or queries received, attended to or resolved.

(4) A dispute, objection, complaint or query may be referred to the Relevant provincial treasury if –

(a) The dispute, objection, complaint or query is not resolved within 60 days; or

(b) No response is forthcoming within 60 days.

(5) If the provincial treasury does not or cannot resolve the matter, the Dispute, objection, complaint or query may be referred to the National Treasury for resolution.

(6) This paragraph must not be read as affecting a person's rights to approach a court at any time.

60. Contracts providing for compensation based on turnover

(1) If a service provider acts on behalf of a municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the service provider is fixed as an agreed percentage of turnover for the service or the amount collected, the contract between the service provider and the municipality must stipulate –

(a) A cap on the compensation payable to the service provider; and

(i) That such compensation must be performance based.

61. Compliance with Ethical standards

(1) In order to create an environment where business can be conducted with integrity and in a fair and reasonable manner, this Policy will strive to ensure that the accounting officer and all representatives of the Witzenberg Municipality involved in supply chain management activities shall act with integrity and in accordance with the highest ethical standards. All supply chain management representatives shall adhere to the code of conduct of municipal staff contained in schedule 2 of the Systems Act, the code of conduct for supply chain management practitioners and other role players (annexure A to this policy) and the Ethical code of suppliers (annexure B to this policy).

62. Handling of proprietary information

(1) All information designed and prepared for the municipality is deemed as proprietary. No such information may be distributed, modified or customised for third parties without the written permission of the accounting officer.

(2) All supplier information shall be treated as confidential

(3) In appropriate instances, the municipality may require security clearance and confidentiality agreements to be entered into with suppliers.

63. Non-compliance with peremptory requirements of bids

(1) The accounting officer is empowered to condone non-compliance with peremptory requirements of bids in cases where the condonation is not incompatible with

public interest and promote the values of fairness, competitiveness and cost-effectiveness which are listed in Section 217 of the Constitution.

64. Right of Appeal

(1) In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 14 days of the date of receipt of the notification of the decision.[34]

Bid documents must state that any appeal in terms of paragraph 64 must be submitted to the Municipal Manager, and must contain the following:

(a) reasons and/or grounds for the appeal;
(b) the way in which the appellants' rights have been affected; and
(c) the remedy sought by the appellant.

(2) The Municipal manager shall establish an appropriate appeal authority in terms of section 62 of the Systems Act, to consider appeals received in terms of paragraph 64(1) above

(3) The appeal authority must consider the appeal, and confirm, vary or revoke the decision, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of the decision

65. Unsuccessful bidder debriefing

(1) The unsuccessful bidder debriefing service is offered by the municipality to unsuccessful bidders upon request.
(2) During the debriefing unsuccessful bidders can find out how their proposal scored against required criteria and obtain comments from the evaluation team on their bid.
(3) The debriefing should be a positive and constructive experience that explains how bidders can improve future submissions.

(4) The debriefing an opportunity for unsuccessful bidders to:

[34] Amended by Council 26 May 2021

(a) Learn more about the procurement and evaluation process in an informal setting.

(b) Find out how their proposal scored against the required criteria. (c) Hear the overall comments from the evaluation team on your bid. (d) Gather information on how future submissions may be improved.

(5) The debriefing is not part of the Supply Chain complaint or appeal process in terms of paragraph 58 or 64 of this policy.

(6) The debriefing is not legal proceeding and no legal representation is permitted at the debriefing.

(7) At the debriefing session the unsuccessful bid is not compared to other bids, nor will information be provided to the unsuccessful bidder about other bids.

(8) In scheduling bidders' debriefings session upon the request of the unsuccessful bidder, the municipality must:

(a) Confirm the date and time of the debriefing session in writing; (b) Conduct separate debriefings with each vendor;

(c) Ensure that proper minutes are kept of each debriefing session;

(d) Retain all correspondence and documentation relevant to the debriefing session as part of the procurement documentation.

(9) In conducting bidder's debriefings, the municipality may:

(a) Provide a general overview of the evaluation process set out in the bid documents;

(b) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.

(c) Provide suggestions on how the supplier may improve future submissions;

(d) Address specific questions and issues raised by the supplier in relation to their submission.

66. Successful bidder briefing

(1) The notification to the successful bidder in terms of paragraph 37(8) may require of the successful bidder to attend a compulsory briefing session with the municipality before commencement of the contract at no cost to the municipality.

(2) The purpose of the briefing session is to:

(a) Introduce the municipal contract manager allocated to the specific contract in terms of paragraph 48 and to meet the successful bidders contract manager;

(b) Examine and analyse the bid document and contractual conditions to ensure that specific expectations of the municipality and the obligations of the successful bidder are well understood;

(c) Discuss the strengths and weaknesses of the bidder's submission in relation to the specific evaluation criteria and the bidders evaluated score.

(d) Communicate and document the anticipated contract risks and challenges as perceived by both the municipality and the successful bidders;

(e) To develop mitigating strategies to address and mitigate the contract risk and challenges; and

(f) Communicate the contract administration process as stated in paragraph 48 of this policy.

(g) Formally sign the bid contract

(3) At least the following persons must attend the briefing session: (a) The municipal contract manager

(b) The authorised municipal supply chain official

(c) The successful bidders authorised contract signatory

(d) The successful bidders contract manager

(4) The notification to the successful bidder refer to in paragraph 66(1) must state the date, time and place of the briefing session in writing.

(a) Proper minutes must be kept of each briefing session;

(b) All correspondence and documentation in relation to the briefing session must be maintained as part of the procurement documentation.

67. Acceptance of offers

(1) At the invitation of bids, or quotations;

(a) the municipality is not obliged to accept the lowest or any offer;

(b) The municipality may, where an offer relates to more than one item, accept such offer in respect of or any specific item or items.

(c) The municipality may accept any offer notwithstanding the fact that the offer does not comply with the bid invitation in respect of which the offer has been made subject to the conditions of paragraph 63 of this policy.

68. ~~Preferential Procurement~~[35]

~~68.1 80/20 preference point system for acquisition of goods or services with Rand value equal to or above R30 000 and up to R50 million~~

~~(1) The following formula must be used to calculate the points out of 80 for price in respect of a tender with a Rand value equal to or above R30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:~~

$$Ps = 80\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

~~Where-~~
~~Ps = Points scored for price of tender under consideration;~~
~~Pt = Price of tender under consideration; and~~
~~Pmin = Price of lowest acceptable tender.~~

~~(2) A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.~~
~~(3) The points scored must be rounded off to the nearest two decimal places.~~
~~(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.~~

~~68.2 90/10 preference point system for acquisition of goods or services with Rand value above R50 million~~

~~(1) The following formula must be used to calculate the points out 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:~~

$$Ps = 90\left(1 - \frac{Pt - Pmin}{Pmin}\right)$$

~~Where-~~
~~Ps = Points scored for price of tender under consideration;~~

[35] Included 30 March 2022 – Removed by Council 10 March 2023

Pt = Price of tender under consideration; and
Pmin = Price of lowest acceptable tender.

(2) A maximum of 10 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.
(3) The points scored must be rounded off to the nearest two decimal places.
(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

68.3 80/20 preference points system for tenders to generate income or to dispose of or lease assets with Rand value equal to or above R30 000 and up to Rand value of R50 million

(1) The following formula must be used to calculate the points for price in respect of a tender to generate income or to dispose of or lease assets, with a Rand value equal to, or above R 30 000 and up to a Rand value of R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where
Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmax = Price of highest acceptable tender.

(2) A maximum of 20 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.
(3) The points scored must be rounded off to the nearest 2 decimal places.
(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.

68.4 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or above R50 million

(1) The following formula must be used to calculate the points for price in respect of a tender to generate income or to dispose of or lease assets, with a Rand value above R50 million, inclusive of all applicable taxes:

~~$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$~~

~~Where~~

~~Ps = Points scored for price of tender under consideration;~~

~~Pt = Price of tender under consideration; and~~

~~Pmax = Price of highest acceptable tender.~~

~~(2) A maximum of 10 points may be awarded to a tenderer for the specified goals envisaged in section 2(1)(d) and (e) of the Act.~~

~~(3) The points scored must be rounded off to the nearest 2 decimal places.~~

~~(4) A contract may be awarded to a tenderer that did not score the highest points only in accordance with section 2(1)(f) of the Act.~~

~~68.5 Points allocated for BBBEE:~~

~~BBBEE Status Level of Contributor~~	~~Number of Points Tenders with Rand value equal to or above R30 000 and up to Rand value of R50 million~~	~~Number of Points - tenders with Rand value equal to or above R50 million.~~
~~1~~	~~20~~	~~10~~
~~2~~	~~18~~	~~9~~
~~3~~	~~14~~	~~6~~
~~4~~	~~12~~	~~5~~
~~5~~	~~8~~	~~4~~
~~6~~	~~6~~	~~3~~
~~7~~	~~4~~	~~2~~
~~8~~	~~2~~	~~1~~
~~Non-compliant contributor~~	~~0~~	~~0~~

68 Cancellation of tenders[36]

(1) Tender invitations may, before the award be cancelled if;

(a) due to changed circumstances, there is no longer a need for the goods or services specified in the invitation;

(b) funds are no longer available to cover the total envisaged expenditure;

(c) no acceptable tender is received; or

[36] Included by Council 10 March 2023

(d) there is a material irregularity in the tender process.

(2) The decision to cancel a tender invitation in terms paragraph 68 (1) must be published in the same manner in which the original tender invitation was advertised

69. Commencement

This Policy takes effect on 1 July 2017
Paragraph 68 will be effective retrospectively from 16 January 2023
Where the content of this policy is in contradiction of laws and regulations, the latter will take preference.[37]

[37] Included 30/03/2022

ANNEXURE A

WITZENBERG MUNICIPALITY

CODE OF CONDUCT FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS AND OTHER ROLE PLAYERS

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

1. General Principles

The municipality commits itself to a policy of fair dealing and integrity in the conducting of its business. Officials and other role players involved in supply chain management (SCM) are in a position of trust, implying a duty to act in the public interest. Officials and other role players should not perform their duties to unlawfully gain any form of compensation, payment or gratuities from any person, or provider/contractor for themselves, their family or their friends.

Officials and other role players involved in SCM should ensure that they perform their duties efficiently, effectively and with integrity, in accordance with the relevant legislation, policies and guidelines. They should ensure that public resources are administered responsibly.

Officials and other role players involved in SCM should be fair and impartial in the performance of their functions. They should at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual. They should not abuse the power and authority vested in them.

2. Conflict of interest

An official or other role player involved with supply chain management – (a) must treat all providers and potential providers equitably;

(b) may not use his or her position for private gain or to improperly benefit another person;

(c) may not accept any reward, gift, favour, hospitality or other benefit directly

or indirectly, including to any close family member, partner or associate of that person, of a value more than R350;

(d) must declare to the accounting officer details of any reward, gift, favour, hospitality or other benefit promised, offered or granted to that person or to any close family member, partner or associate of that person;

(e) must declare to the accounting officer details of any private or business interest which that person, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by the municipality;

(f) must immediately withdraw from participating in any manner whatsoever in a procurement or disposal process or in the award of a contract in which that person, or any close family member, partner or associate, has any private or business interest;

(g) must declare any business, commercial and financial interests or activities undertaken for financial gain that may raise a possible conflict of interest;

(h) should not place him/herself under any financial or other obligation to outside individuals or organizations that might seek to influence them in the performance of their official duties; and

(i) Should not take improper advantage of their previous office after leaving their official position.

3. Accountability

Practitioners are accountable for their decisions and actions to the public. Practitioners should use public property scrupulously.

Only accounting officers or their delegates have the authority to commit the municipality to any transaction for the procurement of goods and / or services.

All transactions conducted by a practitioner should be recorded and accounted for in an appropriate accounting system. Practitioners should not make any false or misleading entries into such a system for any reason whatsoever.

Practitioners must assist the accounting officer in combating fraud, corruption, favouritism and unfair and irregular practices in the supply chain management system.

Practitioners must report to the accounting officer any alleged irregular conduct in the

supply chain management system which that person may become aware of, including:

(i) Any alleged fraud, corruption, favouritism or unfair conduct;

(ii) any alleged contravention of the policy on inducements, rewards, gifts and favours to municipalities or municipal entities, officials or other role players; and

(iii) Any alleged breach of this code of conduct.

Any declarations made must be recorded in a register which the accounting officer must keep for this purpose. Any declarations made by the accounting officer must be made to the **Mayor** who must ensure that such declaration is recorded in the register.

4. Openness

Practitioners should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only if it is in the public interest to do so.

5. Confidentiality

Any information that is the property of the municipality or its providers should be protected at all times. No information regarding any bid / contract / bidder / contractor may be revealed if such an action will infringe on the relevant bidder's / contractors personal rights.

Matters of confidential nature in the possession of officials and other role players involved in SCM should be kept confidential unless legislation, the performance of duty or the provisions of law requires otherwise. Such restrictions also apply to officials and other role players involved in SCM after separation from service**.**

6. Bid Specification / Evaluation / Adjudication Committees

Bid specification, evaluation and adjudication committees should implement supply chain management on behalf of the municipality in an honest, fair, impartial, transparent, cost-effective and accountable manner.

Bid evaluation / adjudication committees should be familiar with and adhere to the prescribed legislation, directives and procedures in respect of supply chain management

in order to perform effectively and efficiently.

All members of bid adjudication committees should be cleared by the accounting officer at the level of "CONFIDENTIAL" and should be required to declare their financial interest annually.
No person should-

(i) Interfere with the supply chain management system of the municipality; or
(ii) Amend or tamper with any price quotation / bid after its submission.

7. Combative Practices

Combative practices are unethical and illegal and should be avoided at all cost. They include but are not limited to:

(i) Suggestions to fictitious lower quotations; (ii) Reference to non-existent competition;
(iii) Exploiting errors in price quotations / bids;
(iv) Soliciting price quotations / bids from bidders / contractors whose names appear on the Register for Tender Defaulters.

ANNEXURE B

Witzenberg Municipality's Supply Chain Management: Supplier's Code of Conduct

The purpose of this Code of Conduct is to promote mutual trust and respect and an environment where business can be conducted with integrity and in a fair and reasonable manner.

WM is committed to high standards of business ethics and integrity as reflected in this WM Code of Conduct. WM expects all of its suppliers to adhere to similar good working standards and business ethics. The Supplier is expected to comply with the requirements set out in this WM Supplier Code of Conduct. In addition, WM and the Supplier may agree on further standards in supply agreements.

1. Human Rights

This Bill of Rights, as enshrined in Constitution Act 108 of 1996, is a cornerstone of democracy in South Africa. It enshrines the rights of all people in our country and affirms the democratic values of human dignity, equality and freedom. The Constitution obliges municipalities to respect, protect, promote and fulfil the rights in the Bill of rights. To this end, when service providers provide services to and on behalf of the WM they are also oblige to respect, protect, promote and fulfil the rights in the Bill of rights insofar as it is relevant to their business.

In accordance with the aforementioned ethics and standards, WM require the following business practices from Suppliers:

- To not unfairly discriminate directly or indirectly against anyone on one or more grounds, including race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth.
- To respect the right of everyone to inherent dignity and the right to have their dignity respected and protected.
- To respect the right of every person not to be subjected to slavery, servitude or forced labour.
- To respect everyone's right to freedom of conscience, religion, thought, belief and opinion.

2. Fair Labour Conditions and Child Labour

The Supplier will ensure fair labour conditions. In particular, the supplier will:

- refrain from employment discrimination based on gender, colour, ethnicity, religion, disability, union membership, political affiliation or sexual orientation;
- respect the rights of employees to freely associate and bargain collectively;
- comply with all applicable laws on employment and in particular the Basic Conditions of Employment Act 75 of 1997 and the Labour Relations Act 66 of 1995.
- not use any forced or compulsory labour or involuntary prison labour and give all employees the choice to leave their employment freely upon

reasonable notice;

- compensate employees fairly and adhere to the Basic Conditions of Employment Act 75 of 1997, sector specific minimum wages and / or collective agreements and where these do not exist, compensate employees so they can at the least meet their basic needs; and
- The Supplier will protect children from exploitative labour practices and in particular they will not require or permit children to perform work or provide services that-
    - are inappropriate for a person of that child's age; or
    - place at risk the child's well-being, education, physical or mental health or spiritual, moral or social development;

3. Occupational Health and Safety

The Supplier will strive to provide a safe and healthy workplace for all of its employees and strive to adhere to the requirements of Occupational Health and Safety Act 85 of 1993.

4. Environmental Responsibility

The Supplier is committed to environmental protection and will conduct its business in an environmentally sensitive way.

5. Business Ethics

The Supplier will conduct its business in an ethical manner in accordance with all applicable rules and regulations. In particular, the Supplier will

- refrain from any and all forms of extortion and bribery;
- adhere to anti-trust and other competition laws, e.g. not participating in price fixing or bid-rigging; and
- disclose to WM information about any principal shareholder, directors in the service of the state
- The Supplier will protect all confidential information provided by WM and its respective business partners.

6. Conflict of Interest

The Supplier must disclose to WM information about conflict of interest of any

WM employee, or close family member of an employee that have an interest in any of the Supplier's business.

Suppliers must not use their position for private gain or to improperly benefit any person or company.

Suppliers must not offer any reward, gift, favour, hospitality or other benefit directly or indirectly, including to any close family member, partner or associate of a WM employee, irrespective of the value of the gift, reward, favour, hospitality or benefit.

Suppliers must declare to the accounting officer of WM details of any private or business interest which an employee of WM, or any close family member, partner or associate, may have in any proposed procurement or disposal process, or in any award of a contract by WM;

Suppliers must not place WM employees under any financial or other obligation that might seek to influence WM employees in the performance of their official duties; and

Suppliers must not take improper advantage of previous WM employees to unfairly benefit the supplier by using the information or knowledge of previous employees of WM after leaving office.

7. Business Continuity Planning

The Supplier shall maintain appropriate insurance and or policies to mitigate exposures to business risk, business threats, terrorism, crime, pandemics, natural disasters and related major accident exposures.

8. Procurement by Supplier

WM expects the Supplier to obtain confirmation from each of its sub-suppliers providing goods or services directly or indirectly to WM that the sub-supplier acts in compliance with this WM Supplier Code of Conduct.

Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

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Preferential Procurement Policy

1. Definitions

1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –

1.1.1 **"Acceptable Tender"** means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.

1.1.2 **"Act"** means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;

1.1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.1.4 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;

1.1.6 **"district municipal area"** means the Cape Winelands District Municipal Area;

1.1.7 **"EME"** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.8 **"highest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

1.1.9 **"Historically disadvantaged individual (HDI)"** means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983); and / or
(2) who is a female; and / or
(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

1.1.10 **"locality"** means the suppliers and/or service providers that has its place of business within the municipal area, or the district area where the municipality is located or the province where the municipality is located;

1.1.11 **"lowest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

1.1.12 **"municipal area"** means within the jurisdiction of Witzenberg Municipality;

1.1.13 **"Municipality"** refer to Witzenberg Municipality;

1.1.14 **"Policy"** means the Preferential Procurement Policy of Witzenberg Municipality;

1.1.15 **"proof of B-BBEE status level of contributor"** means

1.1.15.1 The B-BBEE status level certificate issued by an authorised body or person;

1.1.15.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

1.1.15.3 Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

1.1.16 **"proof of locality"** means a –

1.1.16.1 municipal account in the name of the tenderer not older than 90 days;

1.1.16.2 lease agreement where the tenderer is the lessee; or

1.1.16.3 an affidavit in cases where the tenderer is not a municipal account holder or is not a lessee to a lease agreement confirming the registered address of the tenderer;

1.1.17 **"province"** means the Western Cape Province;

1.1.18 **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

1.1.19 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

1.1.20 **"Regulations"** means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance

1.1.21 **"specific goals"** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

1.1.22 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;

1.1.23 **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2. Application of the policy

(1) This policy applies to all procurement of goods and services by the municipality with a value of R30,000 and above.

(2) This policy does not apply to public auctions or any other sale or lease of assets where it is not practical to apply a system of preference.

(3) This policy must be applied concurrently with other legislative prescripts and other policies that regulates the procurement of goods and services by the municipality.

3. Objective of the policy

(1) The purpose of this policy is to:

(a) Provide for categories of preference in awarding of bids;

(b) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and

(c) Clarify the mechanisms how the above items in paragraph 3.1 (a) and (b) will be implemented.

4. Identification of preference point system

(1) The tender documents must stipulate –

(a) the preference point system applicable; and

(b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.

(2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –

(a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals

(1) Specific goals must be measurable, quantifiable and monitored for compliance.

(2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated

in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:

(a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and

(b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.

(3) Regarding paragraph 5(2) of this Policy, 50% of the 20 points on the 80/20 preference points system and 50% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	10	5
2	Level 2 contributor	9	4.5
3	Level 3 contributor	6	3
4	Level 4 contributor	5	2.5
5	Level 5 contributor	4	2
6	Level 6 contributor	3	1.5
7	Level 7 contributor	2	1
8	Level 8 contributor	1	0.5
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	10	10	5	2

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

(6) The total number of points allocated towards specific goals must always add up to 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system.

(7) A tenderer that is located outside the Western Cape Province will score 0 points for locality.

6. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal(s) must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(5) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(6) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(7) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claim point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.

(5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10. Criteria for breaking deadlock in scoring

(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Oversight role of Council

For the purpose of oversight, the Accounting Officer must within 30 days of the end of each financial year, submit a report on the implementation of this Policy to the Council.

12. Short title

This Policy is called the Preferential Procurement Policy of Witzenberg Municipality.

SCM POLICY FOR INFRASTRUCTURE PROCUREMENT AND DELIVERY MANAGEMENT

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1 Scope

This policy establishes the *Witzenberg Municipality*'s policy for infrastructure procurement and delivery management in accordance with the provisions of the regulatory frameworks for procurement and supply chain management. It includes the procurement of goods and services necessary for a new facility to be occupied and used as a functional entity

2 Terms, definitions and abbreviations

2.1 Terms and definitions

For the purposes of this document, the definitions and terms given in the standard and the following apply:

accept: receive as adequate, valid, or suitable

agent: person or organization that is not an employee of *Witzenberg Municipality* that acts on the *Witzenberg Municipality*'s behalf in the application of this document

approve: officially agree to

authorised person: the Accounting Officer or chief executive or the appropriately delegated authority to award, cancel, amend, extend or transfer a contract or order

conflict of interest: any situation in which:

a) someone in a position of trust has competing professional or personal interests which make it difficult for him to fulfil his duties impartially,

b) an individual or organization is in a position to exploit a professional or official capacity in some way for his personal or for corporate benefit, or

c) incompatibility or contradictory interests exist between an employee and the organization which employs that employee

contract manager: person responsible for administering a package on behalf of the employer and performing duties relating to the overall management of such contract from the implementer's point of view

family member: a person's spouse, whether in a marriage or in a customary union according to indigenous law, domestic partner in a civil union, or child, parent, brother, sister, whether such a relationship results from birth, marriage or adoption

framework agreement: an agreement between an organ of state and one or more contractors, the purpose of which is to establish the terms governing orders to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged

gate: a control point at the end of a process where a decision is required before proceeding to the next process or activity

gateway review: an independent review of the available information at a gate upon which a decision to proceed or not to the next process is based

gratification: an inducement to perform an improper act

infrastructure delivery: the combination of all planning, technical, administrative and managerial actions associated with the construction, supply, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure

infrastructure procurement: the procurement of goods or services including any combination thereof associated with the acquisition, renovation, rehabilitation, alteration, maintenance, operation or disposal of infrastructure with an estimated value of one million Rand or more.

maintenance: the combination of all technical and associated administrative actions during an item's service life to retain it in a state in which it can satisfactorily perform its required function

operation: combination of all technical, administrative and managerial actions, other than maintenance actions, that results in the item being in use

order: an instruction to provide goods, services or any combination thereof under a framework agreement

organ of state: an organ of state as defined in section 239 of the Constitution of the Republic of South Africa

procurement document: documentation used to initiate or conclude (or both) a contract or the issuing of an order

principal: a natural person who is a partner in a partnership, a sole proprietor, a director a company established in terms of the Companies Act of 2008 (Act No. 71 of 2008) or a member of a close corporation registered in terms of the Close Corporation Act, 1984, (Act No. 69 of 1984)

standard: the latest edition of the Standard for Infrastructure Procurement and Delivery Management as published by National Treasury

working day: any day of a week on which is not a Sunday, Saturday or public holiday

2.2 Abbreviations

For the purposes of this document, the following abbreviations apply

CIDB: Construction Industry Development Board

SARS: South African Revenue Services

3 General requirements

3.1 Delegations

3.1.1 The *council* of *Witzenberg Municipality* hereby delegates all powers and duties which are necessary to enable the *Accounting Officer* to:

a) discharge the supply chain management responsibilities conferred on accounting officers in terms of Chapter 8 or 10 of the Local Government Municipal Finance Management Act of 2003 and this document;

b) maximise administrative and operational efficiency in the implementation of this document;

c) enforce reasonable cost-effective measures for the prevention of fraud, corruption, favouritism and unfair and irregular practices in the implementation of this document; and

d) comply with his or her responsibilities in terms of section 115 and other applicable provisions of the Local Government Municipal Finance Management Act of 2003 Act.

e) The Accounting Officer may in terms of section 79 or 106 of the Act sub delegate any supply chain management powers and duties.

3.1.2 No departure shall be made from the provisions of this policy without the approval of the Accounting Officer of Witzenberg Municipality.

3.1.3 The *Accounting Officer* shall for oversight purposes:

Within 60 days of the end of each financial year, submit a report on the implementation of this policy, to the council of the *Witzenberg Municipality.*

3.2 Objections and complaints

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

3.3 Resolution of disputes, objections, complaints and queries

Will be dealt with in terms of the stipulations of the Supply Chain Policy of Witzenberg Municipality.

4 Control framework for infrastructure delivery management

4.1 Assignment of responsibilities for approving or accepting end of stage deliverables

The responsibilities for approving or accepting end of stage deliverables shall be as stated in Table 1.

Table 1: Responsibilities for approving or accepting end of stage deliverables in the control framework for the management of infrastructure delivery

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	**Name**			
0	Project initiation	An initiation report which outlines the high-level business case together with the estimated project cost and proposed schedule for a single project or a group of projects having a similar high-level scope		
		Accept: Relevant Director	Approved IDP	All
		Recommend: Municipal Manager		
		Council approves 5 year IDP		
1	Infrastructure planning	An infrastructure plan which identifies and prioritizes projects and packages against a forecasted budget over a period of at least three years		
		Accept: Relevant Director	Approved Budget	All
		Recommend: Municipal Manager		
		Council approves budget for MTREF		

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	**Name**			
2	Strategic resourcing	A delivery and/or procurement strategy which, for a portfolio of projects, identifies the delivery strategy in respect of each project or package and, where needs are met through own procurement system, a procurement strategy		
		Accept: Relevant Manager	Procurement Strategy / Plan	All
		Recommend : Relevant Director		
		Accounting Officer approves the Procurement Strategy / Plan		
3	Pre-feasibility	A prefeasibility report which determines whether or not it is worthwhile to proceed to the feasibility stage		
		Accept: Service Provider	Approved pre-feasibility report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the pre-feasibility report		
	Preparation and briefing (Inception)	A strategic brief which defines project objectives, needs, acceptance criteria and client priorities and aspirations, and which sets out the basis for the development of the concept report for one or more packages		
		Accept: Service Provider	Approved Inception Report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the pre-feasibility report		
4	Feasibility	A feasibility report which presents sufficient information to determine whether or not the project should be implemented		
		Accept: Service Provider	Approved Feasibility Report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the feasibility report		
	Concept and viability (Preliminary Design)	A concept report which establishes the detailed brief, scope, scale, form and control budget, and sets out the integrated concept for one or more packages		
		Accept: Service Provider	Approved Concept and viability report	Projects Above R 1 Million
		Recommend: Relevant Manager		
		Relevant Director approves the Concept and viability report		

Stage			Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	**Name**				
	Gateway review		An independent review of the available information at a gate upon which a decision to proceed or not to the next process is based		
			Accept: Review team (not less than three people) is led by a professional engineer, professional quantity surveyor or professional architect.	Approved Concept and viability report	Projects Above R 50 Million
			Recommend: Relevant Manager		
			Relevant Director approves the Gateway review		
5	Design development (Detailed Design)		A design development report which develops in detail the approved concept to finalize the design and definition criteria, sets out the integrated developed design, and contains the cost plan and schedule for one or more packages		
			Accept: Service Provider	Approved Detailed Design	Projects above R 200 000
			Recommend: Relevant Manager		
			Relevant Director approves the Detailed Design		
6	Design documentation (& Procurement)	6A Production information	Production information which provides the detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the constructor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction		
			Accept: Relevant Manager	Approved bid Document	Projects above R 200 000
			Recommend: Bid specification committee		
			Relevant Director approves the Bid document		
		6B Manufacture, fabrication and construction information	Manufacture, fabrication and construction information produced by or on behalf of the constructor, based on the production information provided for a package which enables manufacture, fabrication or construction to take place		
			Accept: Relevant Manager	Contract Award Approved Order	All
			Recommend: Bid evaluation committee		
			Bid adjudication committee approves the bid		Projects below R 10 million
			The accounting officer approves the bid		Projects above R 10 million

Stage		Person assigned the responsibility for approving or accepting end of stage deliverables	Output	Project Value
No	Name			
7	Works (Contract Administration & Inspection)	The relevant manager / consulting engineer manages the contract in terms of contract conditions		
		Accept: relevant manager / consulting engineer	Minutes of site meetings, progress payment certificates and Contract Correspondence	All
		Recommend: relevant manager		
		Relevant director approves		
8	Handover	Works which have been taken over by the municipality, complete with record information		
		Accept: relevant manager / consulting engineer	Practical completion certificate & project unbundling information	All
		Recommend: relevant manager		
		Relevant director approves		
9	Package completion (Close Out)	Works with notified defects corrected, final account settled and the close out report issued		
		Accept: relevant manager / consulting engineer	Final completion certificate	All
		Recommend: relevant manager		
		Relevant director approves		

4.2 Gateway reviews

4.2.1 All major capital projects having an estimated capital expenditure equal to **or fifty million rand** shall have a gateway review of the end-of-stage 4 deliverable, prior to the acceptance of such deliverable. The review shall be initiated by the organ of state which intends implementing the project. The focus of such a review shall in the first instance be on the quality of the documentation, and thereafter on:
a) deliverability (the extent to which a project is deemed likely to deliver the expected benefits within the declared cost, time and performance envelope);
b) affordability (the extent to which the level of expenditure and financial risk involved in a project can be taken up on, given the organisation's overall financial position, both singly and in the light of its other current and projected commitments); and
a) value for money.

4.2.2 A gateway review team shall comprise not less than three persons who are not involved in the project associated with the works covered by the end of the stage 4 deliverable, and who are familiar with various aspects of the subject matter of the deliverable at the end of the stage under review. Such a team shall be led by a person who has at least six years postgraduate experience in the planning of infrastructure projects and is registered either as a professional engineer in terms of the Engineering Profession Act, a professional quantity surveyor in terms of the Quantity Surveying Profession Act or a professional architect in terms of the Architectural Profession Act. The members of the team shall, as relevant, have expertise in key technical areas, cost estimating, scheduling and implementation of similar projects.

4.2.3 The relevant treasury shall be notified of a proposed gateway review for a major capital project, three weeks prior to the conducting of such a review. Such notification shall be accompanied by a brief outline of the proposed project or package, the names and qualifications of the reviewers and the timeframes for the review. The relevant treasury may nominate additional persons to serve on the review team.

4.2.4 The gateway review team shall base its findings primarily on:
a) the information contained in the end-of-stage deliverables;
b) supplementary documentation, if any, provided by key staff obtained during an interview process; and
c) interviews with key staff members and stakeholders.

4.2.5 The gateway review team shall issue a report at the conclusion of a gateway review which indicates the team's assessment of the information at the end of a stage and provides findings or recommendations on areas where further work may be undertaken to improve such information.

4.2.6 Aspects in the report shall be flagged as being:
a) code red: team considers the aspect to pose a significant risk to the project or package;
b) code amber: team considers the aspects which indicate a minor risk to the project or package; or
c) code green: team considers the aspect to have been given adequate consideration to the extent that it is unlikely to jeopardise the success of progressing to the next stage, or minor adjustments may be required before proceeding.

4.2.7 The contents of the gateway review report shall be taken into account when accepting the stage 4 deliverable. A stage 4 deliverable shall not be accepted until such time that all code red risks have been addressed in the stage 4 end-of-stage deliverable.

5 Control framework for infrastructure procurement

5.1 The responsibilities for taking the key actions associated with the formation and conclusion of contracts including framework agreements above the quotation threshold shall be as stated in Table 2.

5.2 The responsibilities for taking the key actions associated with the quotation procedure and the negotiation procedure where the value of the contract is less than the threshold set for the quotation procedure shall be as follows:

a) Bid Specification Committee shall grant approval for the issuing of the procurement documents, based on the contents of a documentation review report developed in accordance with the provisions of the standard;

b) the authorised person may award the contract if satisfied with the recommendations contained in the evaluation report prepared in accordance with the provisions of the standard.

5.3 The responsibilities for taking the key actions associated with the issuing of an order in terms of a framework agreement shall be as stated in Table 3.

6 Infrastructure delivery management requirements

6.1 Institutional arrangements

6.1.1 Committee system for procurement

6.1.1.1 General

6.1.1.1.1 A committee system comprising the Bid Specification Committee, Bid evaluation committee and Bid Adjudication committee shall be applied to all procurement procedures where the estimated value of the procurement exceeds the financial threshold for quotations and to the putting in place of framework agreements.

6.1.1.1.2 The Bid evaluation committee shall, where competition for the issuing of an order amongst framework contractors takes place and the value of the order exceeds the financial threshold for quotations, evaluate the quotations received.

6.1.1.1.3 The persons appoint in writing as technical advisors and subject matter experts may attend any committee meeting.

6.1.1.1.4 No person who is a political officer bearer, a public office bearer including any councilor of a municipality, a political advisor or a person appointed in terms of section 12A of the Public Service Act of 1994 or who has a conflict of interest shall be appointed to a bid specification, bid evaluation or bid adjudication committee.

6.1.1.1.5 Committee decisions shall as far as possible be based on the consensus principle i.e. the general agreement characterised by the lack of sustained opposition to substantial issues. Committees shall record their decisions in writing. Such decisions shall be kept in a secured environment for a period of not less than five years after the completion or cancellation of the contract unless otherwise determined in terms of the National Archives and Record Services Act of 1996.

6.1.1.1.6 Committees may make decisions at meetings or, subject to the committee chairperson's approval, on the basis of responses to documents circulated to committee members provided that not less than sixty percent of the members are present or respond to the request for responses. Where the committee chairperson is absent from the meeting, the members of the committee who are present shall elect a chairperson from one of them to preside at the meeting.

6.1.1.2 Bid Specification committee

6.1.1.2.1 The *Accounting Officer* shall appoint in writing on a procurement by procurement basis:

a) the members of the bid specification committee.

6.1.1.2.2 The Bid Specification Committee shall comprise one or more persons. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall, where relevant, include a representative of the end user or the department requiring infrastructure delivery.

6.1.1.2.3 No member of, or technical adviser or subject matter expert who participates in the work of the any of the procurement committees or a family member or associate of such a member, may tender for any work associated with the tender which is considered by these committees.

Table 2: Procurement activities and gates associated with the formation and conclusion of contracts above the quotation threshold

Activity		**Sub-Activity** (see Table 3 of the standard)		**Key action**	**Person assigned responsibility to perform key action**
1*	Establish what is to be procured	1.3 **PG1**	Obtain permission to start with the procurement process	Make a decision to proceed / not to proceed with the procurement based on the broad scope of work and the financial estimates.	Council (BUDGET APPROVAL) Relevant Manager
2*	Decide on procurement strategy	2.5 **PG2**	Obtain approval for procurement strategies that are to be adopted including specific approvals to approach a confined market or the use of the negotiation procedure	Confirm selection of strategies so that tender offers can be solicited	Relevant director
3	Solicit tender offers	3.2 **PG3**	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	Procurement documentation committee BSC and relevant director
		3.3 **PG4**	Confirm that budgets are in place	Confirm that finance is available for the procurement to take place	CFO (BSC)
4	Evaluate tender offers	4.2 **PG5**	Obtain authorisation to proceed with next phase of tender process in the qualified, proposal or competitive negotiations procedure	Review evaluation report, ratify recommendations and authorise progression to the next stage of the tender process	Director (BEC)
		4.7 **PG6**	Confirm recommendations contained in the tender evaluation report	Review recommendations of the evaluation committee and refer back to evaluation committee for reconsideration or make recommendation for award	Tender committee BAC, Accounting Officer
5	Award contract	5.3 **PG7**	Award contract	Formally accept the tender offer in writing and issue the contractor with a signed copy of the contract	Accounting Officer
		5.5 **GF1**	Upload data in financial management and payment system	Verify data and upload contractor's particulars and data associated with the contract or order	CFO or delegate.

* Applies only to goods and services not addressed in a procurement strategy developed during stage 2 (strategic resourcing) of the control framework for infrastructure delivery management

Table 2 (continued)

Activity		**Sub-Activity**		**Key action**	**Person assigned responsibility to perform key action**
6	Administer contracts and confirm compliance with requirements	6.4 **PG8A**	Obtain approval to waive penalties or low performance damages.	Approve waiver of penalties or low performance damages	Director
		6.5 **PG8B**	Obtain approval to notify and refer a dispute to an adjudicator	Grant permission for the referral of a dispute to an adjudicator or for final settlement to an arbitrator or court of law	Director
		6.6 **PG8C**	Obtain approval to increase the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at the award of a contract or the issuing of an order up to a specified percentage	Approve amount of time and cost overruns up to the threshold	Director
		6.7 **PG8D**	Obtain approval to exceed the total of prices, excluding contingencies and price adjustment for inflation, or the time for completion at award of a contract or the issuing of an order by more than 20% and 30%, respectively	Approve amount of time and cost overruns above a the threshold	Accounting Officer
		6.8 **PG8E**	Obtain approval to cancel or terminate a contract	Approve amount	Accounting Officer
		6.9 **PG8F**	Obtain approval to amend a contract	Approve proposed amendment to contract	Accounting Officer

Table 3: Procurement activities and gates associated with the issuing of an order above the quotation threshold in terms of a framework agreement

Activity		**Key action**	**Person assigned responsibility to perform key action**
1 **FG1**	Confirm justifiable reasons for selecting a framework contactor where there is more than one framework agreement covering the same scope of work	Confirm reasons submitted for not requiring competition amongst framework contractors or instruct that quotations be invited	*Relevant director or manager*
3 **FG2**	Obtain approval for procurement documents	Grant approval for the issuing of the procurement documents	*BSC*
4 **FG3**	Confirm that budgets are in place	Confirm that finance is available so that the order may be issued	*Relevant director or manager / Approved budget*
6 **FG4**	Authorise the issuing of the order	If applicable, review evaluation report and confirm or reject recommendations. Formally accept the offer in writing and issue the contractor with a signed copy of the order	*BAC*

6.1.1.3 Evaluation committee

6.1.1.3.1 The *Accounting Officer* shall appoint on a procurement by procurement basis in writing:

a) the members of the bid evaluation committee.

6.1.1.3.2 The bid evaluation committee shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality* with requisite skills. Other members shall include a supply chain management practitioner and, where relevant, include an official from the department requiring infrastructure delivery.

6.1.1.3.3 The bid evaluation committee shall review the evaluation reports prepared in accordance with sub clause 4.2.3 of the standard and as a minimum verify the following in respect of the recommended tenderer:

a) the capability and capacity of a tenderer to perform the contract;

b) the tenderer's tax and municipal rates and taxes compliance status;

b) confirm that the tenderer's municipal rates and taxes and municipal service charges are not in arrears;

d) the Compulsory Declaration has been completed; and

e) the tenderer is not listed in the National Treasury's Register for Tender Defaulters or the List of Restricted Suppliers.

6.1.1.3.4 No tender submitted by a member of, or technical adviser or subject matter expert who participates in the work of the procurement documentation committee or a family member or associate of such a member, may be considered by the evaluation committee.

6.1.1.3.5 The chairperson of the evaluation committee shall promptly notify the *Accounting Officer* of any respondent or tenderer who is disqualified for having engaged in fraudulent or corrupt practices during the tender process.

6.1.1.4 Bid Adjudication Committee

6.1.1.4.1 The tender committee shall comprise the following persons or their mandated delegate:

a) *Chief financial officer* who shall be the chairperson:

b) *Director Technical Services*

c) *Director Community Services*

d) Director Corporate services

e) Manager Supply Chain

6.1.1.4.2 No member of the evaluation committee may serve on the bid adjudication committee. A member of an evaluation committee may, however, participate in the deliberations of a Bid Adjudication committee as a technical advisor or a subject matter expert.

6.1.1.4.3 The Bid Adjudication committee shall:

a) consider the report and recommendations of the evaluation committee and:

1) verify that the procurement process which was followed complies with the provisions of this document;

2) confirm that the report is complete and addresses all considerations necessary to make a recommendation;

3) confirm the validity and reasonableness of reasons provided for the elimination of tenderers; and

4) consider commercial risks and identify any risks that have been overlooked or fall outside of the scope of the report which warrant investigation prior to taking a final decision; and

b) refer the report back to the evaluation committee for their reconsideration, make a reward for bids below R 10 000 000 or make a recommendation to the accounting officer on the award of a tender, with or without conditions, together with reasons for such recommendation for bids above R 10 000 000.

6.1.1.4.4 The Bid Adjudication committee shall consider proposals regarding the cancellation, amendment, extension or transfer of contracts that have been awarded and make a recommendation to the Municipal Manager on the course of action which should be taken.

6.1.1.4.5 The Bid Adjudication committee shall consider the merits of an unsolicited offer and make a recommendation to the Accounting Officer.

6.1.1.4.6 The Bid Adjudication committee shall report to the *Accounting Officer* any recommendation made to award a contract to a tenderer other than the tenderer recommended by the evaluation committee, giving reasons for making such a recommendation.

6.1.1.4.7 The Bid Adjudication committee shall not make a recommendation for an award of a contract or order if the recommended tenderer or framework contractor has:

a) made a misrepresentation or submitted false documents in competing for the contract or order; or

b) been convicted of a corrupt or fraudulent act in competing for any contract during the past five years.

6.1.1.4.8 The Bid Adjudication committee may on justifiable grounds and after following due process, disregard the submission of any tenderer if that tenderer or any of its directors, members or trustees or partners has abused the delivery management system or has committed fraud, corruption or any other improper conduct in relation to such system. The National Treasury and the *Western Cape Treasury* shall be informed where such tenderers are disregarded.

6.1.2 Actions of the accounting officer relating to the award of a contract or an order

6.1.2.1 Award of a contract

6.1.2.1 The accounting officer shall, consider the report(s) and recommendations of the Bid Adjudication committee, and either:

a) award the contract after confirming that the report is complete and addresses all considerations necessary to make a recommendation and budgetary provisions are in place; or

b) decide not to proceed or to start afresh with the process.

6.1.3 Conduct of those engaged in infrastructure delivery

6.1.3.1 General requirements

6.1.3.1.1 All personnel and agents of *Witzenberg Municipality* shall comply with the requirements of the CIDB Code of Conduct for all Parties engaged in Construction Procurement. They shall:

a) behave equitably, honestly and transparently;

b) discharge duties and obligations timeously and with integrity;

c) comply with all applicable legislation and associated regulations;

d) satisfy all relevant requirements established in procurement documents;

e) avoid conflicts of interest; and

f) not maliciously or recklessly injure or attempt to injure the reputation of another party.

6.1.3.1.2 All personnel and agents engaged in *Witzenberg Municipality*'s infrastructure delivery management system shall:

a) not perform any duties to unlawfully gain any form of compensation, payment or gratification from any person for themselves or a family member or an associate;

b) perform their duties efficiently, effectively and with integrity and may not use their position for private gain or to improperly benefit another person;

c) strive to be familiar with and abide by all statutory and other instructions applicable to their duties;

d) furnish information in the course of their duties that is complete, true and fair and not intended to mislead;

e) ensure that resources are administered responsibly;

f) be fair and impartial in the performance of their functions;

g) at no time afford any undue preferential treatment to any group or individual or unfairly discriminate against any group or individual;

h) not abuse the power vested in them;

i) not place themselves under any financial or other obligation to external individuals or firms that might seek to influence them in the performance of their duties;

j) assist *Witzenberg Municipality* in combating corruption and fraud within the infrastructure procurement and delivery management system;

k) not disclose information obtained in connection with a project except when necessary to carry out assigned duties;

l) not make false or misleading entries in reports or accounting systems; and

m) keep matters of a confidential nature in their possession confidential unless legislation, the performance of duty or the provision of the law require otherwise.

6.1.3.1.2 An employee or agent may not amend or tamper with any submission, tender or contract in any manner whatsoever.

6.1.3.2 Conflicts of interest

6.1.3.2.1 The employees and agents of *Witzenberg Municipality* who are connected in any way to procurement and delivery management activities which are subject to this policy, shall:

a) disclose in writing to the employee of the *Witzenberg Municipality* to whom they report, or to the person responsible for managing their contract, if they have, or a family member or associate has, any conflicts of interest; and

b) not participate in any activities that might lead to the disclosure of *Witzenberg Municipality* proprietary information.

6.1.3.2.2 The employees and agents of *Witzenberg Municipality* shall declare and address any perceived or known conflict of interest, indicating the nature of such conflict to whoever is responsible for overseeing the procurement process at the start of any deliberations relating to a procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

6.1.3.2.3 Agents who prepare a part of a procurement document may in exceptional circumstances, where it is in *Witzenberg Municipality*'s interest to do so, submit a tender for work associated with such documents provided that:

a) *Witzenberg Municipality* states in the tender data that such an agent is a potential tenderer;

b) all the information which was made available to, and the advice provided by that agent which is relevant to the tender, is equally made available to all potential tenderers upon request, if not already included in the scope of work; and

c) the procurement documentation committee is satisfied that the procurement document is objective and unbiased having regard to the role and recommendations of that agent.

6.1.3.3 Evaluation of submissions received from respondents and tenderers

6.1.3.3.1 The confidentiality of the outcome of the processes associated with the calling for expressions of interest, quotations or tenders shall be preserved. Those engaged in the evaluation process shall:

a) not have any conflict between their duties as an employee or an agent and their private interest;

b) may not be influenced by a gift or consideration (including acceptance of hospitality) to show favour or disfavour to any person;

c) deal with respondents and tenderers in an equitable and even-handed manner at all times; and

d) not use any confidential information obtained for personal gain and may not discuss with, or disclose to outsiders, prices which have been quoted or charged to *Witzenberg Municipality.*

6.1.3.3.2 The evaluation process shall be free of conflicts of interest and any perception of bias. Any connections between the employees and agents of *Witzenberg Municipality* and a tenderer or respondent shall be disclosed and recorded in the tender evaluation report.

6.1.3.3.3 *Witzenberg Municipality* personnel and their agents shall immediately withdraw from participating in any manner whatsoever in a procurement process in which they, or any close family member, partner or associate, has any private or business interest.

6.1.3.4 Non-disclosure agreements

Confidentiality agreements in the form of non-disclosure agreements shall, where appropriate, be entered into with agents and potential contractors to protect *Witzenberg Municipality*'s confidential information and interests.

6.1.3.5 Gratifications, hospitality and gifts

6.1.3.5.1 The employees and agents of *Witzenberg Municipality* shall not, directly or indirectly, accept or agree or offer to accept any gratification from any other person including a commission, whether for the benefit of themselves or for the benefit of another person, as an inducement to improperly influence in any way a procurement process, procedure or decision.

6.1.3.5.2 The employees and agents of *Witzenberg Municipality* as well as their family members of associates shall not receive any of the following from any tenderer, respondent or contractor or any potential contractor:

a) money, loans, equity, personal favours, benefits or services;

b) overseas trips; or

c) any gifts or hospitality irrespective of value from tenderers or respondents prior to the conclusion of the processes associated with a call for an expression of interest or a tender.

6.1.3.5.3 The employees and agents of *Witzenberg Municipality* shall not purchase any items at artificially low prices from any tenderer, respondent or contractor or any potential contractor at artificially low prices which are not available to the public.

6.1.3.5.4 All employees and agents of *Witzenberg Municipality* may for the purpose of fostering inter-personal business relations accept the following:

a) meals and entertainment, but excluding the cost of transport and accommodation;

b) promotional material of small intrinsic value such as pens, paper-knives, diaries, calendars, etc;

c) incidental business hospitality such as business lunches or dinners, which the employee is prepared to reciprocate;

d) complimentary tickets to sports meetings and other public events, but excluding the cost of transport and accommodation, provided that such tickets are not of a recurrent nature; and

e) gifts in kind other than those listed in a) to d) which have an intrinsic value greater than R350, they must declare these gifts to the *Accounting Officer*.

6.1.3.5.5 Under no circumstances shall gifts be accepted from prospective contractors during the evaluation of calls for expressions of interest, quotations or tenders that could be perceived as undue and improper influence of such processes.

6.1.3.5.6 Employees and agents of *Witzenberg Municipality* shall without delay report to the *Accounting Officer* any incidences of a respondent, tenderer or contractor who directly or indirectly offers a gratification to them or any other person to improperly influence in any way a procurement process, procedure or decision.

6.1.3.6 Reporting of breaches

Employees and agents of *Witzenberg Municipality* shall promptly report to the *Accounting Officer* any alleged improper conduct which they may become aware of, including any alleged fraud or corruption.

6.1.4 Measures to prevent abuse of the infrastructure delivery system

The *Accounting Officer s*hall investigate all allegations of corruption, improper conduct or failure to comply with the requirements of this policy against an employee or an agent, a contractor or other role player and, where justified:

a) take steps against an employee or role player and inform the National Treasury and *Western Cape Treasury* of those steps;

b) report to the South African Police Service any conduct that may constitute a criminal offence;

c) lodge complaints with the Construction Industry Development Board or any other relevant statutory council where a breach of such council's code of conduct or rules of conduct are considered to have been breached;

d) cancel a contract if:

1) it comes to light that the contractor has made a misrepresentation, submitted falsified documents or has been convicted of a corrupt or fraudulent act in competing for a particular contract or during the execution of that contract; or

2) an employee or other role player committed any corrupt or fraudulent act during the tender process or during the execution of that contract.

6.1.5 Awards to persons in the service of the state

6.1.5.1 Any submissions made by a respondent or tenderer who declares in the Compulsory Declaration that a principal is one of the following shall be rejected:

a) a member of any municipal council, any provincial legislature, or the National Assembly or the National Council of Provinces;

b) a member of the council of any municipal entity;

c) an official of any municipality or municipal entity;

d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

e) a member of the accounting authority of any national or provincial public entity; or

f) an employee of Parliament or a provincial legislature.

6.1.5.2 The notes to the annual financial statements of the *Witzenberg Municipality* shall disclose particulars of an award of more than R 2 000 to a person who is a family member of a person identified in 6.1.5.1 or who has been in the previous 12 months. Such notes shall include the name of the person, the capacity in which such person served and the amount of the award.

6.1.6 Collusive tendering

Any submissions made by a respondent or tenderer who fails to declare in the Compulsory Declaration that the tendering entity:

a) is not associated, linked or involved with any other tendering entity submitting tender offers; or

b) has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a tender or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a tender shall be rejected.

6.1.7 Placing of contractors under restrictions

6.1.7.1 If any tenderer which has submitted a tender offer or a contractor which has concluded a contract has, as relevant:

a) withdrawn such tender or quotation after the advertised closing date and time for the receipt of submissions;

b) after having been notified of the acceptance of his tender, failed or refused to commence the contract;

c) had their contract terminated for reasons within their control without reasonable cause;

d) offered, promised or given a bribe in relation to the obtaining or the execution of such contract;

e) acted in a fraudulent, collusive or anti-competitive or improper manner or in bad faith towards *Witzenberg Municipality*; or

f) made any incorrect statement in any affidavit or declaration with regard to a preference claimed and is unable to prove to the satisfaction of *Witzenberg Municipality* that the statement was made in good faith or reasonable steps were taken to confirm the correctness of the statements,

The relevant manager shall prepare a report on the matter and make a recommendation to the *Accounting Officer* for placing the contractor or any of its principals under restrictions from doing business with the *Witzenberg Municipality*.

6.1.7.2 The *Accounting Officer* may, as appropriate, upon the receipt of a recommendation made in terms of 6.1.7.1 and after notifying the contractor of such intention in writing and giving written reasons for such action, suspend a contractor or any principal of that contractor from submitting a tender offer to *[name of municipality or municipal entity* for a period of time.

6.1.7.3 The relevant manager shall:

a) record the names of those placed under restrictions in an internal register which shall be accessible to employees and agents of *Witzenberg Municipality* who are engaged in procurement processes; and

b) notify the National Treasury and relevant Provincial *Treasury* and , if relevant, the Construction Industry Development Board, of such decision and provide them with the details associated therewith.

6.1.8 Complaints

6.1.8.1 All complaints regarding the *Witzenberg Municipality*'s infrastructure delivery management system shall be addressed to the Accounting officer. Such complaints shall be in writing.

6.1.8.2 The Accounting officer shall investigate all complaints regarding the infrastructure procurement and delivery management system and who will decide on what action to take.

6.2 Acquisition management

6.2.1 Unsolicited proposal

6.2.1.1 The *Witzenberg Municipality* is not obliged to consider unsolicited offers received outside a normal procurement process but may consider such an offer only if:

a) the goods, services or any combination thereof that is offered is a demonstrably or proven unique innovative concept;

b) proof of ownership of design, manufacturing, intellectual property, copyright or any other proprietary right of ownership or entitlement is vested in the person who made the offer;

c) the offer presents a value proposition which demonstrates a clear, measurable and foreseeable benefit for *Witzenberg Municipality*;

d) the offer is in writing and clearly sets out the proposed cost;

e) the person who made the offer is the sole provider of the goods or service; and

f) the *Accounting Officer* finds the reasons for not going through a normal tender processes to be sound.

6.2.1.2 The *Accounting Officer* may only accept an unsolicited offer and enter into a contract after considering the recommendations of the tender committee if:

a) the intention to consider an unsolicited proposal has been made known in accordance with Section 21A of the Municipal Systems Act of 2000 together with the reasons why such a proposal should not be open to other competitors, an explanation of the potential benefits for the *municipality* and an invitation to the public or other potential suppliers and providers to submit their comments within 30 days after the notice;

b) the *Witzenberg Municipality*' has obtained comments and recommendations on the offer from the National Treasury and *Western Cape Treasury*;

c) the Bid Adjudication committee meeting which makes recommendations to accept an unsolicited proposal was open to the public and took into account any public comments that were received and any comments and recommendations received from the National Treasury and *Western Cape Treasury*; and

d) the provisions of 6.2.1.3 are complied with.

6.2.1.3 The *Accounting Officer* shall, within 14 working days after the decision to award the unsolicited offer is taken, submit the reasons for rejecting or not following the recommendations to the National Treasury, the *Western Cape Treasury* and Auditor General. A contract shall in such circumstances not be entered into or signed within 30 days of such submission.

6.2.2 Tax and rates compliance

6.2.2.1 SARS tax clearance

6.2.2.1.1 No contract may be awarded or an order issued where the value of such transaction exceeds R 15 000, unless a tenderer or contractor is in possession of an original valid Tax Clearance Certificate issued by SARS

6.2.2.1.2 In the case of a partnership, each partner shall comply with the requirements of 6.2.2.2.1.

6.2.2.1.3 Notwithstanding the requirements of 6.2.2.1 and 6.2.2.3 the following shall apply, unless a person who is not tax compliant indicates to the Accounting officer that it intends challenging its tax compliance status with SARS,

a) a contract may be awarded to a non-compliant tenderer if such a tenderer is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;

b) an order may be awarded to a non-compliant contractor if such a contractor is able to remedy its tax compliance status within a period not exceeding 10 working days after being duly notified of its non-compliant status;

c) a non-compliant contractor shall be issued with a first warning that payments in future amounts due in terms of the contract may be withheld, before the authorising of any payment due to such contractor;

d) before authorising a further payment due to a non-compliant contractor who has failed to remedy its tax compliance status after receiving a first warning, a second and final warning shall be issued to such contractor;

e) no payments may be released for any amounts due in terms of the contract due to a non-compliant contractor if, after a period of 30 calendar days have lapsed since the second warning was issued, the non-compliant contractor has failed to remedy its tax compliance status.

6.2.2.1.4 The *Witzenberg Municipality* may cancel a contract with a non-compliant contractor if such a contractor fails to remedy its tax compliance status after a period of 30 calendar days have lapsed since the second warning was issued in terms of 6.2.2.1.4e).

6.2.2.2 Municipal rates and taxes

No contract may be awarded to a tenderer who, or the principals of that tenderer, owes municipal rates and taxes or municipal service charges to any municipality or a municipal entity and are in arrears for more than 3 months.

6.2.3 Declarations of interest

Tenders and respondents making submissions in response to an invitation to submit a tender or a call for an expression of interest, respectively shall declare in the Compulsory Declaration whether or not any of the principals:

a) are an employee of the *Witzenberg Municipality* or in the employ of the state; or

b) have a family member or a business relation with a person who is in the employ of the state.

6.2.4 Invitations to submit expressions of interest or tender offers

6.2.4.1 All invitations to submit tenders where the estimated value of the contract exceeds R200 000 including VAT, except where a confined tender process is followed, and expressions of interest shall be advertised on the *Witzenberg Municipality*'s website and on the National Treasury eTender Publication Portal. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.2 Advertisements relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.4.1 be advertised on the CIDB website. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.3 Where deemed appropriate by the Bid Specification Committee an invitation to tender and a call for an expression of interest shall be advertised in suitable local and national newspapers and the Government Tender Bulletin as directed by such person. Advertisements shall be placed by the Supply Chain Management department.

6.2.4.4 Such advertisements shall be advertised for a period of at least 30 days before closure, except in urgent cases when the advertisement period may be shortened as determined by the *Accounting Officer.*

6.2.4.5 Invitations to submit expressions of interest or tender offers shall be issued not less than 10 working days before the closing date for tenders and at least 5 working days before any compulsory clarification meeting. Procurement documents shall be made available not less than 7 days before the closing time for submissions.

6.2.5 Publication of submissions received and the award of contracts

6.2.5.1 The Supply Chain Management department shall publish within 10 working days of the closure of any advertised call for an expression of interest or an invitation to tender where the estimated value of the contract exceeds R200 000 including VAT on the municipality's or municipal entity's website, the names of all tenderers that made submissions to that advertisement, and if practical or applicable, the total of the prices and the preferences claimed. Such information shall remain on the website for at least 30 days.

6.2.5.2 The Supply Chain Management department shall publish within 7 working days of the award of a contract the following on the *Witzenberg Municipality*'s website

a) the contract number;

b) contract title;

c) brief description of the goods, services or works;

d) the total of the prices, if practical;

e) the names of successful tenderers and their B-BBEE status level of contribution;

f) duration of the contract; and

g) brand names, if applicable.

6.2.5.3 the Supply Chain Management department shall submit within 7 working days of the award of a contract the information required by National Treasury on the National Treasury eTender Publication Portal regarding the successful and unsuccessful tenders. Submissions shall be made by the Supply Chain Management department.

6.2.5.4 The award of contracts relating to construction works which are subject to the Construction Industry Development Regulations issued in terms of the Construction Industry Development Act of 2000 shall in addition to the requirements of 6.2.5.3 be notified on the CIDB website. The notification shall be made by placed by the Supply Chain Management department.

6.2.6 Disposal committee

6.2.6.1 The *Accounting Officer* shall appoint on a disposal by disposal basis in writing the members of the disposal committee to decide on how best to undertake disposals in accordance with the provisions of clause 10 of the standard.

6.2.6.2 The disposal panel shall comprise not less than three people. The chairperson shall be an employee of *Witzenberg Municipality.*

6.2.6.3 The disposal committee shall make recommendations to *Accounting Officer* who shall approve the recommendations, refer the disposal strategy back to the disposal committee for their reconsideration, and decide not to proceed or to start afresh with the process.

6.3 Reporting of infrastructure delivery management information

The Manager: Supply Chain Management and relevant technical expert shall submit any reports required in terms of the standard to the National Treasury or *Western Cape Treasury*.

7 Infrastructure procurement

7.2.1 The *Witzenberg Municipality*'s preapproved templates for Part C1 (Agreements and contract data) of procurement documents shall be utilised to obviate the need for legal review prior to the awarding of a contract. All modifications to the standard templates shall be approved by the Accounting Officer prior to being issued for tender purposes.

7.2.2 Disputes arising from the performance of a contract shall be finally settled in a South African court of law.

7.2.3 The Municipal Declaration and returnable documents contained in the standard shall be included in all tenders for:

a) consultancy services; and

b) goods and services or any combination thereof where the total of the prices is expected to exceed R10 m including VAT.

7.3 Payment of contractors

The *Witzenberg Municipality* shall settle all accounts within 30 days of invoice or statement as provided for in the contract.

7.4 Approval to utilise specific procurement procedures

7.4.1 Prior approval shall be obtained for the following procurement procedures from the following persons, unless such a procedure is already provided for in the approved procurement strategy:

a) The Accounting Officer shall authorise the use of the negotiated procedure above the thresholds provided in the standard.

b) The Accounting Officer shall authorise the approaching of a confined market except where a rapid response is required in the presence of, or the imminent risk of, an extreme or emergency situation arising from the conditions set out in the standard and which can be dealt with or the risks relating thereto arrested within 48 hours; and

c) the proposal procedure using the two-envelope system, the proposal procedure using the two-stage system or the competitive negotiations procedure.

7.4.2 The person authorised to pursue a negotiated procedure in an emergency is *[designated person].*

7.5 Receipt and safeguarding of submissions

7.5.1 A dedicated and clearly marked tender box shall be made available to receive all submissions made.

7.6 Opening of submissions

7.6.1 Submissions shall be opened by an opening panel comprising two people nominated by the chief financial officer who have declared their interest or confirmed that they have no interest in the submissions that are to be opened.

7.6.2 The opening panel shall open the tender box at the stipulated closing time and:

a) sort through the submissions and return those submissions to the box that are not yet due to be opened including those whose closing date has been extended;

b) return submissions unopened and suitably annotated where:

1) submissions are received late, unless otherwise permitted in terms of the submission data;

2) submissions were submitted by a method other than the stated method,

3) submissions were withdrawn in accordance with the procedures contained in SANS 10845-3; and.

4) only one tender submission is received and it is decided not to open it and to call for fresh tender submissions;

c) record in the register submissions that were returned unopened;

d) open submissions if received in sealed envelopes and annotated with the required particulars and read out the name of and record in the register the name of the tenderer or respondent and, if relevant, the total of prices including VAT where this is possible;

e) record in the register the name of any submissions that is returned with the reasons for doing so;

f) record the names of the tenderer's representatives that attend the public opening;

g) sign the entries into the register; and

h) stamp each returnable document in each tender submission.

7.6.3 Each member of the opening panel shall initial the front cover of the submission and all pages that are stamped in accordance with the requirements of 7.6.2h).

7.6.4 Respondents and tenderers whose submissions are to be returned shall be afforded the opportunity to collect their submissions.

7.6.5 Submissions shall be safeguarded from the time of receipt until the conclusion of the procurement process.

7.7 Use of another organ of state's framework agreement

The *Witzenberg Municipality* may make use of another organ of state's framework contract which has been put in place by means of a competitive tender process and there are demonstrable benefits for doing so. The *Accounting Officer* shall make the necessary application to that organ of state to do so.

7.8 Insurances

7.8.1 Contractors shall be required to take out all insurances required in terms of the contract.

7.8.2 The insurance cover in engineering and construction contracts for loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract shall in general not be less than the value stated in Table 4, unless otherwise directed by the Accounting Officer.

7.8.3 Lateral earth support insurance in addition to such insurance shall be take out on a case by case basis.

Table 4: Minimum insurance cover

Type of insurance	Value
Engineering and construction contracts - loss of or damage to property (except the works, Plant and Materials and Equipment) and liability for bodily injury to or death of a person (not an employee of the Contractor) caused by activity in connection with a contract	Not less than R20 million
Professional services and service contracts - death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract or damage to property	Not less than R10 million
Professional indemnity insurance	geotechnical, civil and structural engineering: R5,0 million electrical, mechanical and engineering: R3,0 million architectural: R5,0 million other R3,0 million

7.8.4 The insurance cover in professional services and service contracts for damage to property or death of or bodily injury to employees of the Contractor arising out of and in the course of their employment in connection with a contract shall not be less than the value stated in Table 4 for any one event unless otherwise directed by the Bid Specification Committee

7.8.5 SASRIA**:** Special Risk Insurance in respect of riot and associated risk of damage to the works, Plant and Materials shall be taken out on all engineering and construction works.

7.8.6 Professional service appointments shall as a general rule be subject to proof of current professional indemnity insurance being submitted by the contractor in an amount not less than the value stated in Table 4 in respect of each claim, without limit to the number of claims, unless otherwise directed by the *Bid Specification Committee* in relation to the nature of the service that they provide.

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7.8.6 Witzenberg *Municipality* shall take out professional indemnity insurance cover where it is deemed necessary to have such insurance at a level higher than the levels of insurance commonly carried by contractors.

7.8.7 Where payment is to be made in multiple currencies, either the contractor or *Witzenberg Municipality* should be required to take out forward cover. Alternatively, the prices for the imported content should be fixed as soon as possible after the starting date for the contract.

7.9 Written reasons for actions taken

7.9.1 Written reasons for actions taken shall be provided by the relevant manager.

7.9.2 The written reasons for actions taken shall be as brief as possible and shall as far as is possible, and where relevant, be framed around the clauses in the:

a) SANS 10845-3, *Construction procurement - Part 3: Standard conditions of tender,* and, giving rise to the reason why a respondent was not short listed, prequalified or admitted to a data base; or

b) SANS 10845-4, *Construction procurement - Part 4: Standard conditions for the calling for expressions of interest;*

as to why a tenderer was not considered for the award of a contract or not awarded a contract.

7.9.3 Requests for written reasons for actions taken need to be brief and to the point and may not divulge information which is not in the public interest or any information which is considered to prejudice the legitimate commercial interests of others or might prejudice fair competition between tenderers.

7.10 Request for access to information

7.10.1 Should an application be received in terms of Promotion of Access to Information Act of 2000 (Act 2 of 2000), the "requestor" should be referred to the *Witzenberg Municipality*'s Information Manual which establishes the procedures to be followed and the criteria that have to be met for the "requester" to request access to records in the possession or under the control of *Witzenberg Municipality*'s.

7.10.2 Access to technical and commercial information such as a comprehensive programme which links resources and prices to such programme should be refused as such information provides the order and timing of operations, provisions for time risk allowances and statements as to how the contractor plans to do the work which identifies principal equipment and other resources which he plans to use. Access to a bill of quantities and rates should be provided in terms of the Act.

Preferential Procurement Policy

Date of Approval by Council	10 March 2023
Implementation date	10 March 2023

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Preferential Procurement Policy

1. Definitions

1.1 In this Policy, unless the context otherwise indicates, a word or expression to which a meaning has been assigned in the Act or the Regulations shall bear the meaning so assigned –

1.1.1 **"Acceptable Tender"** means any tender which, in all respects, complies with the specification and conditions of tender as set out in tender document.

1.1.2 **"Act"** means the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 as amended;

1.1.3 **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

1.1.4 **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.5 **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 as amended;

1.1.6 **"district municipal area"** means the Cape Winelands District Municipal Area;

1.1.7 **"EME"** means an exempted micro enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

1.1.8 **"highest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has the highest price compared to other tenders;

1.1.9 **"Historically disadvantaged individual (HDI)"** means a South African citizen –

(1) who, due to the apartheid policy that had been in place, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa,1983 (Act No 110 of 1983); and / or
(2) who is a female; and / or
(3) who has a disability:

Provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution, is deemed not to be an HDI.

1.1.10 **"locality"** means the suppliers and/or service providers that has its place of business within the municipal area, or the district area where the municipality is located or the province where the municipality is located;

1.1.11 **"lowest acceptable tender"** means a tender that complies with all specifications and conditions of tender and that has lowest price compared to other tenders;

1.1.12 **"municipal area"** means within the jurisdiction of Witzenberg Municipality;

1.1.13 **"Municipality"** refer to Witzenberg Municipality;

1.1.14 **"Policy"** means the Preferential Procurement Policy of Witzenberg Municipality;

1.1.15 **"proof of B-BBEE status level of contributor"** means

1.1.15.1 The B-BBEE status level certificate issued by an authorised body or person;

1.1.15.2 A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or

1.1.15.3 Any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;

1.1.16 **"proof of locality"** means a –

1.1.16.1 municipal account in the name of the tenderer not older than 90 days;

1.1.16.2 lease agreement where the tenderer is the lessee; or

1.1.16.3 an affidavit in cases where the tenderer is not a municipal account holder or is not a lessee to a lease agreement confirming the registered address of the tenderer;

1.1.17 **"province"** means the Western Cape Province;

1.1.18 **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

1.1.19 **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of the tender invitation;

1.1.20 **"Regulations"** means the Preferential Procurement Regulations, 2022 as issued by the Minister of Finance

1.1.21 **"specific goals"** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;

1.1.22 **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation that includes formal written price quotations, competitive bids and deviations from the official procurement processes as defined;

1.1.23 **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions.

2. Application of the policy

(1) This policy applies to all procurement of goods and services by the municipality with a value of R30,000 and above.
(2) This policy does not apply to public auctions or any other sale or lease of assets where it is not practical to apply a system of preference.
(3) This policy must be applied concurrently with other legislative prescripts and other policies that regulates the procurement of goods and services by the municipality.

3. Objective of the policy

(1) The purpose of this policy is to:
  (a) Provide for categories of preference in awarding of bids;
  (b) Provide for the advancement of persons or categories of persons disadvantaged by unfair discrimination; and
  (c) Clarify the mechanisms how the above items in paragraph 3.1 (a) and (b) will be implemented.

4. Identification of preference point system

(1) The tender documents must stipulate –

  (a) the preference point system applicable; and

  (b) any specific goal as envisaged in section 2(1)(d) and (e) of the Act.

(2) If it is unclear whether the 80/20 or 90/10 preference point system applies, the tender documents must state/stipulate that in the case of –

  (a) an invitation for tender for income generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

  (b) any other invitation for tender that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system.

5. Specific goals

(1) Specific goals must be measurable, quantifiable and monitored for compliance.

(2) A maximum of 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system will be allocated for specific goals as contemplated

in the Act for the acquisition of goods and services and income generating contracts. These goals are as follows:

(a) B-BBEE that is inclusive of contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability; and

(b) locality of enterprises in the municipal area, district municipal area or province that promotes implementing the programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994 the preference point system.

(3) Regarding paragraph 5(2) of this Policy, 50% of the 20 points on the 80/20 preference points system and 50% of the 10 points on the 90/10 preference points system, will be allocated to promote B-BBEE in terms of the following scorecard:

No	B-BBEE status level of contributor	Number of points on 80/20 points system	Number of points on 90/10 points system
1	Level 1 contributor	10	5
2	Level 2 contributor	9	4.5
3	Level 3 contributor	6	3
4	Level 4 contributor	5	2.5
5	Level 5 contributor	4	2
6	Level 6 contributor	3	1.5
7	Level 7 contributor	2	1
8	Level 8 contributor	1	0.5
9	Non-compliant contributor	0	0

(4) The following points for specific goals per procurement process based on the 80/20 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Formal written price and competitive tendering	R30,000 – R50 million	10	10	5	2

(5) The following points for specific goals per procurement process based on the 90/10 preference point system will be applied:

No	Procurement Process	Procurement ranges (inclusive of all applicable taxes)	Maximum Points for Broad-Based Black Economic Empowerment (B-BBEE)	Maximum points for enterprises within Witzenberg Municipal area	Maximum points for enterprises within Cape Winelands District region	Maximum points for enterprises within the Western Cape Province
1	Competitive tendering	Above R50 million	5	5	2.5	1

(6) The total number of points allocated towards specific goals must always add up to 20 points on the 80/20 preference points system or 10 points on the 90/10 preference points system.

(7) A tenderer that is located outside the Western Cape Province will score 0 points for locality.

6. 80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal(s) must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

7. 90/10 preference point system for acquisition of goods and services with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(5) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(6) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(7) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

8. 80/20 preference point system for tenders to generate income or to dispose of or lease assets with Rand value equal to or below R50 million

(1) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender for income-generating contracts with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 20 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claim point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

9. 90/10 preference point system for tenders to generate income or to dispose of or lease assets with Rand value above R50 million

(1) The following formula must be used to calculate the points out of 90 for price in respect of an invitation for a tender for income-generating contracts with a Rand value above R50 million, inclusive of all applicable taxes:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where –

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = Price of highest acceptable tender

(2) A maximum of 10 points may be awarded to a tenderer for the specific goals as provided for under paragraph 3 of this Policy.

(3) The points scored for the specific goal must be added to the points scored for the price and the total must be rounded off to the nearest two decimal places.

(4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tendering scoring the highest points.

(5) A tenderer must submit proof of its B-BBEE status level of contributor in order to claim points for B-BBEE.

(6) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but will only score 0 points for B-BBEE.

(7) A tenderer must submit proof of locality in order to claiming point(s) for locality.

(8) A tenderer failing to submit proof of locality may not be disqualified, but will only score 0 points for locality.

(9) A tenderer that scores 0 points for B-BBEE and/or 0 points for locality must be scored for price only.

(10) The points scored for the specific goals must be added to the points scored for price and the total must be rounded off to the nearest two decimals.

(11) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10. Criteria for breaking deadlock in scoring

(1) If two or more tenderers score an equal total number of points, the contract must be awarded to the tenderer that scored the highest points for specific goals.

(2) If two or more tenderers score equal total points in all respects, the award must be decided by the drawing of lots.

11. Oversight role of Council

For the purpose of oversight, the Accounting Officer must within 30 days of the end of each financial year, submit a report on the implementation of this Policy to the Council.

12. Short title

This Policy is called the Preferential Procurement Policy of Witzenberg Municipality.

LONG-TERM FINANCIAL PLAN POLICY

Date of implementation 01 July 2013

LONG-TERM FINANCIAL PLAN POLICY

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1. DEFINITIONS AND ABBREVIATIONS

''basic municipal service'' means a municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment;

"BSC" means Budget Steering Committee, a committee established to provide technical assistance to the Mayor in discharging the responsibilities set out in section 53 of the MFMA;

''budget-related policy'' means a policy of a municipality affecting or affected by the annual budget of the municipality, including—

the tariffs policy which the municipality must adopt in terms of section 74 of the Municipal Systems Act;

the rates policy which the municipality must adopt in terms of legislation regulating municipal property rates; or

the credit control and debt collection policy which the municipality must adopt in terms of section 96 of the Municipal Systems Act;

"IDP" means the Integrated Development Plan;

"LTFP" means Long Term Financial Plan;

''long-term debt'' means debt repayable over a period exceeding one year;

"MBRR" means the Municipal Budget and Reporting Regulations;

"MFMA" means the Municipal Finance Management Act No 56 of 2003;

"MTREF" means Medium Term Revenue and Expenditure Framework, as prescribed by the MFMA. It sets out indicative revenue and projected expenditure for the budget year, plus two outer financial years;

"**Municipality"** means Witzenberg Municipality;

''municipal tariff'' means a tariff for services which a municipality may set for the provision of a service to the local community, and includes a surcharge on such tariff;

''municipal tax'' means property rates or other taxes, levies or duties that a municipality may impose;

''National Treasury'' means the National Treasury established by section 5 of the Public Finance Management Act.

"Short Term" refers to a period up to 3 (three) years

"Medium Term" refers to a period between 3 (three) and 5 (five) years

"Long Term" refers to any period longer than 5 (five) years

2. INTRODUCTION

2.1. The Local Government: Municipal Finance Management Act No 56 of 2003 (hereafter MFMA) has instituted various financial reform measures. Sound financial management practices have been identified as essential to the long- term sustainability of municipalities. In this regard the MFMA necessitates that municipality's must have a policy related the Long Term Financial Plan (hereafter LTFP).

2.2. A municipality's financial plan integrates the financial relationships of various revenue and expenditure streams to give effect to the Integrated Development Plan (hereafter IDP). It provides guidance for the development of current budgets and assesses financial impacts on outer years' budgets by incorporating capital expenditure outcomes, operating expenditure trends, optimal asset management plans and the consequential impact on rates, tariffs and other service charges.

2.3. The Municipality has developed a financial model that aims to determine the appropriate mix of parameters and assumptions within which the municipality should operate to facilitate budgets which are affordable and sustainable at least 10 years into the future. In addition, it identifies the consequential financial impact of planned capital projects on the municipality's operational budget.

3. PROBLEM STATEMENT

3.1. Preceding the inception of the MFMA municipal budgets usually catered for immediate demands with little or no view to future needs or the future consequences of particular decisions. This poor planning practice fragmented the sustainability of municipal budgets.

4. PURPOSE

4.1. The policy aims to ensure that all long-term financial planning is based on a structured and consistent methodology thereby ensuring long-term financial affordability and sustainability.

5. GUIDING PRINCIPLES

5.1. The policy is based on the following principles:-
- 5.1.1. Future financial sustainability;
- 5.1.2. Optimal collection of revenue, taking into consideration the socio economic environment;
- 5.1.3. Optimal utilisation of grant funding;
- 5.1.4. Continuous improvement and expansion in service delivery framework, and
- 5.1.5. Prudent financial strategies.

6. ROLE PLAYERS AND STAKEHOLDERS

The following role players will ensure that the LTFP is implemented in accordance with the prescribed legislative requirements and Council processes.

6.1. Budget Office
- 6.1.1. Responsible for the preparation and the compilation of the LTFP;
- 6.1.2. Responsible for overall oversight;
- 6.1.3. Present long term financial plan outcome to the Budget Steering Committee;
- 6.1.4. Review Policy and Strategy, in consultation with relevant stakeholders, to ensure maximum compliance in terms of legislation.

6.2. Directorates and Departments
- 6.2.1. Responsible for providing reasons on past performance outcomes
- 6.2.2. Responsible for providing information to Budget Office to update the financial plan;
- 6.2.3. Required to identify revenue and expenditure plans for both operating and capital budgets for at least 3 years.
- 6.2.4. Required to make recommendations on future service delivery matters.

6.3. Budget Steering Committee

6.3.1. Responsible for providing strategic guidance on matters relevant to the long term financial plan
6.3.2. Responsible for endorsing the projected MTREF assumptions and parameters contemplated by the LTFP.

7. REGULATORY CONTEXT

7.1. Section 17 (3) of the MFMA states that "when an annual budget is tabled it must be accompanied by amongst other "any proposed amendments to the budget-related policies of the municipality".

7.2. Section 21 of the MFMA states that the mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for, amongst other:
(i) The preparation, tabling and approval of the annual budget;
(ii) the annual review of—
(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
(bb) the budget-related policies;
(ii) The tabling and adoption of any amendments to the IDP and the budget-related policies; and
(iii) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

7.3. Section 7 (1) of the Local Government: Municipal Finance Management Act, 2003, Municipal Budget and Reporting Regulations, 2009 (hereafter MBRR) states that:
"the Municipal Manager of a municipality must prepare, or take all reasonable steps to ensure the preparation of budget-related policies of the municipality, or any or any necessary amendments to such policies, in accordance with the legislation applicable to those policies for tabling in the municipal council by the applicable deadline specified by the mayor in terms of section 21 (1) (b) of the MFMA".

7.4. Section 7 (1) reference (1) of the MBRR, further states that "as defined in section 1 of the MFMA. Policies that affect or are affected by the annual budget of a municipality include …. "(g) A policy related to the long term financial plan".

7.5. Section 4 (1) of the MBRR states "that the mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the MFMA".

7.6. Section 26 (h) of the Local Government: Municipal Systems Act 32 of 2000 (hereafter the MSA) states that "An Integrated Development Plan must reflect a financial plan, which must include a budget projection for at least the next three years".

8. POLICY DIRECTIVE DETAILS

8.1. Financial strategies
8.1.1. An intrinsic feature of the LTFP is to give effect to the Municipality's financial strategies. These strategies include:
8.1.1.1. Increasing funding for asset maintenance and renewal;
8.1.1.2. Continuous improvement to the financial position;
8.1.1.3. Ensuring affordable debt levels to fund the capital budget;
8.1.1.4. Maintaining fair, equitable and affordable rates and tariff increase;
8.1.1.5. Maintaining or improving basic municipal services;
8.1.1.6. Achieving and maintaining a breakeven/surplus Operating budget; and
8.1.1.7. Ensuring full cost recovery for the provision of internal services.

8.2. Non – financial strategies
8.2.1. The LTFP is a key component for achieving the goals listed in the IDP of the Municipality. The LTFP must consider the following non – financial strategic strategies:
8.2.1.1. The Municipality's Strategic Focus Areas;
8.2.1.2. Infrastructure led growth strategies; and
8.2.1.3. The Municipality's Spatial Development Framework.

8.3. Preparation of the LTFP
8.3.1. The LTFP process should commence by latest June of each year.
8.3.2. The LTFP should consider the fiscal overview by reviewing past financial performance, projection of long-term financial outlook and financing and funding arrangements. The following matters should be considered annually:
8.3.2.1. Revising the long-term financial plan for events that may have impacted during the recent past;

8.3.2.2. Assessing the outcomes and achievements of the past few years financial performance as per the audited financial statements;
8.3.2.3. Reviewing the financial objective and assumptions;
8.3.2.4. Reviewing the past and summarise long term financial outlook;
8.3.2.5. Assess the current overall financial position and liquidity situation;
8.3.2.6. Identify any financial challenges and constraints;
8.3.2.7. Identifying strategies to deal with the challenges, and to maintain financial viability and capacity to sustain services;
8.3.2.8. Identify overall funding mix and implications for own revenue and external funding; and
8.3.2.9. Assess compliance with the MFMA and other relevant legislation etc.

8.3.3. The LTFP is prepared in an uncertain environment it is therefore required to make certain assumptions on the following internal and external factors:
8.3.3.1. Reviewing the external factors (population migration, employment, health, development of businesses, and new residential areas, etc.);
8.3.3.2. General inflation outlook and its impact on the municipal activities;
8.3.3.3. Credit rating outlook;
8.3.3.4. Interest rates for borrowing and investment of funds;
8.3.3.5. Rates, tariffs, charges and timing of revenue collection;
8.3.3.6. Growth or decline in tax base of the municipality;
8.3.3.7. Collection rates for each revenue source;
8.3.3.8. Price movements on specifics e.g. bulk purchases of water and electricity, fuel etc.;
8.3.3.9. Average salary increases;
8.3.3.10. Industrial relations climate, reorganisation and capacity building;
8.3.3.11. Trends in population and households (growth, decline, stable);
8.3.3.12. Changing demand characteristics (demand for services);
8.3.3.13. Trends in demand for free or subsidised basic services;
8.3.3.14. Impact of national, provincial and local policies;
8.3.3.15. Ability of the municipality to spend and deliver on the programmes; and
8.3.3.16. Implications of restructuring and other major events into the future.

8.3.4. Intergovernmental fiscal transfers/allocations from National and Provincial government play a pivotal role in the finances of the Municipality. The following unconditional transfers/allocations must be considered, as a minimum, when projecting the budget:
8.3.4.1. Local Government Equitable Share;
8.3.4.2. Grants related to the provision of Provincial government functions.

8.4. The Municipality's LTFP model and scenario planning
8.4.1. The Municipality financial model gives effect to the LTFP. It enables the forecasting of the operating and capital budgets for at least 10 years into the future. The model embodies National Treasury's budget preparation guidelines, drawing on assumptions and parameters to forecast the operating budget.
8.4.2. Strategic initiatives should be prioritised and quantified to be included in the financial model.
8.4.3. The financial forecasting model must be updated using the fiscal overview, assumption and intergovernmental fiscal transfers/allocations information to identify immediate opportunities and/or risks.
8.4.4. The medium and long-term financial viability should be evaluated.
8.4.5. Reiterative scenario planning should be executed to ensure optimum use of resources to cater for strategic initiatives.
8.4.6. To identify the optimum balance between revenue collection and municipal spending the following should be taken into account:
8.4.6.1. The impact each scenario has on the financial sustainability and affordability of the Municipality;
8.4.6.2. Whether scenarios are realistic in terms of revenue projections;
8.4.6.3. Potential revenue enhancement strategies which may have a long-term impact on the revenue base of the Municipality;
8.4.6.4. Potential cost saving mechanisms related to strategic initiatives; and
8.4.6.5. The impact of infrastructure investments and maintenance programs on future revenue streams.
8.4.7. Presentations on scenarios should be presented to the BSC as may be requested.
8.4.8. BSC should endorse the final MTREF scenario inclusive of assumptions and parameters annually by latest January.

8.5. The annual updated LTFP should identify the following:
  8.5.1. Assumptions and parameters to be used to compile the Operating and Capital budgets over the next MTREF;
  8.5.2. Future Operating revenue and expenditure projections based on assumptions and parameters;
  8.5.3. Future affordability of projected Capital Plans
  8.5.4. The level of infrastructure development required to achieve the
  8.5.5. Municipal priorities, within the funding restrictions; and
  8.5.6. External funding requirements in respect of long term debt.

8.6. Implementation of the LTFP
  8.6.1. The annual updated LTFP should provide the parameters and assumptions for the compilation of the operating and capital budgets for the next MTREF.
  8.6.2. This information should be provided to the Operating and Capital budget departments by latest January of each year.

9. EVALUATION AND REVIEW

9.1. This policy shall be implemented once approved by Council.
9.2. In terms of section 17(1) (e) of the MFMA this policy must be reviewed on an annual basis
9.3. Changes in financial strategy, non – financial strategic strategies and legislation must be taken into account for future amendments to this policy.
9.4. Any amendments must be tabled to Council for approval as part of the budget process.

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

Reviewed by Council 30/05/2017
Adopted by Council 26/07/2016

POST-EMPLOYMENT MEDICAL AID CONTRIBUTION POLICY

1. Purpose

The purpose of this policy is to determine guidelines for the:

1.1 Management of contributions to medical aids, post-employment.

1.2 Determine whether an employee is entitled to the post-employment medical aid benefit.

2. Definitions

2.1 Approved medical aid: A medical aid approved by the Bargaining Council.

2.2 Bargaining Council: The South African Local Government Bargaining Council.

2.3 Medical disability: Employees not able to continue with employment due to medical reasons with proof from medical practitioners.

2.4 Normal retirement age: The retirement age for the purpose of this policy is set at 60 years.[1]

2.5 **Qualifying dependants:** Legally married spouse and dependent children below the age of 21.

3. Object of the policy

To ensure a transparent, accountable and sustainable manner to assist qualifying employees access of post-employment health care benefits.

4. Qualifying employees

4.1 An employee retiring at normal retirement age, with at least 10 years' service and who was a member of an approved medical aid for at least the last 5 years before retirement.

4.2 An employee retiring within 5 years of normal retirement age, with at least 20 years' service, and who was a member of an approved medical aid for at least the last 5 years before retirement.

4.3 An employee leaving employment due to health reasons with at least 5 years' service and who was a member of an approved medical aid for at least the last year before retirement.

4.4 An employee not capable to continue employment due to injury on duty and who was a member of an approved medical aid for at least the last year before medical retirement.

4.5 An employee who did not have a medical condition that resulted in the medical boarding at date of appointment.

4.6 An employee retiring at normal retirement age who was in the employment of the municipality at the date of implementation of this policy and who was a

[1] Amended by Council 30/05/2017

member of an approved medical aid for at least the last 5 years before retirement.

4.7 The qualifying dependants of an employee if the employee passed while in service and the employee and his qualifying dependants were members of an approved medical aid.[2]

4.8 The qualifying dependants of an employee will be entitled to the benefits even after the passing of the employee after retirement. [3]

5. **Limit of benefit**

The benefit will be limited to the smaller of:

5.1 The maximum amount applicable to in-service members as agreed on at the Bargaining Council.

5.2 70 % of the total contribution payable to an approved medical aid scheme in respect of the employee and his/her qualifying dependants.

6. **Payment of benefit**

6.1 The municipality will only be responsible to pay the employer's contribution over to the relevant medical aid. The employee must make his/her own arrangements to pay his/her contribution to the medical aid.

6.2 If the employee fails to pay his/her contribution to the medical aid the contribution payable by the municipality can be stopped.

7. **Cancellation of benefit**

The benefit in terms of this policy may be terminated:

7.1 If the beneficiary is still economically active (Employed by another entity or self-employed.)

7.2 If the beneficiary is in arrears for three months or longer with his contribution to the medical aid.

7.3 The Municipal Manager may consider the continuation of the benefit on receipt of a motivated application.

8. **Transitional arrangements**

8.1 Existing beneficiaries of the post-employment medical scheme will retain their current benefit until 31 December 2017 when they can choose more affordable options from their medical schemes.

8.2 The future benefit of existing beneficiaries whose current benefit is more than the benefit as per paragraph 5.1 will receive the larger of the current benefit and the benefit as per paragraph 5.1, but limited to the amount as per paragraph 5.2.

[2] Amended by Council 30/05/2017
[3] Amended by Council 30/05/2017

WITZENBERG MUNICIPALITY

CAPITAL INFRASTRUCTURE INVESTMENT POLICY

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1. DEFINITIONS

"Asset" means a tangible or intangible resource capable of ownership.

"Capital Asset" means:-

(a) Any immovable asset such as land, property or buildings; or

(b) Any moveable asset that can be used continuously or repeatedly for more than one year in the production or supply of goods or services, for rental to others or for administrative purposes, and from which future economic or social economic benefit can be derived, such as plant, machinery and equipment.

"Capital Expenditure (CAPEX)" means expenditure used to create new assets or to increase the capacity of existing assets.

"Carrying Value" means the Cost less Accumulated Depreciation of an Asset.

"Infrastructure Assets" includes all core assets which are integral to the delivery of municipal services, including water supply, sanitation, road transport and storm water drainage, solid waste removal, electricity supply, and community facilities. In terms of GRAP, it includes all immovable Property, Plant and Equipment (PPE), as well as specific immovable assets such as vehicles that are directly used in the delivery of the service (such as waste removal trucks). It excludes intangible assets (such as licenses, software, etc.) and current assets (ones with a life less than 12 months, such as consumables).

"Infrastructure Asset Management Plan (IAM)" means a plan developed for the management of Infrastructure Assets with the aim of providing specified levels of service in a cost-effective manner, now and in the future. Multi-disciplinary management techniques (including technical and financial) are combined to determine the aggregated asset life-cycle needs. A significant component of the plan is a long-term cash-flow.

"Infrastructure Asset Management Policy" means a formal statement adopted by Council that indicates the municipality's policy objective, the policy principles, and how these will be pursued (including the establishment of an IAM Team, and aligned systems and planning).

"Infrastructure Asset Management Strategy" means a document that defines key IAM processes and targets including the definition of Consumer Groups and Service Catchments; Service Performance Standards and targets that accommodate the municipality's vision of future growth and demand; interaction and coordination measures; AMS functionality and data standards; risk management processes; IAM practice improvement processes; a funding and prioritisation strategy; and allocation of responsibility for implementation.

"Operation" relates to running the service e.g. record keeping, accounting, monitoring, complaints and repairs.

"Maintenance" means the actions required for an asset to achieve its expected useful life and ensuring that the asset functions efficiently for the whole of its Expected Useful Life. Maintenance can be planned or unplanned. Planned Maintenance includes measures to prevent known failure modes and can be time or condition-based. Repairs are a form of unplanned maintenance to restore an asset to its previous condition after failure or damage. Expenses on maintenance are considered operational expenditure.

2. INTRODUCTION

2.1 This policy aims to describe the process through which the Municipality can initiate projects of a capital nature. It ultimately aims to serve as a principal instrument to steer the budget for Infrastructure and Capital projects in the Municipality around a particular agreeable and sustainable developmental path.

2.2 This policy is mandated by section 8 of the Local Government: Municipal Budget and Reporting Regulations.

3. PURPOSE

3.1 This policy sets out the process and methodology for capital investment of any nature, regardless of the funding source. The following investments of a capital infrastructure nature fall within the ambit of this policy:

3.1.1 New building construction or acquisitions;
3.1.2 Extensions to existing buildings;
3.1.3 Upgrades to accommodation and housing, other than those projects relating to low cost housing;
3.1.4 Land acquisitions;
3.1.5 All major capital works, as covered within the Asset Maintenance / Life-Cycle Management Policy;
3.1.6 All infrastructure developments; and
3.1.7 Information and communication infrastructure renewals and/or upgrades;

4. GUIDING PRINCIPLES

4.1. The Capital Infrastructure Investment Policy is based on the following principles:-

4.1.1 Need as identified within the IDP, underpinned by the Municipal Capital Investment Program and National Spatial Development Perspective;
4.1.2 Necessity to fulfil the service delivery mandate as identified within the Asset Maintenance / Life-Cycle Management Policy; and
4.1.3 Affordability.

5. NEW CAPITAL INFRASTRUCTURE INVESTMENT

5.1 New infrastructure development may only be entered into if:-

5.1.1 The project is in line with the Municipality's IDP;
5.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and
5.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy;

5.2. All new infrastructure investments will be subject to:-

5.2.1 Needs analysis based on:-
i. Service delivery sustainability;
ii. Consumer growth projections which are in line with the National and Regional Spatial Development Growth Perspectives; and
iii. National, Regional and Municipal strategic directives.
5.2.2 Strategic project plan, including:-

i. A holistic overview of the direct benefits, risks and impact of the intended project;

ii. An assessment on the impact of current Infrastructure;

iii. A service delivery framework relevant to the project;

iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and

v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.

5.2.3 Outcome of stakeholder consultation, including:-

i. Environmental impact studies; and

ii. Feedback from community participation process, with specific focus on:-

- Rights and entitlements of members of the community; and
- impact on quality of life.

5.2.4 Implementation model, detailing:-

i. Relevant skills base and source of skills required for implementation; and

ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

6. REFURBISHMENT AND SIGNIFICANT INFRASTRUCTURE MAINTENANCE PROJECTS

6.1 All Capital Infrastructure refurbishment and significant maintenance projects may only be entered into if:

6.1.1 The project is in line with the Municipality's IDP or emergency maintenance framework;

6.1.2 Funding has been secured through either internal or external funding mechanisms and has been approved in the Municipality's Capital Budget; and

6.1.3 A detailed life-cycle funding plan has been developed, supported and integrated into the Asset Maintenance / Life –Cycle Management Policy.

6.2 All refurbishments and significant infrastructure maintenance projects will be subject to:-

6.2.1 Needs analysis based on:-

i. Service delivery sustainability; and

ii. Asset redundancy and failure assessment of the asset under scrutiny.

6.2.2 Strategic project plan, including:-

i. A holistic overview of the direct benefits, risks and impact of the intended refurbishment project;

ii. An assessment on the potential impact of unavailability of the asset during the refurbishment process, including redundancy measures;

iii. A service delivery framework relevant to the project;

iv. A cost assessment, detailing the capital and maintenance cost projections for the entire life-cycle; and

v. A funding model, detailing the financing source and associated cost, if any, as well as any revenue projections associated with the project.

6.2.3 Outcome of stakeholder consultation, including:-

i. Environmental impact studies; and

ii. Feedback from community participation process, with specific focus on;

- Rights and entitlements of members of the community; and
- Impact on quality of life;

6.2.4 Implementation model, detailing:-

i. Relevant skills base and source of skills required for implementation; and

ii. Specific timeframes for each activity throughout the project lifecycle (cradle to grave approach).

7. FUNDING OF CAPITAL INFRASTRUCTURE INVESTMENTS

7.1 All new Capital Infrastructure Investments may be funded from:-

7.1.1 Cash backed accumulated surpluses;
7.1.2 Borrowings;
7.1.3 Government grants and subsidies;
7.1.4 Public donations and contributions;
7.1.5 PPP initiatives in line with the MFMA PPE regulations; and
7.1.6 Operating Revenue.

7.2 All refurbishment and significant infrastructure maintenance projects may be funded from:-

7.2.1 Cash backed accumulated surpluses;
7.2.2 Borrowings in respect of refurbishment;
7.2.3 Government grants and subsidies in accordance with their relevant conditions; and
7.2.4 Operating Revenue.

8. INFRASTRUCTURE BUDGETING

8.1 The on-going renewal of Infrastructure Assets should be approximately 1.0 % of the Carrying Value of the Assets.

8.2 On-going Repairs and Maintenance of Infrastructure Assets should be at the very least 2.0 % of the Carrying Value of the Assets.

9. IMPLEMENTATION & REVIEW OF THIS POLICY

9.1 This policy shall be implemented once approved by Council.

9.2 In terms of section 17(1)(e) of the MFMA this policy must be reviewed on a regular basis as deemed necessary and the reviewed policy tabled to Council for approval as part of the budget process.

DRAFT
MUNICIPAL COST CONTAINMENT POLICY

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

July 2019

MUNICIPAL COST CONTAINMENT POLICY
LOCAL GOVERNMENT: MUNICIPAL FINANCE MANAGEMENT ACT, No 56 of 2003
Date of adoption: 1 July 2019

The Council of the Witzenberg Municipality resolves in terms of section 168 (1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), to adopt the Municipal Cost Containment Regulations (*Government Gazette* No. 42514) as the Cost Containment Policy of the municipality:

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1. DEFINITIONS

In the policy a word or expression to which a meaning has been assigned in the Act has the same meaning as in the Act, unless the context indicates otherwise, and-

"Act" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"consultant" means a professional person, individual, partnership, corporation, or a company appointed to provide technical and specialist advice or to assist with a design and implementation of projects or to assist a municipality or municipal entity to perform its functions to achieve the objects of local government in terms of section 152 of the Constitution;

"cost containment" means measures implemented to curtail spending in terms of the policy; and

"credit card" means a card issued by a financial services provider, which creates a revolving account and grants a line of credit to the cardholder.

2. OBJECT OF POLICY

The object of this policy is to ensure that resources of a municipality are used effectively, efficiently and economically by implementing cost containment measures.

3. APPLICATION OF POLICY

This Policy applies to all officials and political office bearers in the municipality.

4. COST CONTAINMENT

The municipality must develop and implement a cost containment policy which must-

(a) be adopted by council as part of its budget related policies; and

(b) be consistent with the Act and the Cost Containment Regulation

5. USE OF CONSULTANTS

The use and appointment of consultants will be in line with the cost regulations and Council's policy on municipal supply chain.

6. VEHICLES USED FOR POLITICAL OFFICE-BEARERS

(1) The threshold limit for vehicle purchases relating to official use by political office-bearers must not exceed R700 000 or 70% (VAT inclusive) of the total annual remuneration package for the different grades of municipalities, as defined in the Public Office Bearers Act and the notices issued in terms thereof by the Minister of Cooperative Governance and Traditional Affairs, whichever is lower.

(2) The procurement of vehicles in sub-regulation (1) must be undertaken using the national government transversal contract mechanism, unless it may be procured at a lower cost through other procurement mechanisms.

(3) Before deciding to procure a vehicle as contemplated in sub-regulation (2), the accounting officer or delegated official must provide the council with information relating to the following criteria which must be considered-

(a) status of current vehicles;

(b) affordability of options including whether to procure a vehicle as compared to rental or hire thereof, provided that the most cost effective option is followed and the cost is equivalent to or lower than that contemplated in sub-regulation (1);

(c) extent of service delivery backlogs;

(d) terrain for effective usage of the vehicle; and

(e) any other policy of council.

(4) If the rental referred to in sub-regulation (3) is preferred, the accounting officer must review the costs incurred regularly to ensure that value for money is obtained.

(5) Regardless of their usage, vehicles for official use by political office bearers may only be replaced after completion of 120 000 kilometres.

(6) Notwithstanding sub-regulation (5), a municipality or municipal entity may replace a vehicle for official use by political office bearers before the completion of 120 000km only in instances where the vehicle has a serious mechanical problem and is in a poor condition and subject to obtaining a detailed mechanical report by the vehicle manufacturer or approved dealer.

(7) The utilisation of municipal vehicles for official purposes is contained in the Fleet Management Policy.

7. TRAVEL AND SUBSISTENCE

The Municipal policy on travel and Subsistence will be applicable. The hiring of private vehicles, as refer to in the cost containment policy will not be allowed.

8. DOMESTIC ACCOMMODATION

Accommodation arrangements will only be approved if the return trip undertaken by any official and or Councillor, for official purposes is more than 500km. All bookings will be made as prescribe by the cost containment regulations.

9. CREDIT AND DEBIT CARDS

(1) The use of any credit and debit card for municipal activities are forbidden.

(2) Where officials or political office bearers incur expenditure in relation to official municipal activities, such officials or political officer bearers must use their personal credit cards or cash or arrangements made by the municipality, and request reimbursement in accordance with the written approved Travel and Subsistence Policy and processes.

10. SPONSORSHIPS, EVENTS AND CATERING

(1) The municipality may not incur catering expenses for meetings which are only attended by persons in the employ of the municipality, unless the prior written approval of the accounting officer is obtained.

(2) The accounting officer may incur catering expenses for the hosting of meetings, conferences, workshops, courses, forums, recruitment interviews, and proceedings of council that exceed five hours.

(3) Entertainment allowances of qualifying officials may not exceed two thousand rand per person per financial year, unless approved otherwise by the accounting officer.

(4) The municipality may not incur expenses on alcoholic beverages unless the municipality recovers the cost from the sale of such beverages.

(5) The accounting officer must ensure that social events, team building exercises, year-end functions, sporting events and budget vote dinners are not financed from the municipality or the municipal entity's budgets or by any suppliers or sponsors.

(6) The municipality may not incur expenditure on corporate branded items like clothing or goods for personal use of officials, other than uniforms, office supplies and tools of trade unless costs related thereto are recovered from affected officials or is an integral part of the business model.

(7) The accounting officer may incur expenditure not exceeding the limits for petty cash usage to host farewell functions in recognition of officials who retire after serving the municipality for ten or more years or retire on grounds of ill health.

11. COMMUNICATION

(1) The municipality may, as far as possible, advertise municipal related events on its website instead of advertising in magazines or newspapers.

(2) The accounting officer must ensure that allowances to officials for private calls and data costs are limited to an amount as determined by the accounting officer.

(3) Newspapers and other related publications must be discontinued on expiry of existing contracts or supply orders, unless required for professional purposes and where unavailable in electronic format.

(4) The municipality may participate in the transversal term contract arranged by the National Treasury for the acquisition of mobile communication services.

12. CONFERENCES, MEETINGS AND STUDY TOURS (HR Manager to ensure if such policies and procedures exist)

(1) The accounting officer must establish policies and procedures to manage applications to attend conferences or events hosted by professional bodies or non-governmental institutions held within and outside the borders of South Africa taking into account their merits and benefits, costs and available alternatives.

(2) When considering applications from officials or political office bearers to attend conferences or events within and outside the borders of South Africa, an accounting officer or mayor as the case may be, must take the following into account-

(a) the official's or political office bearer's role and responsibilities and the anticipated benefits of the conference or event;

(b) whether the conference or event addresses relevant concerns of the institution;

(c) the appropriate number of officials or political office bearers, not exceeding three, attending the conference or event; and

(d) the availability of funds to meet expenses related to the conference or event.

(3) An accounting officer may consider appropriate benchmark costs with other professional bodies or regulatory bodies prior to granting approval for an official to attend a conference or event within and outside the borders of South Africa.

(4) The benchmark costs referred to in sub-regulation (3) may not exceed an amount

as determined from time to time by the National Treasury through a notice.

(5) The amount referred to in sub-regulation (4) excludes costs related to travel, accommodation and related expenses, but includes-

(a) conference or event registration expenses; and

(b) any other expense incurred in relation to the conference or event.

(6) When considering costs for conferences or events these may not include items such as laptops, tablets and other similar tokens that are built into the price of such conferences or events.

(7) The accounting officer of a municipality or municipal entity must ensure that meetings and planning sessions that entail the use of municipal funds are, as far as may be practically possible, held in-house.

(8) Municipal or provincial office facilities must be utilised for conference, meetings, strategic planning sessions, *inter alia,* where an appropriate venue exists within the municipal jurisdiction.

(9) The accounting officer must grant the approval for officials and in the case of political office bearers and the accounting officer, the mayor, as contemplated in sub-regulation (2).

(10) The municipality must, where applicable, take advantage of early registration discounts by granting the required approvals to attend the conference, event or study tour, in advance.

13. OTHER RELATED EXPENDITURE ITEMS

(1) All commodities, services and products covered by a transversal contract concluded by the National Treasury must be considered before approaching the market, to benefit from savings where lower prices or rates have been negotiated.

(2) Municipal resources may not be used to fund elections, campaign activities, including the provision of food, clothing, printing of agendas and brochures and other inducements as part of, or during election periods or to fund any activities of any political party at any time.

(3) Expenditure on tools of trade for political office bearers must be limited to the upper limits as approved and published by the Cabinet member responsible for local government in terms of the Remuneration of Public Office Bearers Act, 1998.

(4) The municipality must avoid expenditure on elaborate and expensive office furniture.

(5) The municipality may only use the services of the South African Police Service to conduct periodical or quarterly security threat assessments of political office bearers and key officials and a report must be submitted to the speaker's office.

(6) The municipality may consider providing additional time-off in lieu of payment for overtime worked. Planned overtime must be submitted to the relevant manager for consideration on a monthly basis. A motivation for all unplanned overtime must be submitted to the relevant manager. (Refer to Overtime Policy)

(7) A municipality must ensure that due process is followed when suspending or dismissing officials to avoid unnecessary litigation costs. (Refer to Disciplinary Policy)

14. ENFORCEMENT PROCEDURES

Failure to implement or comply with this policy may result in any official of the municipality, political office bearer or director of the board that authorised or incurred any expenditure contrary to this policy being held liable for financial misconduct or a financial offence in the case of political office bearers as defined in Chapter 15 of the Act read with the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014.

15. DISCLOSURES OF COST CONTAINMENT MEASURES

(1) The disclosure of cost containment measures applied by the municipality must be included in the municipal in-year budget reports and annual costs savings disclosed in the annual report.

(2) The measures implemented and aggregate amounts saved per quarter, together with the regular reports on reprioritisation of cost savings and on the implementation of the cost containment measures must be submitted to the Municipal Council for review and resolution. The municipal council can refer such reports to an appropriate Council Committee for further recommendations and actions.

(3) The reports referred to in sub-regulation (2) must be copied to the National Treasury and the relevant provincial treasury within seven calendar days after the report is submitted to municipal council.

16. SHORT TITLE AND COMMENCEMENT

The Municipality Cost Containment policy is in line with the Municipal Cost Containment Regulations published in the Government Gazette 42514 of 7 June 2019 and take effect on 1 July 2019.

TRAVEL MANAGEMENT POLICY

1. FDEFINITIONS AND ABBREVIATIONS

For purposes of this policy, except where clearly indicated otherwise, the words and expressions set out below have the following meanings: -

1.1 DEFINITIONS

1.1.1 "Accommodation" means the rental of lodging facilities while away from theTraveller's place of residence while on authorised official duty.

1.1.2 "After-hours reservation" means the travel request that is processed after normalworking hours of the Travel Management Company (TMC).

1.1.3 "Air travel" means travel by airline on authorised official duty.

1.1.4 "Boundaries of the Municipality" means the boundaries as determined by theDemarcation Board.

1.1.5 "Car Rental" means the rental of a vehicle for a short period of time by aTraveller for official purposes.

1.1.6 "Municipality" means municipality established by the Municipality EstablishmentNotice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998, (Act No. 117 of 1998) or any structure or employee of the Municipality acting in terms of delegated authority.

1.1.7 "Municipal Manager" means the Accounting Officer of the Municipality as defined in the Local Government: Municipal Finance Management Act, 2003(Act No. 56 of 2003) (MFMA).

1.1.8 "Council" means the Council of the Municipality.

1.1.9 "Councillor" means a member of the Council.

1.1.10 "Day" means a completed period of twenty-four hours away from normal place ofdomicile and employment on official business of the Municipality.

1.1.11 "Delegated Authority" means any person who has been appointed to authorisetravel in respect of travel requests and expenses.

1.1.12 "Domestic Travel" means travel within the borders of the Republic of SouthAfrica.

1.1.13 "DOT Tariffs" means Department of Transport Tariffs for the use of Motor Transport, Circular for Category A, Petrol vehicles, tariffs for fuel and maintenance adjusted quarterly.

1.1.14 "Executive Mayor" means the person elected in terms of Section 55 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) to be the Executive Mayor of the Municipality and shall include any person acting in that position.

1.1.15 "Emergency Reservation" means the booking of travel when unforeseen circumstances necessitate an unplanned trip or a diversion from an original planned trip.

1.1.16 “Director” means a person appointed by the Council to lead a directorate of the Municipality and shall include any person acting in that position.

1.1.17 ‘Incidentals" means any minor expenses associated with business travel.

1.1.18 "International Travel" means travel to a location outside of the territorial boundariesof the Republic of South Africa.

1.1.19 ‘‘NGO" means a non-profit, citizen-based group that functions

independently of government.

1.1.20 "Private Individual" means any person not employed by the Municipality who is requested to travel at the Municipality's expense for official purposes.

1.1.21 "Official" means a person employed by the Municipality.

1.1.22 “Place of work" means the place where principal duties of the official are performed.

1.1.23 "Quarterly" means at the end of the 3rd month of every quarter within a calendar year.

1.1.24 "Sponsored Trip" means a trip where the total cost, or portion thereof is sponsored by another Organisation or Third Party other than the Municipality.

1.1.25 "Subsistence Allowance" means any allowance given to an employee or a holder ofany office for expenses incurred or to be incurred in respect of personal subsistence and incidental costs (for example: drinks and telephone calls).

1.1.26 “Travel Allowance” means an allowance paid by the Municipality to the Traveller forthe use of his or her own private motor vehicle for business purposes.

1.1.27 “Travel Management Company" means a Service Provider appointed to manage alltravel arrangements of the Municipality.

1.1.28 "Traveller" means any Councillor or Official travelling away from his or her normal place of domicile and employment on official business of the Municipality. It includes a private individual who travels on behalf of the Municipality.

1.1.29 "Travel Booker" means the person from line departments coordinating travel reservations on behalf of the Travellers.

1.1.30 "Travel Expenses" means expenses incurred by the Traveller on official business trips.

1.1.31 "Travel Voucher" means a document issued by the Travel Management Company to confirm the reservation and/or payment of specific travel arrangements.

1.1.32 "Travel Order Number'' means a sequential number issued by the ExpenditureDepartment to the Traveller authorizing a specific trip.

1.1.33 "Travel Advance" means the payment to a Traveller, prior to departure, to cover unexpected expenses which may need to be settled by the Traveller while away onofficial business.

1.1.34 "Executive Officials" for ease of reference he purpose of this policy it refers to aremembers of MAYCO, the Speaker and Senior Management Team.

1.2 ABBREVIATIONS

1.2.1	"DOT"	Department of Transport
1.2.2	"SARS"	South African Revenue Services;
1.2.3	"SIRP"	Strategic International Relations Policy
1.2.4	"IDP"	Integrated Development Plan
1.2.5	"DPSA"	Department of Public Service and Administratior
1.2.6	"EDP"	Economic Development Partnership

1.2.7	"SMT"	Senior Management Team
1.2.8	"NGO"	Non-Governmental Organisation
1.2.9	"NT"	National Treasury
1.2.10	"TMC"	Travel Management Company
1.2.11	SALGA	South African Local Government Association

2. PROBLEM STATEMENT

2.1 From time to time Municipality Councillors and Officials travel locally and/or internationally in execution of their duties, hence the need for the development, implementation and monitoring of a Travel Management Policy.

2.2 A principle of cost containment and financial prudence is maintained at all times.

3. DESIRED OUTCOMES

3.1 To provide a policy framework for consistent decision making on matters related totravel management within the Municipality.

3.2 To provide a mechanism to ensure cost effective and sustainable travel management.

3.3 To set parameters within which Travellers may claim reimbursements for costs incurred prior to, during and after the trip has been undertaken.

3.4 To prevent any unauthorised, irregular, fruitless and wasteful expenditure.

4. PURPOSE

4.1 The purpose of this policy is to provide a regulatory framework for travelling and accommodation services for the Witzenberg Municipality and to create minimum norms and standards for Travellers while on official business both domestically and internationally.

4.2 Further, this policy aims to establish procedures that will ensure effective control over the processing, administration, authorisation of travel expenditure and containing costs at all times.

5. REGULATORY CONTEXT

This policy is developed and guided by the following legislation, regulationsand circulars, amongst others: -

5.1 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of2003) (MFMA)

5.2 National Treasury Regulations, Circulars and other publications affecting travel in terms of MFMA

5.3 Transport Tariffs as determined by the Department of Transport

5.4 Income Tax Act, 1962 (Act No. 58 of 1962) (as amended) as well as guidelines

5.5 Taxation Laws Amendment Act 2017

5.6 SARS Interpretation Notices & other Notices

5.7 Municipality System of Delegations

5.8 SALGA Subsistence and Travel Policy

5.9 Remuneration of Public Office Bearers Act, 1998

5.10 Municipality Leave Management Policy

5.11 Municipality Integrated Development Plan

5.12 RSA Department of National Treasury: National Travel Policy Framework

5.13 Municipality Budget Related Policies

5.14 Value -Added Tax Act, 1991 (Act No. 89 of 1991)

6. ROLE PLAYERS AND STAKEHOLDERS

6.1 There is a wide range of existing and potential external stakeholders. These range from departments and agencies in other spheres of Government that have a role to play in monitoring the Municipality's activities and finances (for example, Auditor General) to government, non-government and private sector organisations that would be affected by the Policy (for example, conference organisers).

6.2 The principal role player is the office of the Municipal Manager which will be responsible for implementing the policy and administering its ongoing management and evaluation. The office of the Municipal Manager will be

supported by Finance Directorate

6.3 Key internal stakeholders will include the MAYCO, Mayco Member for Finance, Finance Committee, Office of Municipal Manager and Directorate Finance.

6.4 The table below provides an outline of the affected role-players and Stakeholders,amongst others, the following:-

6.4.1	Office Municipal Manager	(internal)
6.4.2	NGOs	(external)
6.4.3	Private Sector	(external)
6.4.4	Finance Committee	(internal)
6.4.5	Mayor's Office	(internal)
6.4.6	Strategic Policy Branch	(internal)
6.4.7	Public Participation Unit	(internal)
6.4.8	Human Resources Unit	(internal/primary)
6.4.9	All other Municipality Directorates	(internal/secondary)
6.4.10	Auditor General	(external/government)
6.4.11	Western Cape Local Government	(external/government)
6.4.12	SALGA	(external/government)
6.4.13	Conference and/or Event Organisers	(external/government)
6.4.14	External Government Departments	(external/government) and (non-government)
6.4.15	Directorate Finance	(internal)

7. APPLICATION OF THE POLICYthis policy is applicable to:-

7.1 Any Councillor or employee of the Municipality required to travel on an approvedMunicipality business.

7.2 Any prospective employee required to travel at the Municipality's expense to attendinterviews or for any other Municipality related purposes.

7.3 Any private individual who is required to travel on behalf of the Municipality onapproved Municipality business.

8. TRAVEL RESTRICTIONS

8.1 Executive Officials are discouraged from travelling as a group, in the same transport at the same time.

8.2 The number of employees travelling on authorised official duty for the same mattermust be limited to three (3) employees, unless otherwise approved in advance by the Delegated Authority.

9. GENERAL PRINCIPLES

9.1 All bookings must be done through the official TMC based on an official authorisation number.

9.2 Travellers should plan official travel well in advance. They should obtain approval and make a booking/reservation at least seven (7) working days prior to departure for domestic travel and fourteen (14) working days prior to departure for International travel.

9.3 From time to time, National Treasury (NT) issues Circulars guiding Municipalities on measures to contain operational costs, including travel matters. Municipalities are expected to adhere to these measures.

9.4 For both Domestic and International trips, a motivation must be submitted to

the Delegated Authority for approval, highlighting the necessity of the trip and the benefits the Municipality will achieve.

9.5 Only the TMC is permitted to make travel booking arrangements on behalf of the Municipality in line with the provision of the Travel Management Policy, and any other related NT Circulars adopted by Council.

9.6 The Traveller must obtain prior approval from the Delegated Authority via the applicable travel report, and must ensure that the applicable travel template (which is updated periodically) is used.

9.7 The TMC shall be liable for any expenses incurred on behalf of the Municipality in respect of which no proper authorisation was obtained.

9.8 Upon approval by Delegated Authority, personal travelling may be combined with a business trip if it does not lead to additional expenditure for the Municipality or impairon the work performance of the individual. No costs incurred during the personal trip will be for the account of the Municipality.

9.9 The Municipality distances itself from any private reservations made with the TMC. The arrangement is solely between the TMC and the Traveller. Thus, the processing of the related payments through the Municipality's official payment system is not allowed.

9.10 The Municipality will reimburse the Traveller for all business-related expensespersonally incurred by the Traveller while travelling on behalf of the Municipality for both Domestic and International trips which is not contrary to this policy.

9.11 The Traveller must safeguard municipal information and assets while travelling and avoid compromising that security.

9.12 The Traveller should maintain personal travel documents such as a passport. The cost of obtaining a passport is for the Traveller's own account.

9.13 The most cost-effective mode of transportation should be used at all times, domestically and internationally.

9.14 Travellers should make use of public transport when travelling to/from the airport ifit is more cost effective than the cost of car rental, parking and kilometres claimed.

9.15 Where possible and permissible Travellers are encouraged to first consider the use of the Municipality's fleet vehicles when travelling on official business. Where fleet vehicles are used, no claims shall be paid, except for unforeseen circumstances, such as breakdowns and parking. It must be noted that employee on vehicleschemes may not use fleet vehicles.

9.16 In order to contain costs, the use of free Wi-Fi (where applicable) should be considered when travelling.

9.17 The Traveller should consider the most cost effective and safe parking options whenparking at the airport. (For example at Cape Town International Airport, the offsite longer-term parking area should be considered).

9.18 The Traveller will be reimbursed for parking and toll fees while on an official trip. TheTraveller should supply proof of expenses incurred when submitting a claim.

10. POLICY DIRECTIVES

10.1 AIR TRAVEL- Domestic & International

10.1.1 For domestic trips, the Municipality makes use of NT negotiated South African Airways (SAA)/British Airways (BA) rates and/or low cost carriers. All Travellers should use discounted economy class (best fare on the day) where possible. In the event where discounted economy class tickets are not available, special authorisation is required from the Delegated Authority to

book Full Economy Tickets.

Full Economy Tickets can be considered for Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipal Manager, and the Senior Management Team (SMT)) to ensure flexibility of flights,however, discounted tickets may be purchased for Executives when travel is reasonably certain.

10.1.2 In the event that the Traveller must attend an early morning meeting, in a distant location in South Africa, consideration could be given to allow the travelling to take place a day before the event

10.1.3 For international trips, the Municipality makes use of all airlines where the most economical airline is chosen on quotation basis.

10.1.4 Business Class is not encouraged, however where a single flight exceeds five (5) hours, consideration may be applied for International trips, for the Executives (Executive Mayor, Executive Deputy Mayor, Mayoral Committee Members, Speaker, Municipality Manager, and the Senior Management Team (SMT).

10.1.5 Business Class travel may also be approved for Domestic and International trips under the following scenarios including amongst others: -

10.1.5.1 Travellers with special needs based on medical grounds (e.g. Deep vein thrombosis, varicose veins, recent surgery and pregnancy).In these instances, a medical certificate noting the medical need and the applicable period of time must be provided. If this is a long-term condition, an updated Doctor's Certificate should be presented on an annual basis to confirm that the condition still exists.

10.1.5.2 Where Economy Class tickets are not available, Travellers are not allowed to book business class unless otherwise approved by the Delegated Authority, where it has been confirmed that the permitted airline class was full and no other applicable flights are available.

10.1.5.3 Disabled persons can be accommodated in Business Class upon approval by the Delegated Authority.

10.1.6 For international trips the comparison of more expensive direct flights from Cape Town versus cheaper indirect flights should always be performed. When choosing aflight, consideration should also be given to the Travellers' ability to function optimally when arriving at their destination especially when travelling across time zones.

10.1.7 If exceptional unforeseen circumstances necessitate a change to a booking and it has cost implications, it must be authorised by the Delegated Authority. These changes should be kept to a minimum as they may result in fruitless and wasteful expenditure.

10.1.8 Where special circumstances exist, which necessitate a Deviation from the above principles, prior approval Municipality Manager or in the case of the Municipal Manager the approval of the Mayor is required.

Amendments to Air Tickets

10.1.9 Travellers should limit the number of amendments to air tickets.

10.1.10 The costs associated with amendments is subject to the rules of the particular ticketand can include penalty fees.

10.1.11 The costs incurred as a result of amendments requested by a Traveller for his/herconvenience or lack of planning will be for the Traveller's personal account.

10.1.12 The costs of amendments as a result of revised business requirements or any othercircumstances outside the Traveller's control will be incurred by the relevant Line Department.

Air Ticket Cancellations and Refunds

10.1.13 The Travellers must inform the TMC immediately when they realise that they will not be able to use a specific flight which has already been booked.

10.1.14 If there is a possibility that the Traveller might not fly to the same destination within the next six months (in the case of a domestic destination) or a year (in case of an international destination), the ticket must be cancelled immediately and a refund requested via the TMC. If the Traveller will be travelling to the samedomestic destination within the next six months, the ticket must be amended to the new date and kept by the TMC.

10.1.15 In the event that the ticket was amended to a new date, the Traveller should inform the TMC when the ticket needs to be re-used.

Baggage Allowance

10.1.16 The Traveller must acquaint himself or herself with the Baggage Policy of the airline that he/she will be travelling on. The Baggage Policy will provide information on the prescribed baggage allowance and the cost for baggage in instances where the airline charges separately for baggage_

10.1.17 Based on the class of travel, the airline will prescribe the specific number of piecesof luggage that will be allowed as well as the weight and size per piece.

10.1.18 The reimbursement of excess baggage is subject to the Traveller obtaining approval for exceeding the baggage allowance due to a valid business reason, prior to the trip.

Denied Boarding Compensation

10.1.19 Travellers are discouraged from volunteering to be bumped off flights for compensation. If a Traveller volunteers to be bumped-off a flight, the Traveller is extending the travel time for personal reasons and is then personally responsible for all expenses that result from the extended trip. Any vouchers for a free ticketshould be applied for business trips.

10.2 ACCOMMODATION AND MEALS – Domestic and International Accommodation

10.2.1 Hotel accommodation for domestic and international travel are restricted to a three or a four-star grading.

10.2.2 When sourcing accommodation, the Municipality uses options that are equal to or lower than NT rates set for Domestic Hotel Accommodation, depending on theallowable star-grading.

10.2.3 Guest Houses and/or Bed and Breakfast accommodation can be utilised provided that the related costs do not exceed the proposed three or a four-star Hotel, or are within NT rates set for Domestic Hotel Accommodation.

10.2.4 In line with NT agreement with Hotels, TMCs must obtain quotes from these hotels. However, it is not necessarily limited to these hotels as accommodation depends on availability, locality and rates, which could be lower. Competition andcost effectiveness must remain a key principle.

10.2.5 If a negotiated rate for a specific star grading is equivalent to or lower than the rate for the lower star grading, the official may be accommodated in the establishment with the higher star grading. This means that an official may be accommodated at a four-star establishment if the rate at the four-star establishment is the same as or lower than a three-star establishment.

10.2.6 The TMC and line departments must ensure that their domestic accommodation costs do not exceed the NT rates which are reviewed periodically.

10.2.7 In line with Cost containment Regulations 2019, overnight accommodation is limited to instances where the distance travelled by road by the Traveller exceedsfive hundred (500) kilometres to and from the destination (return journey),unless approved otherwise by the Delegated Authority.

10.2.8 Only the services as approved and described on the travel voucher can be signedoff at time of check-out from a place of accommodation. These are the only coststhat are allowed to reflect on the invoice. All other charges are for the Travellers' own account. Travellers will not be reimbursed for

any consumable items taken from mini bars.

10.2.9 The Traveller may not redeem a Travel Accommodation Voucher or part thereof for cash.

10.2.10 Receipts for meals for domestic trips paid for by the Traveller, should be kept andattached to the claim form. In cases where receipts are lost, the Traveller should provide a declaration that the expense was actually incurred.

Private Accommodation

10.2.11 Travellers who choose to make use of private accommodation (staying with family or friends) will be compensated at the fixed subsistence allowance amount for each night at SARS rates, as per Section 8 (1)(c) of the Income Tax Act.

Meal and Incidental expenses - Domestic Trips

10.2.12 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip unless the meals are sponsored.

10.2.13 Where Travellers stay at establishments which do not offer meals or only offers breakfast, an advance can be provided.

10.2.14 A service charge of up to 10% of the bill will also be paid by the Municipality.

Meal and Incidental expenses - International Trips

10.2.15 The Municipality is responsible for all meal expenses for Travellers for the duration of their official trip.

10.2.16 These meals will be covered in terms of SARS rates applicable to the country being visited.

No-Shows and Cancellations

10.2.17 It is the responsibility of the Traveller to notify the TMC of any cancellations of reserved accommodation as soon as he/she becomes aware of the fact. Each establishment has different conditions/rules in terms of cancellations. Last-minute cancellations can result in the payment of a cancellation fee. The Traveller must familiarise himself/herself with the cancellation policy of the specific establishment.

10.2.18 The Traveller should inform the TMC or the establishment if he/she expects to be arriving later than the expected arrival time to ensure that the reservation is not cancelled or a cancellation fee is charged.

10.2.19 If the Traveller does not check in at all in a Hotel /B&B without any prior notification to the TMC or the Hotel/B&B, any no-show cost charged is regarded as fruitless and wasteful expenditure.

10.2.20 The Traveller could be responsible for any fruitless expenditure incurred due to ano-show or late cancellation where it was in his/her ability to cancel the booking on time.

10.3 VEHICLES - Domestic and International

Hiring of Vehicles

10.3.1 The Municipality makes use of the TMC for car rental.

10.3.2 In compliance with NT Directive, the hiring of vehicles from a category below Group B or an equivalent class is permitted. Due to the small size of cars lower than Group B, a Delegated Authority could, where necessary, approve the use ofa Group B car.

10.3.3 The hiring of larger vehicles is permitted under the following cases: -

10.3.3.1 When extra luggage must be accommodated;

10.3.3.2 To cater for the special needs of Travellers.

10.3.4 For groups of five (5) or more Travellers a Microbus or similar vehicle may be arranged.

10.3.5 Where a number of Travellers/officials are attending the same official function/meeting, they must at all times attempt to reduce the cost to the Municipality by using one vehicle where circumstances permit.

10.3.6 Under no circumstances may a rental vehicle be used for private purposes.

10.3.7 Any fines, penalties and administration fees payable as a result of the contravention of any traffic rules and regulations while driving a hired vehicle will be for the Traveller's personal account. The Traveller should settle the amount within thirty (30) days of receipt of the fine and should then provide proof of payment to the TMC.

10.3.8 The Delegated Authority may permit employees to accept an upgraded group of hired vehicles if such an upgrade is offered for free or at a lower charge than Group B.

10.3.9 The Traveller should book a rental vehicle for the period that it is actually

requiredfor official business only as the car rental companies charge a full daily rate for a24-hour cycle or part thereof.

10.3.10 The Traveller must ensure that the vehicle is returned within the specified rental period as it can be regarded as stolen if the vehicle is not returned in time withoutany notification to the car rental company. The Traveller will be held responsible for the additional charges for the late return of the vehicle, unless approved by the Delegated Authority upon submitting sound reason by the Traveller.

10.3.11 The Traveller must take every reasonable precaution to safeguard a rental or fleet vehicle against damage, theft or irregular use while driving it and when it is parked.

10.3.12 The most suitable vehicle will be arranged for persons living with disabilities whoare only able to drive a particular type of vehicle and those in possession of a driver's licence restricted to automatic vehicles.

10.3.13 If the Traveller needs to extend the rental period for official business purposes, the Traveller must obtain approval and the TMC will issue a voucher for the extended period.

10.3.14 If the Traveller extends his/her stay for personal reasons, the charges will be for the Traveller's personal account. The TMC and car rental company must be informed of the arrangement and the car must be returned. The Traveller must enter into a separate rental agreement for the period of private travel for personalusage.

10.3.15 The responsibility and related costs of obtaining an International Driving Licence,where required, rests with the Traveller.

10.3.16 The hiring of a vehicle on an international trip is not permitted except in countriesneighbouring South Africa.

10.3.17 For Car Rental Inspections, the Traveller should verify and complete the

Quality Check Card prior to leaving the car rental premises, both on collection and returnof the rental vehicle. The Traveller must ensure that all scratches, chips, dents, windscreen and cracks are marked on the card and signed off by the car rental attendant. Failure to complete the Quality Check Card could result in the Traveller being held personally responsible for any damages.

Private Vehicles used by Travellers

10.3.18 The boundaries of the Municipality shall be used to determine payment for traveloutside such boundaries by means of private transport for officials who are in receipt of a fixed transportation allowance, or where such an allowance has beenfactored into the total cost of employment package of the official concerned. Officials will be reimbursed in accordance with Department of Transport: Tariffs for the use of motor transport.

10.3.19 Employees who are not in receipt of a travel allowance shall be reimbursed according to the latest prescribed SARS km tariff, calculated from their place of residence.

10.3.20 Employees who are in receipt of an Essential User Transport Allowance as provided for in the Human Resources policy of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use of their vehicles. The travelling distance shall be calculated from their place of residence minus the kilometres for the trip from home to their office.

10.3.21 Councillors using private transport outside the boundaries of the Municipality shall be reimbursed in accordance with Department of Transport: Tariffs for the use oftheir vehicles as determined in the "Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils" as amended annually in the Government Gazette.

10.3.22 A Traveller who uses private transport to conduct business on behalf of theMunicipality shall be paid the lower of the following:-

10.3.22.1 A cash equivalent of the avoided air ticket cost, which would have beenpaid in the event of air travel being the most economical and practical means of transport plus any hired vehicle charge to get to the Traveller's destination; or

10.3.22.2 The actual cost per kilometre in accordance with DOT: Tariffs for theuse of own vehicle.

10.3.23 A person may not claim subsistence costs for a longer period than would havebeen applicable in the case of air travel.

10.3.24 Under no circumstances shall fuel advances be paid for privately owned vehicles.

Public Transportation

10.3.25 The Traveller will be reimbursed when making use of public transport for officialbusiness.

10.3.26 The Traveller must submit a receipt as proof of payment to the TravelOffice for reimbursement.

10.3.27 In the absence of the proof of payment, the Traveller must submit a declaration detailing the cost incurred and the reason/s for the absence of the receipt or proofof payment.

10.3.28 The use of public transport for interviewees who makes use of Cape Town International Airport should be encouraged instead of the more expensive shuttleoption.

Shuttle and Transfer Services

10.3.29 Travellers should make use of shuttle services if the cost of such a service is lower than the cost of hiring a vehicle. The analysis should take into account the petrol costs, distance and the cost of parking.

10.4 SUBSISTENCE ALLOWANCES- Domestic and International

Domestic Travel

10.4.1 Subsistence Allowances for domestic official trips will apply when Travellers are away from their office of employment on official business and spend at least one night away from his/her place of residence and will be paid in accordance with SARS rates for meals and incidental cost per night.

10.4.2 If the Traveller makes use of private accommodation while on an official trip, he/she will receive a Fixed Daily Allowance as determined by SARS for meals and incidental costs.

10.4.3 A day allowance is payable equal to the tariff as defined by SARS as a "incidental cost only", if an employee is away from their office of employment on official business for more than 4 hours but less than 24 hours.

International Travel

10.4.3 Subsistence Allowances for international trips will apply when Travellers spend at least one night away from his/her place of residence and will be calculated basedon SARS rates for the applicable country per night.

10.4.4 Details of these amounts are published on the SARS website under Legal Counsel/Secondary Legislation/Income Tax Notices as per the relevant year.

10.4.5 If sponsored trips provide a subsistence allowance to the Traveller equal to or higher than the prescribed allowance, the Traveller shall not receive any allowance from the Municipality.

10.4.6 If the subsistence allowance paid by the sponsor is lower than the prescribedallowance, the Traveller will receive the difference from the Municipality.

10.4.7 For cost containment purposes, the Delegated Authority reserves the right to limit the international subsistence to a reasonable amount, per Traveller per trip, when necessary.

10.5 TRAVEL ADVANCES - Domestic and International

10.5.1 Travel Advances may be paid for official journeys if provided for in the approved travel report. Any unspent portion of the advance must be repaid to the Municipality immediately on return.

10.5.2 Travellers shall submit reconciliation, together with supporting documentary proofof disbursements on the official trip within seven (7) days of return from such trip.

10.5.3 Travel Advances may not be paid out more than ten (10) days prior to departure.

10.5.4 Travel Advances will not be granted to Travellers with any outstanding advances, not utilised during previous trips.

10.6 MISCELLANEOUS EXPENSES - Domestic and International

Domestic

10.6.1 The following expenses incurred are regarded as miscellaneous and may be claimed within the boundaries of the Republic of South Africa on production of proof of expenditure: -

10.6.1.1 Parking fees while travelling

10.6.1.2 Toll fees

10.6.1.3 Public transport costs

International

10.6.2 The following expenses incurred may be claimed on production of proof ofexpenditure:

10.6.2.1 Parking/bus fares;

10.6.2.2 Transport costs to and from official meetings;

10.6.2.3 Visas (for the shortest available period);

10.6.2.4 Inoculations;

10.6.2.5 Specialised tours and entries to events related to the travelling;

10.6.2.6 Copying & Printing of relevant documentation;

10.7 CONFERENCE FEES- Domestic and International

10.7.1 Employees of municipalities may attend conferences hosted by professional bodies or non-governmental institutions (external conferences) held within the borders of South Africa provided that expenses related to their attendance do notexceed the bench mark cost as prescribed by National Treasury from time to timethrough a notice.

10.7.2 Employees must make every effort to take advantage of early registration discounts by seeking the required approvals to attend well in advance of the conference as it relates to their area of work. No late registration is acceptable.

10.7.3 International Conferences must be limited to their ultimate minimum or none atall, unless otherwise approved by the Delegated Authority.

11. AMENDMENTS AND CANCELLATIONS TO TRAVEL RESERVATIONS

11.1 In the event that the Traveller makes any amendments to an authorised trip priorto the commencement thereof, the TMC must be informed of the amendments.

11.2 These amendments may include amongst others the following: -

11.2.1 Amendments in period of stay

11.2.2 Additional accommodation

11.2.3 Inclusion of hired or chauffeur drive vehicles

11.2.4 Amendments in dates of air tickets

11.2.5 Amendments in amount

11.3 If the Traveller requests any amendments after the commencement of an official trip, the following will apply: -

11.3.1 If it happens during office hours, the Travel Booker must inform theTMC.

11.3.2 In the event of amendments required after hours, the TMC should becontacted, via After Hours Telephone Service.

11.4 If amendments to a trip have financial implications in excess of 20% of the initial amount authorised for the trip, an addendum explaining the reason for the amendments and cost implications thereof must be prepared by the Traveller for approval by the Delegated Authority.

11.5 As soon as the Traveller becomes aware of the cancellation of the trip or any specific component of the trip, the Traveller should inform the TMC immediately to ensure the cancellation of the reservation/s to avoid cancellation/no-show penalties.

12. AFTER HOUR ARRANGEMENTS

12.1 After-hour requests must be limited to late approvals by the DelegatedAuthority.

12.2 If the Order Number is not available at the time of the after-hour reservation, itmust be forwarded to the TMC on the next working day.

12.3 Contact numbers for after-hour services can be obtained from the TMC.

13. SPONSORED TRIPS- Domestic and International

13.1 If the trip is funded by the sponsor, the Municipality will not be responsible for thetravel costs.

13.2 If a sponsor requests that the Municipality pays the travel costs upfront and the expenses are only claimed from the sponsor after the trip, it is the responsibility ofthe Municipality to make the necessary travel arrangements and the Traveller should:

13.2.1 Obtain proof of this arrangement with relevant contact details in writingfrom the sponsor prior to the trip;

13.2.2 State the conditions in the travel report; and

13.2.3 Provide proof of expenses (i.e. invoices, receipts and/or any other relevant documents) to the sponsor for claiming purposes.

13.3 Trips that are funded upfront by the sponsor, are considered official trips.However, it will not be the responsibility of the Municipality to make the necessary travel arrangements.

13.4 As a result, the Municipality will not incur any expenses to that effect, with the exception of subsistence allowance, travel insurance and other possible non- funded expenses, except in instances where the Municipality will reclaim expenses from the sponsor.

14. HEALTH AND SAFETY RULES FOR TRAVELLERS

14.1 It is the duty of the Traveller to ensure that he/she is aware of and/or comply withany health requirements and recommended precautions relevant to his/her travel.

14.2 The Traveller should consult his/her doctor or Travel Clinic prior to commencingtravel to ensure that the necessary vaccinations are administered.

14.3 A Traveller will only be allowed to enter certain countries if he/she shows

proof ofthe required vaccinations.

14.4 The Traveller must carry the necessary vaccination document with him/her at alltimes.

14.5 It is not advisable for pregnant women to undertake flights during their first and third trimesters. Pregnant women are advised to consult their doctors before a flight.

15. TRAVEL INSURANCE

15.1 Travellers, where the necessary travel and special leave forms have been duly authorised by the delegated authority, will be insured by the Municipality in terms of its current approved policies, practices and standard operating procedures. Non- officials authorised to travel for the Municipality are also included. The Travel Insurance Policy is available on request.

15.2 Insurance cover is only for the period that the traveller is away from home or placeof work on a trip relating to Municipality business. Any other extra days spent by the traveller outside Municipality business will be regarded as private.

15.3 Private vehicles and contents thereof will not be covered under this Policy.

15.4 Hired vehicles are automatically covered for both Super Waiver Damage andTheft by the vehicle rental company.

16. GIFTS AND PROMOTIONAL GOODS

16.1 Where appropriate, the Travellers may offer gifts to their hosts.

16.2 The gifts in question shall be provided by the Municipality, through the appropriate department.

16.3 Suitable promotional and marketing products shall be supplied, on request, by theCommunications department of the Municipality.

16.4 Gifts received by Councillors should be declared to the Speaker and gifts receivedby Officials must be declared to the Municipal Manager.

17. MONITORING, EVALUATION AND REVIEW

17.1 This policy framework is important for the Financial Compliance of the Municipality. It provides an all-inclusive administrative procedure for the management of travel within the Municipality.

17.2 The revised Travel Management Policy shall be implemented once approved by Council.

17.3 Directorates are to ensure that during implementation stages of the policy, thereis consistent monitoring and evaluation of the policy.

17.4 Changes in legislation must be taken into account for future amendments to this policy.

17.5 Any amendments to this policy must be re-submitted to Council for review andapproval.

18. TRANSPORT ALLOWANCE

18.1 Councillors

A councillor may, in line with applicable legislation, structure his or her total remuneration package to provide for motor vehicle allowance.

If a councillor structures his or her total remuneration package to provide for motor vehicle allowance, the councillor must submit proof of ownership of a private motor vehicle to the municipality and have the vehicle available for official duties.

18.2 Municipal Manager and Senior Managers

The Municipal Manager and Senior Managers shall be required to utilize their own motor vehicle when they is required to travel for purposes relating to their employment and may therefore structure their total cost of employment to provide for a car allowance for tax purposes.

18.3 Other qualifying employees: Fixed Travelling Allowance Scheme (Perk scheme)

All applications for a Transport Allowance shall require the approval of the Municipal Manager. The monthly transport allowance of other qualifying employees will be determined according to their task levels:

T LEVEL	New Transport Allowance (2023/2024)	Current Transport Allowance (2022/2023)
T 14	R 11 008	R 10 719
T 15	R 12 231	R 11 910
T 16	R 13 454	R 13 101
T 17	R 14 677	R 14 292
T 18	R 14 677	R 14 292

The monthly allowance will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2024.

18.4 Essential User Transport Allowance

The allowance is determined as per the transport allowance scheme for essential users, as indicated in the government gazette No 16407 dated 12 May 1995.

19 Travelling expenses

19.1 Travelling expenses shall only be paid to a representative or in the case of an employee where he/she uses private transport to undertake a trip on behalf of the Municipality.

19.2 Every trip by an employee must have the prior authorization of the employee's senior manager.

Travelling expense reimbursements for Councillors, the Municipal Manager and other senior managers shall be dealt with as follows:

Destinations outside of the Municipality's area of jurisdiction:

19.3 Councillors, the Municipal Manager and other senior managers (section 56 appointments) shall be reimbursed for the actual kilometers travelled in accordance with the tariffs of the Department of Transport.

19.4 Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to Employees who participate in the Essential User Transportation Scheme as per kilometres measured from the employee's location or place of residence, whichever is the shortest. The tariff per kilometre will is according to the running cost of the scheme

19.5 Reimbursement of travelling expenses to destinations outside of the Municipality's jurisdictional area, shall be payable to employees who participate in the **FixedTravelling Allowance Scheme (Perk scheme)** as per kilometres measured from theemployee's location or place of residence, whichever is the shortest. The tariff per kilometre is R 2.40.

The running cost will increase with 50% of the annual salary increase as agreed upon by the Bargaining Council from 1 July 2024.

19.6 Employees who are not part of any Transportation Scheme shall be reimbursed for actual kilometres travelled from their place of residence or from his/her location during office hours in accordance with Section 8(1)(b) of the Income Tax Act and in conjunction with the prescribed tariffs per kilometre for employees not travelling more than 8 000 kilometres per annum.

Destinations within the Municipality's area of jurisdiction:

19.7 The Municipal Manager and other senior managers (section 56 appointments) shall receive reimbursement for actual kilometres travelled within the Municipality's area of jurisdiction, in terms of section 39 of the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, in accordance with the tariffs of the Department of Transport.

Reimbursement for applicants who attend interviews.

Accommodation expenses

19.8 The actual cost of the accommodation, including the cost of meals, as arranged by the Municipality.

Travelling expenses

19.9 In the consideration of expenditure the most practical and economical mode of transport must be used, the tariff per actual kilometers travelled will apply, as outlined in paragraph 19.5. Where a hired vehicle is used to transport the applicant from the airport, the actual cost of a hired vehicle with the engine capacity of 1300cc to 1500cc shall be paid.

19.10 Where the applicant has to make use of air travel to attend an interview, the actual shall be paid. Prior approval of the Municipal manager is required.

19.11 Travelling expenses shall be paid only for applicants who reside within the boundaries of the Republic of South Africa.

20 Claims

For a claim to be processed for payment, the following documentary proof must be handed in to the Directorate: Finance:

20.1 In the case of an employee, the representative's attendance must be authorised by the Municipal Manager or his nominee in terms of the delegation of authority.

20.2 In the case of a senior manager, his/her attendance must be authorised by the Municipal Manager.

20.3 In the case of Councillors or the Municipal Manager, their attendance must be authorised by the Executive Mayor, in consultation with the Municipal Manager.

20.4 In the case of the Executive Mayor, his/her attendance must be authorised by the Municipal Manager.

20.5 A properly completed official claim form must be handed in, having been signed by an official who is duly authorised to approve expenses.

20.6 Supporting documentation in the form of invoices for overnight allowances in terms of miscellaneous expenses and communication expenses. (The latter being applicable only to overseas trips).

20.7 All claims to be processed must be handed in to the Directorate: Finance not later than 10 working days after the journey has been undertaken or a longer period approved by the Director Finance.

21 COMMENCEMENT AND REVIEW

21.1 This policy is effective from the date on which it is adopted by Council. If any legislation is enacted or amended that conflicts with any part of this Policy, such legislation will take precedence and will be implemented by the Municipality without amending this Policy. Amendment of the Policy would be done as expeditiously aspossible.

21.2 The Municipality Manager must, annually, review the implementation of this Policy and if she/he considers it necessary, submit proposals for the amendment of the Policy to the Council for approval.

WC022 Witzenberg - Table A1 Budget Summary

Description	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousands	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Financial Performance										
Property rates	73 497	80 674	88 709	95 592	95 592	95 592	95 592	105 353	111 714	118 456
Service charges	352 556	376 201	431 573	449 486	449 486	430 884	453 325	516 476	581 435	664 497
Investment revenue	7 446	3 078	5 580	5 079	6 010	6 010	6 010	12 444	13 066	13 719
Transfer and subsidies - Operational	133 217	131 640	124 619	152 300	153 268	153 268	153 268	158 643	165 440	185 784
Other own revenue	50 594	31 814	65 212	45 748	62 859	62 859	62 859	64 715	63 971	67 361
Total Revenue (excluding capital transfers and contributions)	617 309	623 407	715 693	748 205	767 216	748 613	771 055	857 631	935 626	1 049 818
Employee costs	180 466	201 544	202 247	247 136	242 363	242 363	242 363	257 116	276 004	300 323
Remuneration of councillors	10 604	9 897	10 070	12 108	11 790	11 790	11 790	11 983	13 038	14 211
Depreciation and amortisation	36 232	33 224	38 331	39 589	52 989	52 989	52 989	54 369	39 319	39 319
Finance charges	9 374	4 484	8 908	9 080	13 664	13 664	13 664	9 535	10 011	10 510
Inventory consumed and bulk purchases	236 130	252 332	300 157	330 565	333 824	333 824	333 824	379 057	431 534	509 047
Transfers and subsidies	25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577
Other expenditure	108 292	139 833	128 173	147 864	168 725	168 724	168 724	191 560	197 347	204 174
Total Expenditure	606 575	647 848	690 510	799 484	830 491	823 354	823 354	912 387	974 475	1 085 161
Surplus/(Deficit)	10 734	(24 441)	25 183	(51 279)	(63 275)	(74 741)	(52 300)	(54 755)	(38 849)	(35 343)
Transfers and subsidies - capital (monetary allocations)	14 247	52 768	64 244	54 274	77 796	77 796	77 796	46 321	24 922	25 536
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions	24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)
Intercompany/Parent subsidiary transactions	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)
Capital expenditure & funds sources										
Capital expenditure	27 938	117 174	128 142	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Transfers recognised - capital	13 123	52 852	64 196	60 036	77 978	77 978	77 978	46 742	23 541	24 592
Borrowing	–	–	1 478	10 000	1 000	1 000	1 000	9 000	–	–
Internally generated funds	21 175	14 202	9 398	22 107	21 910	21 910	21 910	15 923	16 400	20 280
Total sources of capital funds	34 298	67 054	75 072	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Financial position										
Total current assets	229 358	216 793	271 947	242 916	260 850	260 850	260 850	296 944	329 401	363 605
Total non current assets	944 425	1 032 565	1 118 690	1 124 460	1 119 804	1 119 804	1 119 804	1 183 839	1 184 461	1 190 015
Total current liabilities	143 200	127 838	120 617	137 549	134 713	134 713	134 713	153 855	183 639	218 252
Total non current liabilities	115 138	175 032	234 105	260 296	264 885	264 885	264 885	304 136	321 359	336 310
Community wealth/Equity	915 445	946 489	1 035 915	969 530	981 056	981 056	981 056	1 022 792	1 008 865	999 058
Cash flows										
Net cash from (used) operating	70 963	50 883	97 075	74 035	113 496	113 496	113 496	37 883	70 746	73 728
Net cash from (used) investing	(34 496)	(65 411)	(68 377)	–	–	–	–	(66 414)	(39 941)	(44 872)
Net cash from (used) financing	(344)	(339)	876	10 000	10 000	10 000	10 000	(2 740)	(2 740)	(2 740)
Cash/cash equivalents at the year end	130 394	115 528	144 880	236 775	276 236	276 236	276 236	196 019	224 084	250 199
Cash backing/surplus reconciliation										
Cash and investments available	1 094 502	1 173 072	1 304 268	1 277 611	1 293 603	1 293 603	1 293 603	1 385 549	1 403 170	1 427 596
Application of cash and investments	15 041	4 088	64 963	44 400	37 874	37 588	37 920	76 128	88 120	103 518
Balance - surplus (shortfall)	1 079 461	1 168 985	1 239 305	1 233 211	1 255 729	1 256 015	1 255 683	1 309 421	1 315 050	1 324 078
Asset management										
Asset register summary (WDV)	(9 475)	88 944	1 118 690	1 124 450	1 119 794	1 119 794		1 183 839	1 184 461	1 190 015
Depreciation	36 232	33 224	38 331	39 589	52 989	52 803		54 369	39 319	39 319
Renewal and Upgrading of Existing Assets	18 828	19 023	14 724	42 980	57 391	57 391		26 145	26 581	32 473
Repairs and Maintenance	15 044	20 536	14 233	20 306	26 564	26 564		29 343	30 835	32 404
Free services										
Cost of Free Basic Services provided	6 715	5 608	6 568	3 839	3 839	22 441		27 904	29 587	31 495
Revenue cost of free services provided	21 913	25 996	22 683	35 352	35 352	35 352		32 714	35 018	37 667
Households below minimum service level										
Water:	–	–	–	–	–	–		–	–	–
Sanitation/sewerage:	–	–	–	–	–	–		–	–	–
Energy:	3	3	4	5	5	5		5	5	5
Refuse:	3	3	4	5	5	5		5	5	5

WC022 Witzenberg - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
Governance and administration		92 680	94 586	121 109	120 607	124 439	124 439	136 529	140 698	149 128
Executive and council		249	13	8 088	260	260	260	31	31	31
Finance and administration		92 431	94 573	113 021	120 347	124 179	124 179	136 498	140 667	149 097
Internal audit		–	–	–	–	–	–	–	–	–
Community and public safety		167 155	155 331	146 316	175 474	169 566	169 566	180 091	187 785	209 115
Community and social services		105 936	128 957	121 745	135 103	135 304	135 304	149 753	160 621	177 588
Sport and recreation		10 348	9 166	9 438	12 172	12 172	12 172	6 956	7 499	8 090
Public safety		26 591	16 929	14 298	16 035	16 299	16 299	17 193	16 654	17 486
Housing		24 280	278	835	12 165	5 792	5 792	6 189	3 012	5 950
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		5 633	16 878	15 086	17 180	41 333	41 333	45 191	27 446	28 548
Planning and development		1 933	4 244	2 643	4 600	3 631	3 631	2 997	3 267	3 749
Road transport		3 548	12 634	12 443	12 570	35 708	35 708	42 183	24 168	24 788
Environmental protection		152	–	0	10	1 993	1 993	10	11	11
Trading services		365 996	409 304	497 310	489 091	509 547	509 547	542 009	604 480	688 416
Energy sources		257 723	274 353	335 811	335 873	338 295	338 295	400 702	457 056	532 683
Water management		43 372	52 476	72 814	87 028	93 788	93 788	63 463	66 986	70 535
Waste water management		36 777	49 259	37 551	33 120	39 020	39 020	38 364	40 310	42 731
Waste management		28 124	33 216	51 135	33 071	38 444	38 444	39 480	40 128	42 467
Other	4	93	77	116	126	126	126	133	139	146
Total Revenue - Functional	2	631 556	676 175	779 937	802 479	845 012	845 012	903 952	960 548	1 075 354
Expenditure - Functional										
Governance and administration		108 669	123 855	108 349	154 226	167 691	167 691	161 851	170 212	179 152
Executive and council		23 672	23 838	23 583	31 784	32 123	32 123	29 907	32 232	34 797
Finance and administration		82 556	97 509	82 852	120 211	133 481	133 481	128 942	134 733	140 837
Internal audit		2 441	2 508	1 914	2 231	2 087	2 087	3 002	3 247	3 518
Community and public safety		131 928	97 587	99 148	121 751	113 677	113 677	135 513	138 082	148 113
Community and social services		24 634	23 902	27 397	31 831	30 199	30 199	32 794	30 765	32 825
Sport and recreation		27 496	27 211	30 250	30 591	31 037	31 037	40 127	42 149	45 240
Public safety		51 502	42 004	36 554	42 158	41 879	41 879	50 926	54 756	58 958
Housing		28 297	4 469	4 947	17 172	10 562	10 562	11 667	10 411	11 090
Health		–	–	–	–	–	–	–	–	–
Economic and environmental services		34 911	34 992	32 010	37 538	42 762	42 762	44 187	46 584	49 524
Planning and development		9 690	10 129	11 200	12 176	12 783	12 783	14 566	15 396	16 649
Road transport		24 213	24 385	20 001	23 714	26 448	26 448	28 202	29 671	31 252
Environmental protection		1 008	479	808	1 648	3 531	3 531	1 419	1 516	1 623
Trading services		330 184	390 511	450 070	485 015	505 409	505 409	569 832	618 546	707 270
Energy sources		247 017	271 934	316 479	353 660	352 430	352 430	403 319	458 053	537 303
Water management		40 298	41 091	39 383	40 655	47 203	47 203	51 024	53 758	56 673
Waste water management		33 627	36 877	37 782	39 546	39 904	39 904	44 548	47 207	50 096
Waste management		9 242	40 609	56 427	51 154	65 872	65 872	70 941	59 528	63 198
Other	4	882	902	933	953	953	953	1 004	1 052	1 101
Total Expenditure - Functional	3	606 575	647 848	690 510	799 484	830 491	830 491	912 387	974 475	1 085 161
Surplus/(Deficit) for the year		24 981	28 327	89 427	2 995	14 520	14 520	(8 435)	(13 927)	(9 807)

WC022 Witzenberg - Table A2 Budgeted Financial Performance (revenue and expenditure by functional classification)

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional										
Municipal governance and administration		92 680	94 586	121 109	120 607	124 439	124 439	136 529	140 698	149 128
Executive and council		249	13	8 088	260	260	260	31	31	31
Mayor and Council		230	13	8 088	–	–	–	31	31	31
Municipal Manager, Town Secretary and Chief Executive		19	–	–	260	260	260	–	–	–
Finance and administration		92 431	94 573	113 021	120 347	124 179	124 179	136 498	140 667	149 097
Administrative and Corporate Support		–	0	1	10	10	10	10	11	11
Finance		92 296	94 239	112 606	119 453	123 085	123 085	135 762	139 893	148 285
Fleet Management		–	–	–	193	193	193	–	–	–
Human Resources		313	254	354	609	809	809	639	671	705
Marketing, Customer Relations, Publicity and Media Co-		–	0	–	5	5	5	5	5	6
Property Services		(231)	–	–	–	–	–	–	–	–
Supply Chain Management		52	80	60	78	78	78	82	86	90
Community and public safety		167 155	155 331	146 316	175 474	169 566	169 566	180 091	187 785	209 115
Community and social services		105 936	128 957	121 745	135 103	135 304	135 304	149 753	160 621	177 588
Aged Care		95 300	118 121	110 799	124 036	124 237	124 237	139 300	149 956	166 451
Cemeteries, Funeral Parlours and Crematoriums		981	328	262	242	242	242	254	266	280
Community Halls and Facilities		357	31	186	283	283	283	400	578	603
Libraries and Archives		9 299	10 475	10 498	10 542	10 542	10 542	9 799	9 820	10 254
Sport and recreation		10 348	9 166	9 438	12 172	12 172	12 172	6 956	7 499	8 090
Recreational Facilities		6 269	1 909	6 547	4 869	4 869	4 869	6 900	7 441	8 029
Sports Grounds and Stadiums		4 079	7 257	2 891	7 302	7 302	7 302	55	58	61
Public safety		26 591	16 929	14 298	16 035	16 299	16 299	17 193	16 654	17 486
Civil Defence		–	–	–	–	264	264	–	–	–
Fire Fighting and Protection		5	2	25	7	7	7	864	8	8
Police Forces, Traffic and Street Parking Control		26 585	16 928	14 273	16 028	16 028	16 028	16 330	16 646	17 478
Housing		24 280	278	835	12 165	5 792	5 792	6 189	3 012	5 950
Housing		24 280	278	835	12 165	5 792	5 792	6 189	3 012	5 950
Economic and environmental services		5 633	16 878	15 086	17 180	41 333	41 333	45 191	27 446	28 548
Planning and development		1 933	4 244	2 643	4 600	3 631	3 631	2 997	3 267	3 749
Economic Development/Planning		166	1 892	902	2 149	780	780	183	365	365
Town Planning, Building Regulations and Enforcement,		1 768	1 721	1 741	1 497	1 497	1 497	1 818	1 908	2 004
Project Management Unit		–	630	–	954	1 354	1 354	997	993	1 380
Road transport		3 548	12 634	12 443	12 570	35 708	35 708	42 183	24 168	24 788
Roads		3 548	12 634	12 443	12 570	35 708	35 708	42 183	24 168	24 788
Environmental protection		152	–	0	10	1 993	1 993	10	11	11
Biodiversity and Landscape		152	–	0	10	1 993	1 993	10	11	11
Trading services		365 996	409 304	497 310	489 091	509 547	509 547	542 009	604 480	688 416
Energy sources		257 723	274 353	335 811	335 873	338 295	338 295	400 702	457 056	532 683
Electricity		257 250	274 131	334 246	335 873	338 295	338 295	400 702	457 056	532 683

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Street Lighting and Signal Systems		474	222	1 565	–	–	–	–	–	–
Water management		43 372	52 476	72 814	87 028	93 788	93 788	63 463	66 986	70 535
Water Distribution		43 372	52 476	72 814	70 521	81 640	81 640	63 463	66 986	70 535
Water Storage		–	–	–	16 508	12 148	12 148	–	–	–
Waste water management		36 777	49 259	37 551	33 120	39 020	39 020	38 364	40 310	42 731
Public Toilets		–	–	164	–	812	812	–	–	–
Sewerage		33 514	38 651	36 498	33 120	38 208	38 208	38 364	40 310	42 731
Storm Water Management		3 263	10 607	889	–	–	–	–	–	–
Waste management		28 124	33 216	51 135	33 071	38 444	38 444	39 480	40 128	42 467
Solid Waste Disposal (Landfill Sites)		–	3 086	16 237	–	–	–	–	–	–
Solid Waste Removal		28 124	30 130	34 897	33 071	38 444	38 444	39 480	40 128	42 467
Other		93	77	116	126	126	126	133	139	146
Licensing and Regulation		93	77	116	126	126	126	133	139	146
Total Revenue - Functional	2	631 556	676 175	779 937	802 479	845 012	845 012	903 952	960 548	1 075 354
Expenditure - Functional										
Municipal governance and administration		108 669	123 855	108 349	154 226	167 691	167 691	161 851	170 212	179 152
Executive and council		23 672	23 838	23 583	31 784	32 123	32 123	29 907	32 232	34 797
Mayor and Council		15 490	15 898	14 331	20 035	19 923	19 923	18 348	19 712	21 214
Municipal Manager, Town Secretary and Chief Executive		8 181	7 941	9 252	11 749	12 199	12 199	11 559	12 520	13 583
Finance and administration		82 556	97 509	82 852	120 211	133 481	133 481	128 942	134 733	140 837
Administrative and Corporate Support		16 445	17 899	10 523	13 079	14 374	14 374	16 959	17 933	18 983
Asset Management		156	31	31	1 804	1 819	1 819	51	55	58
Finance		30 615	30 343	34 833	36 843	47 972	47 972	49 370	52 785	56 341
Fleet Management		3 005	3 406	4 925	3 146	3 111	3 111	4 209	4 557	4 943
Human Resources		12 137	22 230	11 708	40 419	42 402	42 402	32 405	31 800	30 935
Information Technology		3 647	4 385	3 868	5 135	4 981	4 981	5 379	5 493	5 772
Legal Services		3 270	5 416	1 368	2 821	2 130	2 130	2 820	3 013	3 223
Marketing, Customer Relations, Publicity and Media Co-		3 864	3 904	4 022	4 189	4 168	4 168	4 780	5 176	5 615
Property Services		2 381	2 717	4 110	1 687	1 676	1 676	1 768	1 866	1 974
Risk Management		–	–	7	382	382	382	–	–	–
Supply Chain Management		6 687	6 778	7 006	8 381	8 143	8 143	9 249	9 995	10 819
Valuation Service		348	400	451	2 325	2 325	2 325	1 951	2 060	2 174
Internal audit		2 441	2 508	1 914	2 231	2 087	2 087	3 002	3 247	3 518
Governance Function		2 441	2 508	1 914	2 231	2 087	2 087	3 002	3 247	3 518
Community and public safety		131 928	97 587	99 148	121 751	113 677	113 677	135 513	138 082	148 113
Community and social services		24 634	23 902	27 397	31 831	30 199	30 199	32 794	30 765	32 825
Aged Care		4 942	4 658	6 887	7 985	6 241	6 241	9 181	6 209	6 726
Cemeteries, Funeral Parlours and Crematoriums		2 931	3 189	3 511	3 925	4 040	4 040	4 569	4 946	5 362
Child Care Facilities		6	8	36	167	170	170	87	8	8
Community Halls and Facilities		6 482	5 360	5 875	6 675	6 670	6 670	7 288	7 819	8 407
Disaster Management		54	95	118	69	69	69	72	76	79

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Education		2	1	1	136	134	134	5	5	5
Libraries and Archives		10 217	10 591	10 969	12 874	12 874	12 874	11 592	11 703	12 237
Sport and recreation		27 496	27 211	30 250	30 591	31 037	31 037	40 127	42 149	45 240
Community Parks (including Nurseries)		7 725	8 229	8 412	8 646	8 948	8 948	12 920	13 845	14 936
Recreational Facilities		15 034	12 763	15 126	15 400	15 347	15 347	18 164	19 399	20 752
Sports Grounds and Stadiums		4 737	6 219	6 712	6 544	6 742	6 742	9 043	8 906	9 551
Public safety		51 502	42 004	36 554	42 158	41 879	41 879	50 926	54 756	58 958
Civil Defence		–	–	96	–	–	–	–	–	–
Fire Fighting and Protection		7 960	8 395	9 108	10 820	10 822	10 822	12 008	12 955	14 001
Police Forces, Traffic and Street Parking Control		43 541	33 609	27 350	31 338	31 057	31 057	38 918	41 801	44 957
Housing		28 297	4 469	4 947	17 172	10 562	10 562	11 667	10 411	11 090
Housing		28 118	4 463	4 917	16 888	10 278	10 278	11 614	10 356	11 032
Informal Settlements		178	6	30	284	284	284	53	55	58
Economic and environmental services		34 911	34 992	32 010	37 538	42 762	42 762	44 187	46 584	49 524
Planning and development		9 690	10 129	11 200	12 176	12 783	12 783	14 566	15 396	16 649
Corporate Wide Strategic Planning (IDPs, LEDs)		1 541	1 686	2 177	2 329	2 644	2 644	3 133	3 340	3 570
Economic Development/Planning		1 609	1 400	1 669	1 778	2 134	2 134	2 177	2 341	2 522
Town Planning, Building Regulations and Enforcement,		4 818	4 745	4 880	5 072	5 008	5 008	6 225	6 422	6 973
Project Management Unit		1 722	2 298	2 473	2 998	2 998	2 998	3 032	3 294	3 584
Road transport		24 213	24 385	20 001	23 714	26 448	26 448	28 202	29 671	31 252
Roads		24 213	24 385	20 001	23 714	26 448	26 448	28 202	29 671	31 252

Functional Classification Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Environmental protection		1 008	479	808	1 648	3 531	3 531	1 419	1 516	1 623
Biodiversity and Landscape		1 008	479	808	1 648	3 531	3 531	1 229	1 324	1 430
Pollution Control		–	–	–	–	–	–	190	192	193
Trading services		330 184	390 511	450 070	485 015	505 409	505 409	569 832	618 546	707 270
Energy sources		247 017	271 934	316 479	353 660	352 430	352 430	403 319	458 053	537 303
Electricity		244 253	269 233	313 742	347 622	348 876	348 876	399 164	453 671	532 682
Street Lighting and Signal Systems		2 764	2 700	2 737	6 038	3 554	3 554	4 155	4 382	4 622
Water management		40 298	41 091	39 383	40 655	47 203	47 203	51 024	53 758	56 673
Water Treatment		25	154	201	1 406	1 406	1 406	231	252	274
Water Distribution		37 186	37 996	36 316	34 239	41 836	41 836	46 494	49 095	51 871
Water Storage		3 087	2 941	2 866	5 010	3 961	3 961	4 300	4 412	4 527
Waste water management		33 627	36 877	37 782	39 546	39 904	39 904	44 548	47 207	50 096
Public Toilets		1 489	1 566	1 712	1 995	1 998	1 998	1 924	2 083	2 259
Sewerage		24 811	27 990	28 232	28 633	29 025	29 025	33 820	35 704	37 736
Storm Water Management		7 325	7 321	7 838	7 358	7 320	7 320	8 789	9 405	10 085
Waste Water Treatment		2	0	0	1 561	1 561	1 561	14	15	16
Waste management		9 242	40 609	56 427	51 154	65 872	65 872	70 941	59 528	63 198
Solid Waste Disposal (Landfill Sites)		(22 567)	7 600	21 147	15 368	33 121	33 121	30 827	16 621	17 347
Solid Waste Removal		29 893	31 591	35 105	35 220	32 185	32 185	40 065	42 854	45 794
Street Cleaning		1 915	1 418	174	566	566	566	49	53	58
Other		882	902	933	953	953	953	1 004	1 052	1 101
Licensing and Regulation		28	10	33	53	53	53	56	58	61
Tourism		854	892	900	900	900	900	948	993	1 040
Total Expenditure - Functional	3	606 575	647 848	690 510	799 484	830 491	830 491	912 387	974 475	1 085 161
Surplus/(Deficit) for the year		24 981	28 327	89 427	2 995	14 520	14 520	(8 435)	(13 927)	(9 807)

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 1 - Financial Services		90 228	92 572	110 999	116 830	121 132	121 132	133 121	137 004	145 093
Vote 2 - Community Services		141 193	140 638	133 319	161 869	156 312	156 312	164 212	171 619	192 111
Vote 3 - Corporate Services		26 897	17 195	22 716	16 652	17 116	17 116	17 016	17 515	18 376
Vote 4 - Technical Services		372 667	424 651	512 276	505 741	548 665	548 665	588 153	632 941	717 893
Vote 5 - Municipal Manager		575	1 129	611	1 386	1 786	1 786	1 451	1 470	1 881
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–
Total Revenue by Vote	2	631 560	676 184	779 921	802 479	845 012	845 012	903 952	960 548	1 075 354
Expenditure by Vote *to be appropriated*	1									
Vote 1 - Financial Services		25 108	24 861	34 002	51 044	61 223	61 223	62 909	67 382	72 104
Vote 2 - Community Services		91 468	66 462	74 834	96 548	97 358	97 358	107 855	108 258	115 905
Vote 3 - Corporate Services		100 245	103 131	78 251	118 517	125 130	125 130	125 779	131 513	137 738
Vote 4 - Technical Services		364 175	424 873	481 802	519 140	532 511	532 511	599 643	649 893	740 634
Vote 5 - Municipal Manager		12 340	14 779	11 383	14 235	14 269	14 269	16 201	17 428	18 780
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–
Total Expenditure by Vote	2	593 336	634 106	680 271	799 484	830 491	830 491	912 387	974 475	1 085 161
Surplus/(Deficit) for the year	2	38 224	42 078	99 649	2 995	14 520	14 520	(8 435)	(13 927)	(9 807)

References

1. Insert 'Vote'; e.g. department, if different to functional classification structure

2. Must reconcile to Budgeted Financial Performance (revenue and expenditure)

3. Assign share in 'associate' to relevant Vote

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote	1									
Vote 1 - Financial Services		90 228	92 572	110 999	116 830	121 132	121 132	133 121	137 004	145 093
1.1 - Direcrtor: Finance		–	–	–	–	–	–	105 563	111 935	118 689
1.2 - Income		67 384	73 962	79 462	95 786	95 786	95 786	27 206	24 699	26 016
1.3 - Financial Administrastion		22 792	18 529	31 477	20 708	25 010	25 010	270	284	298
1.4 - Credit Control		(0)	–	–	258	258	258	82	86	90
1.5 - Supply Chain & Expenditure		52	80	60	78	78	78	–	–	–
Vote 2 - Community Services		141 193	140 638	133 319	161 869	156 312	156 312	164 212	171 619	192 111
2.1 - Director: Community Services		–	–	–	–	–	–	–	–	–
2.2 - Cemetries		981	328	262	242	242	242	254	266	280
2.3 - Housing		24 474	492	1 029	12 260	5 888	5 888	6 269	3 078	5 997
2.4 - Libraries		9 434	10 475	10 575	10 757	10 542	10 542	9 799	9 820	10 254
2.5 - Resorts & Swimmng Pools		6 269	1 909	6 547	4 869	5 084	5 084	7 126	7 678	8 278
2.6 - Social Services		95 300	118 121	110 799	124 036	124 237	124 237	139 300	149 956	166 451
2.7 - Fire Services & Disaster Management		5	2	25	7	7	7	864	8	8
2.8 - Environment & Licencing		245	77	116	136	2 120	2 120	143	150	158
2.9 - Community Halls and Amenities		4 320	7 342	3 064	7 413	7 413	7 413	275	296	320
2.10 - Local Economic Development		166	1 892	902	2 149	780	780	183	365	365
Vote 3 - Corporate Services		26 897	17 195	22 716	16 652	17 116	17 116	17 016	17 515	18 376
3.1 - Director: Corporate Services		–	–	–	–	–	–	–	–	–
3.2 - Human Resources		313	254	354	609	809	809	639	671	705
3.3 - Administration		(231)	0	1	10	10	10	10	11	11
3.4 - Information Technology		–	–	–	–	–	–	–	–	–
3.5 - Marketing & Communication		–	0	–	5	5	5	5	5	6
3.6 - Thusong Centre		–	–	–	–	–	–	–	150	145
3.7 - Traffic and Protection Services		26 585	16 928	14 273	16 028	16 292	16 292	16 330	16 646	17 478
3.8 - Tourism		–	–	–	–	–	–	–	–	–
3.9 - Council Cost		230	13	8 088	–	–	–	31	31	31
		–	–	–		–	–	–	–	–
Vote 4 - Technical Services		372 667	424 651	512 276	505 741	548 665	548 665	588 153	632 941	717 893
4.1 - Director: Technical Services		–	–	–	260	260	260	–	–	–
4.2 - Electro Technical Services		258 540	274 798	336 868	337 945	339 698	339 698	402 787	459 376	535 296
4.3 - Water Storage & Distribution		43 372	52 476	72 814	87 028	93 788	93 788	63 463	66 986	70 535
4.4 - Waste Water Management		34 278	39 463	36 498	33 469	38 558	38 558	38 729	40 696	43 141
4.5 - Waste Management		28 104	33 163	51 071	33 004	38 377	38 377	39 410	40 055	42 390
4.6 - Roads		3 548	12 634	12 443	12 570	35 708	35 708	42 183	24 168	24 788
4.7 - Storm Water Management		3 263	10 607	889	–	–	–	–	–	–
4.8 - Town Planning & Building Control		1 562	1 510	1 530	1 272	1 272	1 272	1 580	1 660	1 742
4.9 - Public Toilets		–	–	164	–	812	812	–	–	–

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
4.10 - Mechanical Workshop		–	–	–	193	193	193	–	–	–
Vote 5 - Municipal Manager		575	1 129	611	1 386	1 786	1 786	1 451	1 470	1 881
5.1 - Municipal Manager		–	–	–	–	–	–	–	–	–
5.2 - Performance & Project Management		19	630	–	954	1 354	1 354	997	993	1 380
5.3 - Property & Legal Services		556	499	611	432	432	432	454	477	501
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–
		–	–	–		–	–	–	–	–
Total Revenue by Vote	2	631 560	676 184	779 921	802 479	845 012	845 012	903 952	960 548	1 075 354
Expenditure by Vote	1									
Vote 1 - Financial Services		25 108	24 861	34 002	51 044	61 223	61 223	62 909	67 382	72 104
1.1 - Direcrtor: Finance		223	1 495	1 795	1 858	1 858	1 858	2 287	2 487	2 709
1.2 - Income		6 637	3 949	8 821	11 011	21 718	21 718	23 231	24 553	25 951
1.3 - Financial Administrastion		13 319	13 980	12 945	19 021	18 836	18 836	16 751	18 153	19 555
1.4 - Credit Control		3 498	3 566	4 553	10 773	10 669	10 669	11 364	12 166	13 038
1.5 - Supply Chain & Expenditure		1 431	1 871	5 888	8 381	8 143	8 143	9 276	10 024	10 851
		–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–
		–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Vote 2 - Community Services		91 468	66 462	74 834	96 548	97 358	97 358	107 855	108 258	115 905
2.1 - Director: Community Services		273	299	322	2 231	2 231	2 231	396	430	468
2.2 - Cemetries		2 931	3 189	3 501	3 925	4 071	4 071	4 521	4 896	5 312
2.3 - Housing		28 297	4 469	4 947	17 172	10 562	10 562	11 667	10 411	11 090
2.4 - Libraries		14 817	12 850	14 211	15 690	13 279	13 279	12 021	12 158	12 720
2.5 - Resorts & Swimmng Pools		10 434	10 504	11 884	12 584	18 674	18 674	21 690	23 137	24 715
2.6 - Social Services		4 950	4 667	6 924	8 288	6 553	6 553	9 281	6 231	6 748
2.7 - Fire Services & Disaster Management		8 014	8 490	9 178	10 889	10 891	10 891	12 081	13 031	14 081
2.8 - Environment & Licencing		1 036	489	841	1 701	3 584	3 584	1 474	1 575	1 684
2.9 - Community Halls and Amenities		19 108	20 104	21 450	22 291	25 380	25 380	32 548	34 049	36 565
2.10 - Local Economic Development		1 609	1 400	1 574	1 778	2 134	2 134	2 177	2 341	2 522
Vote 3 - Corporate Services		100 245	103 131	78 251	118 517	125 130	125 130	125 779	131 513	137 738
3.1 - Director: Corporate Services		2 041	1 891	1 904	2 258	2 211	2 211	2 613	2 839	3 091
3.2 - Human Resources		12 137	22 230	11 708	40 419	42 402	42 402	32 405	31 800	30 935
3.3 - Administration		18 238	19 848	13 686	13 709	18 698	18 698	21 564	22 811	24 155
3.4 - Information Technology		3 646	4 385	3 868	5 134	4 980	4 980	5 378	5 492	5 771
3.5 - Marketing & Communication		3 865	3 904	4 022	4 190	4 169	4 169	4 781	5 177	5 616
3.6 - Thusong Centre		432	473	482	532	627	627	650	704	763
3.7 - Traffic and Protection Services		43 541	33 609	27 350	31 338	31 221	31 221	39 092	41 985	45 153
3.8 - Tourism		854	892	900	900	900	900	948	993	1 040
3.9 - Council Cost		15 490	15 898	14 331	20 035	19 923	19 923	18 348	19 712	21 214
		–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		364 175	424 873	481 802	519 140	532 511	532 511	599 643	649 893	740 634
4.1 - Director: Technical Services		1 967	1 830	1 885	2 239	2 312	2 312	2 311	2 505	2 721
4.2 - Electro Technical Services		244 253	268 152	312 119	349 658	333 396	333 396	382 797	435 910	513 172
4.3 - Water Storage & Distribution		40 298	41 291	39 383	41 005	47 963	47 963	51 861	54 679	57 706
4.4 - Waste Water Management		27 566	31 567	32 584	33 800	39 314	39 314	43 399	46 208	49 465
4.5 - Waste Management		9 242	40 609	56 427	51 154	65 165	65 165	69 926	58 452	62 058
4.6 - Roads		24 213	24 385	20 001	23 714	26 148	26 148	28 202	29 671	31 252
4.7 - Storm Water Management		7 325	7 321	7 838	7 358	8 095	8 095	8 789	9 405	10 085
4.8 - Town Planning & Building Control		4 818	4 745	4 880	5 072	5 008	5 008	6 225	6 422	6 973
4.9 - Public Toilets		1 489	1 566	1 712	1 995	1 998	1 998	1 924	2 083	2 259
4.10 - Mechanical Workshop		3 005	3 406	4 972	3 146	3 111	3 111	4 209	4 557	4 943
Vote 5 - Municipal Manager		12 340	14 779	11 383	14 235	14 269	14 269	16 201	17 428	18 780
5.1 - Municipal Manager		3 360	2 869	3 413	3 337	3 765	3 765	3 961	4 268	4 604
5.2 - Performance & Project Management		1 722	2 298	2 473	2 998	2 998	2 998	3 032	3 294	3 584
5.3 - Property & Legal Services		3 275	5 418	1 399	2 958	2 268	2 268	2 939	3 138	3 353
5.4 - Internal Audit		2 441	2 508	1 921	2 613	2 468	2 468	3 002	3 247	3 518
5.5 - IDP		1 541	1 686	2 177	2 329	2 770	2 770	3 267	3 482	3 720
Total Expenditure by Vote	2	593 336	634 106	680 271	799 484	830 491	830 491	912 387	974 475	1 085 161

WC022 Witzenberg - Table A3 Budgeted Financial Performance (revenue and expenditure by municipal vote)A

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Surplus/(Deficit) for the year	2	38 224	42 078	99 649	2 995	14 520	14 520	(8 435)	(13 927)	(9 807)

References

1. Insert 'Vote'; e.g. Department, if different to Functional structure

2. Must reconcile to Financial Performance ('Revenue and Expenditure by Functional Classification' and 'Revenue and Expenditure')

3. Assign share in 'associate' to relevant Vote

WC022 Witzenberg - Table A4 Budgeted Financial Performance (revenue and expenditure)

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue											
Exchange Revenue											
Service charges - Electricity	2	255 095	274 180	326 063	337 388	337 388	333 599	337 388	399 102	458 243	534 211
Service charges - Water	2	39 419	43 137	45 340	49 810	49 810	53 649	53 649	53 000	56 000	59 000
Service charges - Waste Water Management	2	32 329	30 920	31 194	32 053	32 053	21 998	32 053	33 059	34 743	36 890
Service charges - Waste Management	2	25 713	27 965	28 976	30 236	30 236	21 637	30 236	31 315	32 449	34 396
Sale of Goods and Rendering of Services		5 130	3 316	5 069	4 232	4 232	4 232	4 232	5 272	5 536	5 813
Agency services		3 477	4 354	4 415	4 249	4 249	4 249	4 249	4 461	4 684	4 918
Interest		–	0	–	10	10	10	10	10	11	11
Interest earned from Receivables		8 498	5 141	14 935	7 107	20 381	20 381	20 381	23 503	24 678	25 912
Interest earned from Current and Non Current Assets		7 446	3 078	5 580	5 079	6 010	6 010	6 010	12 444	13 066	13 719
Dividends		–	–	–	–	–	–	–	–	–	–
Rent on Land		–	–	–	25	25	25	25	26	27	29
Rental from Fixed Assets		3 878	1 458	4 604	3 416	3 416	3 416	3 416	4 648	5 084	5 563
Licence and permits		–	–	–	–	–	–	–	–	–	–
Operational Revenue		2 131	411	2 652	3 513	3 513	3 513	3 513	1 679	1 761	1 847
Non-Exchange Revenue											
Property rates	2	73 497	80 674	88 709	95 592	95 592	95 592	95 592	105 353	111 714	118 456
Surcharges and Taxes		2 300	4 047	9 083	7 840	11 677	11 677	11 677	7 290	3 978	4 138
Fines, penalties and forfeits		22 149	11 593	9 670	11 137	11 137	11 137	11 137	11 194	11 254	11 816
Licences or permits		1 042	1 065	1 198	2 216	2 216	2 216	2 216	2 327	2 444	2 566
Transfer and subsidies - Operational		133 217	131 640	124 619	152 300	153 268	153 268	153 268	158 643	165 440	185 784
Interest		2 017	428	2 315	2 004	2 004	2 004	2 004	3 566	3 744	3 932
Fuel Levy		–	–	–	–	–	–	–	–	–	–
Operational Revenue		–	–	3 209	–	–	–	–	739	770	816
Gains on disposal of Assets		(28)	–	8 062	–	–	–	–	–	–	–
Other Gains		0	–	–	–	–	–	–	–	–	–
Discontinued Operations		–	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		617 309	623 407	715 693	748 205	767 216	748 613	771 055	857 631	935 626	1 049 818
Expenditure											
Employee related costs	2	180 466	201 544	202 247	247 136	242 363	242 363	242 363	257 116	276 004	300 323
Remuneration of councillors		10 604	9 897	10 070	12 108	11 790	11 790	11 790	11 983	13 038	14 211
Bulk purchases - electricity	2	221 831	239 632	285 708	314 411	314 411	314 411	314 411	360 544	412 757	489 336
Inventory consumed	8	14 299	12 699	14 449	16 154	19 414	19 414	19 414	18 512	18 778	19 711
Debt impairment	3	–	32 454	36 053	46 031	61 230	61 230	61 230	64 475	67 570	70 745
Depreciation and amortisation		36 232	33 224	38 331	39 589	52 989	52 989	52 989	54 369	39 319	39 319
Interest		9 374	4 484	8 908	9 080	13 664	13 664	13 664	9 535	10 011	10 510
Contracted services		44 653	52 293	33 782	52 776	53 531	53 531	53 531	64 452	66 823	69 859
Transfers and subsidies		25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577
Irrecoverable debts written off		14 187	17 561	14 711	–	0	0	0	–	–	–
Operational costs		48 982	37 459	40 378	49 056	53 963	53 963	53 963	56 396	59 458	62 935
Losses on disposal of Assets		469	66	3 248	–	–	–	–	–	–	–
Other Losses		–	–	–	0	0	–	–	6 237	3 497	635
Total Expenditure		606 575	647 848	690 510	799 484	830 491	823 354	823 354	912 387	974 475	1 085 161
Surplus/(Deficit)		10 734	(24 441)	25 183	(51 279)	(63 275)	(74 741)	(52 300)	(54 755)	(38 849)	(35 343)
Transfers and subsidies - capital (monetary allocations)	6	14 247	52 768	64 244	54 274	77 796	77 796	77 796	46 321	24 922	25 536
Transfers and subsidies - capital (in-kind)	6	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)
Income Tax		–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after income tax		24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–	–	–	–	–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) attributable to municipality		24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)
Share of Surplus/Deficit attributable to Associate	7	–	–	–	–	–	–	–	–	–	–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) for the year	1	24 981	28 327	89 427	2 995	14 520	3 055	25 496	(8 435)	(13 927)	(9 807)

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Vote											
Multi-year expenditure *to be appropriated*	2										
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–
Vote 2 - Community Services		4 108	9 190	1 988	56 292	50 360	50 360	50 360	–	–	–
Vote 3 - Corporate Services		–	–	240	–	–	–	–	–	–	–
Vote 4 - Technical Services		23 881	45 299	63 719	–	–	–	–	66 120	32 884	31 179
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total		27 988	54 489	65 948	56 292	50 360	50 360	50 360	66 120	32 884	31 179
Single-year expenditure *to be appropriated*	2										
Vote 1 - Financial Services		206	165	937	180	189	189	189	180	30	–
Vote 2 - Community Services		1 104	3 620	986	9 126	8 126	8 126	8 126	4 514	6 897	8 543
Vote 3 - Corporate Services		949	3 630	446	650	1 287	1 287	1 287	850	70	5 150
Vote 4 - Technical Services		3 185	5 041	1 381	24 895	40 199	40 199	40 199	–	30	–
Vote 5 - Municipal Manager		33	–	–	–	–	–	–	–	30	–
Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–
Capital single-year expenditure sub-total		5 476	12 455	3 750	34 851	49 802	49 802	49 802	5 544	7 057	13 693
Total Capital Expenditure - Vote	3,7	33 465	66 944	69 698	91 143	100 161	100 161	100 161	71 664	39 941	44 872
Capital Expenditure - Functional											
Governance and administration		(3 873)	53 283	57 080	2 180	3 286	3 286	3 286	2 180	190	6 650
Executive and council		166	–	–	340	427	427	427	–	170	500
Finance and administration		(4 038)	53 283	57 080	1 840	2 859	2 859	2 859	2 180	20	6 150
Internal audit		–	–	–	–	–	–	–	–	–	–
Community and public safety		5 091	10 902	3 991	9 976	9 121	9 121	9 121	5 064	6 867	8 543
Community and social services		313	1 639	667	1 222	718	718	718	2 000	5 257	–
Sport and recreation		4 651	7 782	3 084	8 754	8 174	8 174	8 174	858	1 260	8 043
Public safety		126	1 481	240	–	230	230	230	1 707	350	500
Housing		–	–	–	–	–	–	–	500	–	–
Health		–	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Economic and environmental services		7 871	17 373	13 136	24 927	47 070	47 070	47 070	25 423	9 118	15 125
Planning and development		76	1 934	736	–	–	–	–	300	–	–
Road transport		7 795	15 439	12 401	24 927	47 070	47 070	47 070	25 123	9 118	15 125
Environmental protection		–	–	–	–	–	–	–	–	–	–
Trading services		18 849	35 616	53 934	55 060	41 411	41 411	41 411	38 997	23 766	14 554
Energy sources		7 740	3 943	9 573	4 000	4 739	4 739	4 739	5 491	6 970	3 120
Water management		2 297	7 954	20 159	23 954	17 801	17 801	17 801	19 358	12 547	1 000
Waste water management		7 096	18 448	2 448	16 653	16 218	16 218	16 218	100	4 250	10 435
Waste management		1 716	5 272	21 754	10 453	2 653	2 653	2 653	14 048	–	–
Other		–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional	3,7	27 938	117 174	128 142	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Funded by:											
National Government		12 852	18 164	47 360	51 371	47 902	47 902	47 902	25 175	23 541	24 292
Provincial Government		271	33 326	16 432	7 712	27 487	27 487	27 487	21 566	–	–
District Municipality		–	861	404	500	2 135	2 135	2 135	–	–	–
Transfers and subsidies - capital (in-kind)		–	501	–	453	453	453	453	–	–	300
Transfers recognised - capital	4	13 123	52 852	64 196	60 036	77 978	77 978	77 978	46 742	23 541	24 592
Public contributions & donations	5	–	–	–	–	–	–	–	–	–	–
Borrowing	6	–	–	1 478	10 000	1 000	1 000	1 000	9 000	–	–
Internally generated funds		21 175	14 202	9 398	22 107	21 910	21 910	21 910	15 923	16 400	20 280
Total Capital Funding	7	34 298	67 054	75 072	92 143	100 887	100 887	100 887	71 664	39 941	44 872

WC022 Witzenberg - Table A5 Budgeted Capital Expenditure by vote, functional classification and funding

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Municipal Vote											
Multi-year expenditure appropriation	2										
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–
1.1 - Direcrtor: Finance		–	–	–	–	–	–	–	–	–	–
1.2 - Income		–	–	–	–	–	–	–	–	–	–
1.3 - Financial Administrastion		–	–	–	–	–	–	–	–	–	–
1.4 - Credit Control		–	–	–	–	–	–	–	–	–	–
1.5 - Supply Chain & Expenditure		–	–	–	–	–	–	–	–	–	–
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Vote 2 - Community Services		4 108	9 190	1 988	56 292	50 360	50 360	50 360	–	–	–
2.1 - Director: Community Services		–	–	–	–	–	–	–	–	–	–
2.2 - Cemetries		76	1 934	–	4 000	4 890	4 890	4 890	–	–	–
2.3 - Housing		–	–	–	18 730	19 634	19 634	19 634	–	–	–
2.4 - Libraries		–	–	–	14 653	11 726	11 726	11 726	–	–	–
2.5 - Resorts & Swimmng Pools		–	–	–	6 000	1 200	1 200	1 200	–	–	–
2.6 - Social Services		–	–	–	12 910	12 910	12 910	12 910	–	–	–
2.7 - Fire Services & Disaster Management		–	–	–	–	–	–	–	–	–	–
2.8 - Environment & Licencing		–	–	–	–	–	–	–	–	–	–
2.9 - Community Halls and Amenities		–	–	–	–	–	–	–	–	–	–
2.10 - Local Economic Development		4 031	7 256	1 988	–	–	–	–	–	–	–
Vote 3 - Corporate Services		–	–	240	–	–	–	–	–	–	–
3.1 - Director: Corporate Services		–	–	–	–	–	–	–	–	–	–
3.2 - Human Resources		–	–	–	–	–	–	–	–	–	–
3.3 - Administration		–	–	–	–	–	–	–	–	–	–
3.4 - Information Technology		–	–	–	–	–	–	–	–	–	–
3.5 - Marketing & Communication		–	–	–	–	–	–	–	–	–	–
3.6 - Thusong Centre		–	–	–	–	–	–	–	–	–	–
3.7 - Traffic and Protection Services		–	–	240	–	–	–	–	–	–	–
3.8 - Tourism		–	–	–	–	–	–	–	–	–	–
3.9 - Council Cost		–	–	–	–	–	–	–	–	–	–
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Vote 4 - Technical Services		23 881	45 299	63 719	–	–	–	–	66 120	32 884	31 179
4.1 - Director: Technical Services		–	–	–	–	–	–	–	–	–	–
4.2 - Electro Technical Services		7 632	2 852	9 573	–	–	–	–	3 491	6 970	3 120
4.3 - Water Storage & Distribution		1 006	7 103	18 143	–	–	–	–	19 358	12 547	1 000
4.4 - Waste Water Management		2 737	7 841	889	–	–	–	–	100	3 800	10 435
4.5 - Waste Management		1 716	5 272	20 930	–	–	–	–	14 048	–	–
4.6 - Roads		7 526	11 623	11 837	–	–	–	–	27 123	9 118	15 125
4.7 - Storm Water Management		3 263	10 607	889	–	–	–	–	–	450	–

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
4.8 - Town Planning & Building Control		–	–	–	–	–	–	–	–	–	–
4.9 - Public Toilets		–	–	–	–	–	–	–	–	–	–
4.10 - Mechanical Workshop		–	–	1 458	–	–	–	–	2 000	–	1 500
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–
5.1 - Municipal Manager		–	–	–	–	–	–	–	–	–	–
5.2 - Performance & Project Management		–	–	–	–	–	–	–	–	–	–
5.3 - Property & Legal Services		–	–	–	–	–	–	–	–	–	–
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–	–
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–
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Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–
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Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–
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Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
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Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–
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Capital multi-year expenditure sub-total		27 988	54 489	65 948	56 292	50 360	50 360	50 360	66 120	32 884	31 179

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure - Municipal Vote											
Single-year expenditure appropriation	2										
Vote 1 - Financial Services		206	165	937	180	189	189	189	180	30	–
1.1 - Direcrtor: Finance		19	–	–	–	–	–	–	–	30	–
1.2 - Income		–	–	–	–	–	–	–	–	–	–
1.3 - Financial Administrastion		187	165	937	180	189	189	189	180	–	–
1.4 - Credit Control		–	–	–	–	–	–	–	–	–	–
1.5 - Supply Chain & Expenditure		–	–	–	–	–	–	–	–	–	–
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Vote 2 - Community Services		1 104	3 620	986	9 126	8 126	8 126	8 126	4 514	6 897	8 543
2.1 - Director: Community Services		44	–	–	150	150	150	150	–	30	–
2.2 - Cemetries		–	–	319	–	–	–	–	300	–	–
2.3 - Housing		–	–	–	–	–	–	–	–	5 257	–
2.4 - Libraries		–	–	–	1 182	182	182	182	500	–	–
2.5 - Resorts & Swimmng Pools		–	696	667	–	–	–	–	2 000	–	–
2.6 - Social Services		–	–	–	–	–	–	–	–	450	30
2.7 - Fire Services & Disaster Management		–	–	–	–	–	–	–	–	–	–
2.8 - Environment & Licencing		126	1 481	–	–	–	–	–	857	350	500
2.9 - Community Halls and Amenities		–	–	–	7 794	7 794	7 794	7 794	–	–	–
2.10 - Local Economic Development		933	1 443	–	–	–	–	–	858	810	8 013
Vote 3 - Corporate Services		949	3 630	446	650	1 287	1 287	1 287	850	70	5 150
3.1 - Director: Corporate Services		46	–	–	50	110	110	110	–	50	500
3.2 - Human Resources		–	–	–	–	348	348	348	–	–	–
3.3 - Administration		70	2 143	–	–	–	–	–	–	–	500
3.4 - Information Technology		666	636	446	600	600	600	600	–	–	3 150
3.5 - Marketing & Communication		47	–	–	–	–	–	–	–	20	1 000
3.6 - Thusong Centre		–	–	–	–	–	–	–	–	–	–
3.7 - Traffic and Protection Services		120	–	–	–	230	230	230	850	–	–
3.8 - Tourism		–	–	–	–	–	–	–	–	–	–
3.9 - Council Cost		–	850	–	–	–	–	–	–	–	–
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Vote 4 - Technical Services		3 185	5 041	1 381	24 895	40 199	40 199	40 199	–	30	–
4.1 - Director: Technical Services		23	–	–	140	140	140	140	–	30	–
4.2 - Electro Technical Services		108	1 202	–	–	–	–	–	–	–	–
4.3 - Water Storage & Distribution		287	–	–	5 224	2 320	2 320	2 320	–	–	–
4.4 - Waste Water Management		212	–	505	1 500	1 500	1 500	1 500	–	–	–
4.5 - Waste Management		–	–	–	4 453	1 453	1 453	1 453	–	–	–

Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
4.6 - Roads		148	3 620	712	12 017	31 876	31 876	31 876	–	–	–
4.7 - Storm Water Management		–	–	–	–	–	–	–	–	–	–
4.8 - Town Planning & Building Control		–	–	–	–	–	–	–	–	–	–
4.9 - Public Toilets		884	–	164	500	1 370	1 370	1 370	–	–	–
4.10 - Mechanical Workshop		1 522	219	–	1 060	1 541	1 541	1 541	–	–	–
Vote 5 - Municipal Manager		33	–	–	–	–	–	–	–	30	–
5.1 - Municipal Manager		14	–	–	–	–	–	–	–	30	–
5.2 - Performance & Project Management		19	–	–	–	–	–	–	–	–	–
5.3 - Property & Legal Services		–	–	–	–	–	–	–	–	–	–
5.4 - Internal Audit		–	–	–	–	–	–	–	–	–	–
5.5 - IDP		–	–	–	–	–	–	–	–	–	–
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Vote 6 - Planning and Development		–	–	–	–	–	–	–	–	–	–
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Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–	–	–	–
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Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
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Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–	–	–	–
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Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–	–	–	–
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Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–	–	–	–
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Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–	–	–	–
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Vote Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–	–	–	–
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Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–	–	–	–
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Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–	–	–	–
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Capital single-year expenditure sub-total		5 476	12 455	3 750	34 851	49 802	49 802	49 802	5 544	7 057	13 693

WC022 Witzenberg - Table A6 Budgeted Financial Position

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
ASSETS											
Current assets											
Cash and cash equivalents		130 394	115 305	144 880	143 632	179 826	179 826	179 826	196 019	224 084	250 199
Trade and other receivables from exchange transaction	1	66 384	71 504	86 203	52 351	37 153	37 153	37 153	49 384	37 649	29 536
Receivables from non-exchange transactions	1	12 650	11 026	13 412	37 204	37 204	37 204	37 204	45 608	63 876	82 325
Current portion of non-current receivables		–	–	–	–	–	–	–	–	–	–
Inventory	2	11 602	9 963	9 035	9 481	6 420	6 420	6 420	4 484	2 344	96
VAT		4 689	7 322	7 601	–	–	–	–	996	996	996
Other current assets		3 639	1 672	10 816	248	248	248	248	453	453	453
Total current assets		229 358	216 793	271 947	242 916	260 850	260 850	260 850	296 944	329 401	363 605
Non current assets											
Investments		–	–	–	9	9	9	9	–	–	–
Investment property		44 505	43 562	42 842	41 946	41 946	41 946	41 946	41 358	40 617	39 875
Property, plant and equipment	3	897 724	986 263	1 073 185	1 081 628	1 076 625	1 076 625	1 076 625	1 140 146	1 141 438	1 147 861
Biological assets		–	–	–	–	–	–	–	–	–	–
Living and non-living resources		–	–	–	–	–	–	–	–	–	–
Heritage assets		550	550	550	550	550	550	550	550	550	550
Intangible assets		1 647	2 191	2 113	326	674	674	674	1 785	1 857	1 729
Trade and other receivables from exchange transaction		–	–	–	–	–	–	–	–	–	–
Non-current receivables from non-exchange transactior		–	–	–	–	–	–	–	–	–	–
Other non-current assets		–	–	–	–	–	–	–	–	–	–
Total non current assets		944 425	1 032 565	1 118 690	1 124 460	1 119 804	1 119 804	1 119 804	1 183 839	1 184 461	1 190 015
TOTAL ASSETS		1 173 783	1 249 359	1 390 637	1 367 376	1 380 654	1 380 654	1 380 654	1 480 783	1 513 862	1 553 620
LIABILITIES											
Current liabilities											
Bank overdraft		–	–	–	–	–	–	–	–	–	–
Financial liabilities		1 968	1 587	1 897	611	611	611	611	2 050	4 776	11 046
Consumer deposits		8 310	9 303	11 549	8 732	8 732	8 732	8 732	11 549	11 549	11 549
Trade and other payables from exchange transactions	4	106 248	89 123	79 467	65 138	60 031	60 031	60 031	92 737	113 764	138 528
Trade and other payables from non-exchange transacti	5				37 019	39 290	39 290	39 290	6 092	5 281	4 398
Provision		26 674	27 825	27 705	28 920	28 920	28 920	28 920	31 424	34 769	38 596
VAT					(2 871)	(2 871)	(2 871)	(2 871)	3 449	3 449	3 449
Other current liabilities					0	0	0	0	6 555	10 051	10 686
Total current liabilities		143 200	127 838	120 617	137 549	134 713	134 713	134 713	153 855	183 639	218 252
Non current liabilities											
Financial liabilities	6	2 620	1 188	527	12 220	12 225	12 225	12 225	9 475	5 820	(1 295)
Provision	7	–	–	–	129 862	134 446	134 446	134 446	195 158	204 724	214 770
Long term portion of trade payables		–	–	–	–	–	–	–	–	–	–
Other non-current liabilities		112 518	173 844	233 577	118 214	118 214	118 214	118 214	99 503	110 815	122 835
Total non current liabilities		115 138	175 032	234 105	260 296	264 885	264 885	264 885	304 136	321 359	336 310
TOTAL LIABILITIES		258 338	302 870	354 722	397 846	399 598	399 598	399 598	457 991	504 997	554 562
NET ASSETS		915 445	946 489	1 035 915	969 530	981 056	981 056	981 056	1 022 792	1 008 865	999 058
COMMUNITY WEALTH/EQUITY											
Accumulated surplus/(deficit)	8	904 827	936 046	1 023 376	959 088	970 614	970 614	970 614	1 010 253	996 325	986 518
Reserves and funds	9	10 618	10 442	12 540	10 442	10 442	10 442	10 442	12 540	12 540	12 540
Other		–	–	–	–	–	–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	10	915 445	946 489	1 035 915	969 530	981 056	981 056	981 056	1 022 792	1 008 865	999 058

WC022 Witzenberg - Table A7 Budgeted Cash Flows

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CASH FLOW FROM OPERATING ACTIVITIES											
Receipts											
Property rates		70 590	82 812	92 226	94 278	94 278	94 278	94 278	91 170	101 135	108 088
Service charges		324 535	345 527	408 859	469 912	469 912	469 912	469 912	449 062	507 226	582 027
Other revenue		–			14 898	14 898	14 898	14 898	16 342	17 029	17 880
Transfers and Subsidies - Operational	1	137 993	99 459	115 045	149 721	146 616	146 616	146 616	156 618	164 082	184 039
Transfers and Subsidies - Capital	1	50 387	62 202	53 638	62 680	91 971	91 971	91 971	54 689	29 447	30 536
Interest		17 961	8 648	22 831	14 200	27 474	27 474	27 474	33 583	35 262	37 025
Dividends		–	–	–	–	–	–	–	–	–	–
Payments											
Suppliers and employees		(530 034)	(547 532)	(595 298)	(731 654)	(731 654)	(731 654)	(731 654)	(763 580)	(783 435)	(885 867)
Finance charges		(469)	(233)	(226)	–	–	–	–	–	–	–
Transfers and Subsidies	1	–	–	–	–	–	–	–	–	–	–
NET CASH FROM/(USED) OPERATING ACTIVITIES		70 963	50 883	97 075	74 035	113 496	113 496	113 496	37 883	70 746	73 728
CASH FLOWS FROM INVESTING ACTIVITIES											
Receipts											
Proceeds on disposal of PPE		28	905	–	–	–	–	–	–	–	–
Decrease (increase) in non-current receivables		–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–	–	–	–
Payments											
Capital assets		(34 524)	(66 316)	(68 377)	–	–	–	–	(66 414)	(39 941)	(44 872)
NET CASH FROM/(USED) INVESTING ACTIVITIES		(34 496)	(65 411)	(68 377)	–	–	–	–	(66 414)	(39 941)	(44 872)
CASH FLOWS FROM FINANCING ACTIVITIES											
Receipts											
Short term loans		–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing		–	–	–	10 000	10 000	10 000	10 000	–	–	–
Increase (decrease) in consumer deposits		855	992	2 246	–	–	–	–	–	–	–
Payments											
Repayment of borrowing		(1 199)	(1 331)	(1 370)	–	–	–	–	(2 740)	(2 740)	(2 740)
NET CASH FROM/(USED) FINANCING ACTIVITIES		(344)	(339)	876	10 000	10 000	10 000	10 000	(2 740)	(2 740)	(2 740)
NET INCREASE/ (DECREASE) IN CASH HELD		36 123	(14 866)	29 574	84 035	123 496	123 496	123 496	(31 271)	28 065	26 115
Cash/cash equivalents at the year begin:	2	94 272	130 394	115 305	152 740	152 740	152 740	152 740	227 290	196 019	224 084
Cash/cash equivalents at the year end:	2	130 394	115 528	144 880	236 775	276 236	276 236	276 236	196 019	224 084	250 199

References

1. Local/District municipalities to include transfers from/to District/Local Municipalities

2. Cash equivalents includes investments with maturities of 3 months or less

3. The MTREF is populated directly from SA30.

WC022 Witzenberg - Table A8 Cash backed reserves/accumulated surplus reconciliation

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash and investments available											
Cash/cash equivalents at the year end	1	130 394	115 528	144 880	236 775	276 236	276 236	276 236	196 019	224 084	250 199
Other current investments > 90 days		66 384	71 281	86 203	(40 792)	(59 257)	(59 257)	(59 257)	49 385	37 649	29 536
Investments - Property, plant and equipment	1	897 724	986 263	1 073 185	1 081 628	1 076 625	1 076 625	1 076 625	1 140 146	1 141 438	1 147 861
Cash and investments available:		1 094 502	1 173 072	1 304 268	1 277 611	1 293 603	1 293 603	1 293 603	1 385 549	1 403 170	1 427 596
Application of cash and investments											
Trade payables from Non-exchange transactions: Unspent cond		–	–	(1 046)	214	(1 548)	(1 548)	(1 548)	(1 072)	(1 072)	(1 072)
Unspent borrowing		–	–	–	–	–	–	–	–	–	–
Statutory requirements	2	–	–	–	–	–	–	–	–	–	–
Other working capital requirements	3	1 658	3 881	65 790	44 176	39 412	39 136	39 468	77 199	89 191	104 589
Other provisions		13 383	207	219	1	1	–	–	1	1	1
Long term investments committed	4	–	–	–	9	9	–	–	–	–	–
Reserves to be backed by cash/investments	5	–	–	–	–	–	–	–	–	–	–
Total Application of cash and investments:		15 041	4 088	64 963	44 400	37 874	37 588	37 920	76 128	88 120	103 518
Surplus(shortfall)		1 079 461	1 168 985	1 239 305	1 233 211	1 255 729	1 256 015	1 255 683	1 309 421	1 315 050	1 324 078

References

1. Must reconcile with Budgeted Cash Flows

2. For example: VAT, taxation

3. Council approval for policy required - include sufficient working capital (e.g. allowing for a % of current debtors > 90 days as uncollectable)

4. For example: sinking fund requirements for borrowing

5. Council approval required for each reserve created and basis of cash backing of reserves

Other working capital requirements											
Debtors		5 046	4 822	5 825	18 091	17 748	18 024	17 692	18 987	28 022	37 388
Creditors due		6 704	8 703	71 615	62 267	57 160	57 160	57 160	96 186	117 213	141 977
Total		(1 658)	(3 881)	(65 790)	(44 176)	(39 412)	(39 136)	(39 468)	(77 199)	(89 191)	(104 589)
Debtors collection assumptions											
Balance outstanding - debtors		12 650	11 026	13 412	37 214	37 214	37 214	37 214	45 608	63 876	82 325
Estimate of debtors collection rate		39,9%	43,7%	43,4%	48,6%	47,7%	48,4%	47,5%	41,6%	43,9%	45,4%
Long term investments committed											
Balance (*Insert description; eg sinking fund)*											
Bankers Acceptance Certificate		–	–	–	–	–	–	–	–	–	–
Deposit Taking Institutions		–	–	–	–	–	–	–	–	–	–
Bank Repurchase Agreements		–	–	–	–	–	–	–	–	–	–
Derivative Financial Assets		–	–	–	9	9	–	–	–	–	–
Guaranteed Endowment Policies (Sinking)		–	–	–	–	–	–	–	–	–	–
Listed/Unlisted Bonds and Stocks		–	–	–	–	–	–	–	–	–	–
Municipal Bonds		–	–	–	–	–	–	–	–	–	–
National Government Securities		–	–	–	–	–	–	–	–	–	–
Negotiable Certificate of Deposits: Banks		–	–	–	–	–	–	–	–	–	–
Unamortised Debt Expense		–	–	–	–	–	–	–	–	–	–
Unamortised Preference Share Expense		–	–	–	–	–	–	–	–	–	–
Interest Rate Swaps		–	–	–	–	–	–	–	–	–	–
		–	–	–	9	9	–	–	–	–	–
Reserves to be backed by cash/investments											
Housing Development Fund		–	–	–	–	–	–	–	–	–	–
Capital replacement		10 618	10 442	12 540	10 442	10 442	10 442	10 442	12 540	12 540	12 540
Self-insurance		–	–	–	–	–	–	–	–	–	–
Compensation for Occupational Injuries and Diseases		–	–	–	–	–	–	–	–	–	–
Employee Benefit		–	–	–	–	–	–	–	–	–	–
Non-current Provisions		–	–	–	–	–	–	–	–	–	–
Valuation		–	–	–	–	–	–	–	–	–	–
Investment in associate account		–	–	–	–	–	–	–	–	–	–
Capitalisation		–	–	–	–	–	–	–	–	–	–
Revaluation		–	–	–	–	–	–	–	–	–	–
		10 618	10 442	12 540	10 442	10 442	10 442	10 442	12 540	12 540	12 540

WC022 Witzenberg - Table A9 Asset Management

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
CAPITAL EXPENDITURE										
Total New Assets	1	9 110	98 151	113 418	49 163	43 497	43 497	45 520	13 360	12 400
Roads Infrastructure		1 804	9 528	2 169	10 910	13 194	13 194	436	200	50
Storm water Infrastructure		3 263	10 607	889	–	–	–	–	–	–
Electrical Infrastructure		2 770	1 901	9 041	–	890	890	3 391	870	870
Water Supply Infrastructure		204	7 103	20 159	22 454	17 773	17 773	19 258	5 934	1 000
Sanitation Infrastructure		884	7 321	1 053	500	2 266	2 266	–	–	–
Solid Waste Infrastructure		(5 334)	55 393	74 115	10 000	2 200	2 200	9 000	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		*3 591*	*91 853*	*107 426*	*43 864*	*36 324*	*36 324*	*32 085*	*7 003*	*1 920*
Community Facilities		76	1 934	736	1 000	500	500	2 000	5 257	500
Sport and Recreation Facilities		–	317	–	1 465	489	489	–	–	430
Community Assets		*76*	*2 252*	*736*	*2 465*	*989*	*989*	*2 000*	*5 257*	*930*
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	–	–	–	850	–	–
Housing		–	–	–	–	–	–	500	–	–
Other Assets		–	–	–	–	–	–	*1 350*	–	–
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	348	348	–	–	–
Intangible Assets		–	–	–	–	*348*	*348*	–	–	–
Computer Equipment		825	636	2 091	832	897	897	50	20	3 150
Furniture and Office Equipment		213	(1)	1 436	390	549	549	130	170	1 500
Machinery and Equipment		3 361	2 137	189	420	2 775	2 775	2 857	910	2 000
Transport Assets		1 043	1 275	1 541	1 193	1 615	1 615	7 048	–	2 900
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Renewal of Existing Assets	2	10 309	4 955	559	5 000	5 210	5 210	200	7 650	6 750
Roads Infrastructure		5 300	1 596	–	2 000	2 000	2 000	–	–	6 000
Storm water Infrastructure		–	–	–	–	–	–	–	–	–
Electrical Infrastructure		1 163	–	–	–	–	–	–	1 500	–
Water Supply Infrastructure		802	–	–	1 500	28	28	100	2 000	–
Sanitation Infrastructure		2 737	520	–	1 500	3 182	3 182	100	3 500	–
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		*10 002*	*2 116*	–	*5 000*	*5 210*	*5 210*	*200*	*7 000*	*6 000*
Community Facilities		238	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	650	250
Community Assets		*238*	–	–	–	–	–	–	*650*	*250*
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		70	2 839	–	–	–	–	–	–	500
Housing		–	–	–	–	–	–	–	–	–
Other Assets		*70*	*2 839*	–	–	–	–	–	–	*500*
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	559	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Upgrading of Existing Assets	6	8 519	14 068	14 165	37 980	52 180	52 180	25 945	18 931	25 723
Roads Infrastructure		571	4 315	10 231	12 017	30 876	30 876	24 687	8 868	9 075
Storm water Infrastructure		–	–	–	–	–	–	–	450	–
Electrical Infrastructure		3 700	2 041	533	4 000	3 848	3 848	100	4 450	2 000
Water Supply Infrastructure		–	–	–	–	–	–	–	4 363	–
Sanitation Infrastructure		188	456	317	14 653	9 356	9 356	–	300	10 435

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		*4 458*	*6 812*	*11 081*	*30 670*	*44 080*	*44 080*	*24 787*	*18 431*	*21 510*
Community Facilities		29	–	–	–	–	–	300	300	–
Sport and Recreation Facilities		4 031	7 256	3 084	7 250	7 980	7 980	858	–	3 913
Community Assets		*4 060*	*7 256*	*3 084*	*7 250*	*7 980*	*7 980*	*1 158*	*300*	*3 913*
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		–	–	–	60	120	120	–	–	300
Housing		–	–	–	–	–	–	–	–	–
Other Assets		–	–	–	*60*	*120*	*120*	–	–	*300*
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	200	–
Intangible Assets		–	–	–	–	–	–	–	*200*	–
Computer Equipment		–	–	–	–	–	–	–	–	–
Furniture and Office Equipment		–	–	–	–	–	–	–	–	–
Machinery and Equipment		–	–	–	–	–	–	–	–	–
Transport Assets		–	–	–	–	–	–	–	–	–
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
Total Capital Expenditure	4	27 938	117 174	128 142	92 143	100 887	100 887	71 664	39 941	44 872
Roads Infrastructure		7 675	15 439	12 401	24 927	46 070	46 070	25 123	9 068	15 125
Storm water Infrastructure		3 263	10 607	889	–	–	–	–	450	–
Electrical Infrastructure		7 632	3 943	9 573	4 000	4 739	4 739	3 491	6 820	2 870
Water Supply Infrastructure		1 006	7 103	20 159	23 954	17 801	17 801	19 358	12 297	1 000
Sanitation Infrastructure		3 810	8 296	1 370	16 653	14 805	14 805	100	3 800	10 435
Solid Waste Infrastructure		(5 334)	55 393	74 115	10 000	2 200	2 200	9 000	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		*18 051*	*100 781*	*118 507*	*79 534*	*85 614*	*85 614*	*57 072*	*32 434*	*29 429*
Community Facilities		342	1 934	736	1 000	500	500	2 300	5 557	500
Sport and Recreation Facilities		4 031	7 573	3 084	8 714	8 469	8 469	858	650	4 593
Community Assets		*4 374*	*9 508*	*3 820*	*9 714*	*8 969*	*8 969*	*3 158*	*6 207*	*5 093*
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		70	2 839	–	60	120	120	850	–	800
Housing		–	–	–	–	–	–	500	–	–
Other Assets		*70*	*2 839*	–	*60*	*120*	*120*	*1 350*	–	*800*
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	348	348	–	200	–
Intangible Assets		–	–	–	–	*348*	*348*	–	*200*	–
Computer Equipment		825	636	2 091	832	897	897	50	20	3 150
Furniture and Office Equipment		213	(1)	1 436	390	549	549	130	170	1 500
Machinery and Equipment		3 361	2 137	748	420	2 775	2 775	2 857	910	2 000
Transport Assets		1 043	1 275	1 541	1 193	1 615	1 615	7 048	–	2 900
Land		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURE - Asset class		27 938	117 174	128 142	92 143	100 887	100 887	71 664	39 941	44 872
ASSET REGISTER SUMMARY - PPE (WDV)	5	(9 475)	88 944	1 118 690	1 124 450	1 119 794	1 119 794	1 183 839	1 184 461	1 190 015
Roads Infrastructure		1 674	13 731	280 555	293 021	314 163	314 163	339 948	344 308	354 675
Storm water Infrastructure		1 273	13 067	98 502	93 843	93 843	93 843	94 320	92 679	90 588
Electrical Infrastructure		4 628	3 009	(30 075)	(30 447)	(29 557)	(29 557)	(30 517)	(28 209)	(30 751)
Water Supply Infrastructure		(3 785)	2 265	181 320	166 066	161 913	161 913	188 750	195 613	191 178
Sanitation Infrastructure		(330)	2 165	113 246	126 319	124 471	124 471	117 093	115 084	119 961
Solid Waste Infrastructure		(8 022)	52 894	116 254	93 070	71 870	71 870	95 674	93 934	92 194
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		(138)	8 764	10 153	1 609	1 609	1 609	10 153	10 153	10 153
Infrastructure		*(4 701)*	*95 894*	*769 954*	*743 481*	*738 313*	*738 313*	*815 420*	*823 561*	*827 997*
Community Assets		(272)	(6 225)	64 736	86 372	85 623	85 623	73 664	75 894	77 460
Heritage Assets		–	–	550	550	550	550	550	550	550

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Investment properties		45	(943)	42 842	41 946	41 946	41 946	41 358	40 617	39 875
Other Assets		(3 520)	100	144 106	169 817	168 877	168 877	150 010	143 089	137 468
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Intangible Assets		(313)	544	2 113	326	674	674	1 785	1 857	1 729
Computer Equipment		(189)	(289)	1 846	(1 642)	(1 577)	(1 577)	(1 972)	(4 325)	(3 548)
Furniture and Office Equipment		(723)	(878)	1 287	605	624	624	556	546	1 416
Machinery and Equipment		1 863	236	17 201	8 461	9 808	9 808	16 922	17 127	18 623
Transport Assets		(1 305)	(1 075)	2 282	4 083	4 505	4 505	13 771	13 771	16 671
Land		(361)	1 580	71 774	70 452	70 452	70 452	71 774	71 774	71 774
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Living Resources		–	–	–	–	–	–	–	–	–
TOTAL ASSET REGISTER SUMMARY - PPE (WDV)	5	(9 475)	88 944	1 118 690	1 124 450	1 119 794	1 119 794	1 183 839	1 184 461	1 190 015

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
EXPENDITURE OTHER ITEMS										
Depreciation	7	36 232	33 224	38 331	39 589	52 989	52 803	54 369	39 319	39 319
Repairs and Maintenance by Asset Class	3	15 044	20 536	14 233	20 306	26 564	26 564	29 343	30 835	32 404
Roads Infrastructure		6 665	9 066	3 986	7 489	11 157	11 157	12 404	12 961	13 533
Storm water Infrastructure		2 118	1 675	1 976	1 351	1 296	1 296	1 766	1 919	2 086
Electrical Infrastructure		1 649	1 789	1 291	2 568	2 154	2 154	2 269	2 377	2 489
Water Supply Infrastructure		567	1 878	696	1 576	2 713	2 713	2 324	2 435	2 550
Sanitation Infrastructure		1 441	2 855	2 652	2 532	4 794	4 794	5 502	5 766	6 037
Solid Waste Infrastructure		–	–	–	–	–	–	–	–	–
Rail Infrastructure		–	–	–	–	–	–	–	–	–
Coastal Infrastructure		–	–	–	–	–	–	–	–	–
Information and Communication Infrastructure		–	–	–	–	–	–	–	–	–
Infrastructure		*12 440*	*17 263*	*10 602*	*15 516*	*22 114*	*22 114*	*24 264*	*25 459*	*26 695*
Community Facilities		277	339	430	453	401	401	494	437	461
Sport and Recreation Facilities		256	402	431	532	177	177	240	251	263
Community Assets		*533*	*742*	*861*	*985*	*578*	*578*	*733*	*688*	*724*
Heritage Assets		–	–	–	–	–	–	–	–	–
Revenue Generating		–	–	–	–	–	–	–	–	–
Non-revenue Generating		–	–	–	–	–	–	–	–	–
Investment properties		–	–	–	–	–	–	–	–	–
Operational Buildings		319	152	293	783	345	345	880	1 056	1 183
Housing		81	191	97	103	212	212	224	234	245
Other Assets		*400*	*344*	*390*	*886*	*557*	*557*	*1 103*	*1 290*	*1 428*
Biological or Cultivated Assets		–	–	–	–	–	–	–	–	–
Servitudes		–	–	–	–	–	–	–	–	–
Licences and Rights		–	–	–	–	–	–	–	–	–
Intangible Assets		–	–	–	–	–	–	–	–	–
Computer Equipment		166	203	104	325	180	180	184	193	202
Furniture and Office Equipment		10	3	19	55	36	36	58	61	64
Machinery and Equipment		23	99	89	300	255	255	300	315	329
Transport Assets		1 472	1 882	2 169	2 237	2 843	2 843	2 699	2 829	2 962
Libraries		–	–	–	–	–	–	–	–	–
Zoo's, Marine and Non-biological Animals		–	–	–	–	–	–	–	–	–
Mature		–	-	-	-	-	-	-	-	-
Immature		–	-	-	-	-	-	-	-	-
Living Resources		-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURE OTHER ITEMS		51 275	53 760	52 564	59 895	79 552	79 367	83 711	70 153	71 723
Renewal and upgrading of Existing Assets as % of total capex		*67,4%*	*16,2%*	*11,5%*	*46,6%*	*56,9%*	*56,9%*	*36,5%*	*66,6%*	*72,4%*
Renewal and upgrading of Existing Assets as % of deprecn		*52,0%*	*57,3%*	*38,4%*	*108,6%*	*108,3%*	*108,7%*	*48,1%*	*67,6%*	*82,6%*
R&M as a % of PPE		*1,7%*	*2,1%*	*1,3%*	*1,9%*	*2,5%*	*2,5%*	*2,6%*	*2,7%*	*2,8%*
Renewal and upgrading and R&M as a % of PPE		*-357,0%*	*44,0%*	*3,0%*	*6,0%*	*7,0%*	*7,0%*	*5,0%*	*5,0%*	*5,0%*

WC022 Witzenberg - Table A10 Basic service delivery measurement

Description	Ref	-2019	-2020	-2021	-2022-O	-2022-A	-2022-F	-2023	-2024	-2025
		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Household service targets	1									
Water:										
Piped water inside dwelling		12 343	12 453	12 394	12 454	12 454	12 454	12 600	12 650	12 700
Piped water inside yard (but not in dwelling)		–	–	–	–	–	–	–	–	–
Using public tap (at least min.service level)	2	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Other water supply (at least min.service level)	4	–	–	–	–	–	–	–	–	–
Minimum Service Level and Above sub-total		15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
Using public tap (< min.service level)	3	–	–	–	–	–	–	–	–	–
Other water supply (< min.service level)	4	–	–	–	–	–	–	–	–	–
No water supply		–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total		–	–	–	–	–	–	–	–	–
Total number of households	5	15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
Sanitation/sewerage:										
Flush toilet (connected to sewerage)		12 697	12 861	12 993	13 000	13 000	13 000	13 100	13 150	13 200
Flush toilet (with septic tank)		–	–	–	–	–	–	–	–	–
Chemical toilet		3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Pit toilet (ventilated)		–	–	–	–	–	–	–	–	–
Other toilet provisions (> min.service level)		–	–	–	–	–	–	–	–	–
Minimum Service Level and Above sub-total		15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
Bucket toilet		–	–	–	–	–	–	–	–	–
Other toilet provisions (< min.service level)		–	–	–	–	–	–	–	–	–
No toilet provisions		–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total		–	–	–	–	–	–	–	–	–
Total number of households	5	15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
Energy:										
Electricity (at least min.service level)		2 285	2 260	2 228	2 187	2 187	2 187	2 150	2 100	2 050
Electricity - prepaid (min.service level)		10 525	10 704	10 924	11 274	11 274	11 274	11 350	11 450	11 550
Minimum Service Level and Above sub-total		12 810	12 964	13 152	13 461	13 461	13 461	13 500	13 550	13 600
Electricity (< min.service level)		–	–	–	–	–	–	–	–	–
Electricity - prepaid (< min. service level)		3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Other energy sources		–	–	–	–	–	–	–	–	–
Below Minimum Service Level sub-total		3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Total number of households	5	15 855	15 931	17 179	18 249	18 249	18 249	18 350	18 450	18 550
Refuse:										
Removed at least once a week		13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
Minimum Service Level and Above sub-total		13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
Removed less frequently than once a week		–	–	–	–	–	–	–	–	–
Using communal refuse dump		3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Using own refuse dump		–	–	–	–	–	–	–	–	–
Other rubbish disposal		–	–	–	–	–	–	–	–	–
No rubbish disposal		–	–	–	–	–	–	–	–	–

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Below Minimum Service Level sub-total		3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
Total number of households	5	16 196	16 286	17 492	18 258	18 258	18 258	18 370	18 470	18 570
Households receiving Free Basic Service	7									
Water (6 kilolitres per household per month)		3 427 046	3 145 249	2 670 961	3 838 852	3 838 852	–	3 887 304	3 938 664	3 993 106
Sanitation (free minimum level service)		–	–	–	–	–	10 054 311	10 657 570	11 297 024	11 974 845
Electricity/other energy (50kwh per household per month)		3 288 084	2 462 465	3 889 461	–	–	3 788 467	4 245 085	4 690 394	5 286 543
Refuse (removed at least once a week)		–	–	7 174	–	–	8 598 483	9 114 392	9 661 227	10 240 901
Informal Settlements		–	–	–	–	–	–	–	–	–
Cost of Free Basic Services provided - Formal Settlements (R'000)	8									
Water (6 kilolitres per indigent household per month)		3 427	3 145	2 671	3 839	3 839	–	3 887	3 939	3 993
Sanitation (free sanitation service to indigent households)		–	–	–	–	–	10 054	10 658	11 297	11 975
Electricity/other energy (50kwh per indigent household per month)		3 288	2 462	3 889	–	–	3 788	4 245	4 690	5 287
Refuse (removed once a week for indigent households)		–	–	7	–	–	8 598	9 114	9 661	10 241
Cost of Free Basic Services provided - Informal Formal Settlements (R'000)		–	–	–	–	–	–	–	–	–
Total cost of FBS provided		6 715	5 608	6 568	3 839	3 839	22 441	27 904	29 587	31 495
Highest level of free service provided per household										
Property rates (R value threshold)		120 000	120 000	120 000	120 000	120 000	120 000	120 000	120 000	120 000
Water (kilolitres per household per month)		6	6	6	6	6	6	6	6	6
Sanitation (kilolitres per household per month)		–	–	–	–	–	–	–	–	–
Sanitation (Rand per household per month)		216	228	242	257	257	257	275	295	317
Electricity (kwh per household per month)		50	50	50	50	50	50	50	50	50
Refuse (average litres per week)		20	20	20	20	20	20	20	20	20
Revenue cost of subsidised services provided (R'000)	9									
Property rates (tariff adjustment) (impermissable values per section 17 of MPRA)		–	–	–	–	–	–	–	–	–
Property rates exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)		7 720	8 193	9 471	12 911	12 911	12 911	8 564	9 038	9 541
Water (in excess of 6 kilolitres per indigent household per month)		7	7	(1 740)	–	–	–	–	–	–
Sanitation (in excess of free sanitation service to indigent households)		7 664	11 650	8 128	10 054	10 054	10 054	10 658	11 297	11 975
Electricity/other energy (in excess of 50 kwh per indigent household per month)		–	–	–	3 788	3 788	3 788	4 378	5 022	5 911
Refuse (in excess of one removal a week for indigent households)		6 523	6 145	6 824	8 598	8 598	8 598	9 114	9 661	10 241
Municipal Housing - rental rebates		(1)	–	–	–	–	–	–	–	–
Housing - top structure subsidies	6	–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Total revenue cost of subsidised services provided		21 913	25 996	22 683	35 352	35 352	35 352	32 714	35 018	37 667

WC022 Witzenberg - Supporting Table SA1 Supportinging detail to 'Budgeted Financial Performance'

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
REVENUE ITEMS:											
Property rates	6										
Total Property Rates		81 218	88 868	98 180	108 503	108 503	108 503	108 503	113 917	120 752	127 997
less Revenue Foregone (exemptions, reductions and rebates and impermissable values in excess of section 17 of MPRA)		7 720	8 193	9 471	12 911	12 911	12 911	12 911	8 564	9 038	9 541
Net Property Rates		73 497	80 674	88 709	95 592	95 592	95 592	95 592	105 353	111 714	118 456
Service charges - Electricity	6										
Total Service charges - Electricity		258 383	276 642	329 953	341 176	341 176	341 176	341 176	407 725	467 955	545 408
less Revenue Foregone (in excess of 50 kwh per indigent household per month)		–	–	–	3 788	3 788	3 788	3 788	4 378	5 022	5 911
less Cost of Free Basic Services (50 kwh per indigent household per month)		3 288	2 462	3 889	–	–	3 788	–	4 245	4 690	5 287
Net Service charges - Electricity		255 095	274 180	326 063	337 388	337 388	333 599	337 388	399 102	458 243	534 211
Service charges - Water	6										
Total Service charges - Water		42 853	46 289	46 271	53 649	53 649	53 649	53 649	56 887	59 939	62 993
less Revenue Foregone (in excess of 6 kilolitres per indigent household per month)		7	7	(1 740)	–	–	–	–	–	–	–
less Cost of Free Basic Services (6 kilolitres per indigent household per month)		3 427	3 145	2 671	3 839	3 839	–	–	3 887	3 939	3 993
Net Service charges - Water		39 419	43 137	45 340	49 810	49 810	53 649	53 649	53 000	56 000	59 000
Service charges - Waste Water Management											
Total Service charges - Waste Water Management		39 993	42 570	39 322	42 107	42 107	42 107	42 107	54 374	57 337	60 840
less Revenue Foregone (in excess of free sanitation service to indigent households)		7 664	11 650	8 128	10 054	10 054	10 054	10 054	10 658	11 297	11 975
less Cost of Free Basic Services (free sanitation service to indigent households)		–	–	–	–	–	10 054	–	10 658	11 297	11 975
Net Service charges - Waste Water Management		32 329	30 920	31 194	32 053	32 053	21 998	32 053	33 059	34 743	36 890
Service charges - Waste Management	6										
Total refuse removal revenue		31 432	33 429	34 899	38 071	38 071	38 071	38 071	48 677	50 869	53 921
Total landfill revenue		803	681	908	763	763	763	763	867	903	957
less Revenue Foregone (in excess of one removal a week to indigent households)		6 523	6 145	6 824	8 598	8 598	8 598	8 598	9 114	9 661	10 241
less Cost of Free Basic Services (removed once a week to indigent households)		–	–	7	–	–	8 598	–	9 114	9 661	10 241
Net Service charges - Waste Management		25 713	27 965	28 976	30 236	30 236	21 637	30 236	31 315	32 449	34 396

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
EXPENDITURE ITEMS:											
Employee related costs											
Basic Salaries and Wages	2	113 424	120 276	127 716	141 680	136 734	136 734	136 734	149 588	158 998	173 097
Pension and UIF Contributions		17 396	19 364	20 540	22 407	22 480	22 480	22 480	23 921	25 996	28 336
Medical Aid Contributions		8 133	8 014	8 519	10 037	10 037	10 037	10 037	9 955	10 831	11 806
Overtime		10 763	10 535	13 010	7 279	7 282	7 282	7 282	18 812	20 470	22 315
Performance Bonus		9 312	9 443	10 163	14 457	14 457	14 457	14 457	12 198	13 271	14 465
Motor Vehicle Allowance		6 010	6 689	6 912	7 931	7 931	7 931	7 931	8 339	9 073	9 889
Cellphone Allowance		539	532	501	639	778	778	778	1 154	1 256	1 369
Housing Allowances		1 545	1 819	1 412	1 418	1 418	1 418	1 418	1 670	1 817	1 981
Other benefits and allowances		8 083	8 963	9 827	8 951	8 909	8 909	8 909	14 072	15 310	16 688
Payments in lieu of leave		4 832	1 355	1 859	3 264	3 264	3 264	3 264	3 501	3 754	4 092
Long service awards		879	798	966	1 119	1 119	1 119	1 119	2 248	2 444	2 660
Entertainment		–	–	–	–	–	–	–	–	–	–
Scarcity		–	–	–	–	–	–	–	–	–	–
Acting and post related allowance		839	1 077	1 086	50	50	50	50	1 329	1 446	1 576
In kind benefits		–	–	–	–	–	–	–	–	–	–
sub-total	5	180 466	201 544	202 247	247 136	242 363	242 363	242 363	257 116	276 004	300 323
Less: Employees costs capitalised to PPE		–	–	–	–	–	–	–	–	–	–

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Total Employee related costs	1	180 466	201 544	202 247	247 136	242 363	242 363	242 363	257 116	276 004	300 323
Depreciation and amortisation											
Depreciation of Property, Plant & Equipment		34 888	32 188	38 246	39 191	52 591	52 591	52 591	54 091	39 191	39 191
Lease amortisation		328	387	78	398	398	398	398	278	128	128
Capital asset impairment		1 015	649	6	–	–	–	–	–	–	–
Total Depreciation and amortisation	1	36 232	33 224	38 331	39 589	52 989	52 989	52 989	54 369	39 319	39 319
Bulk purchases - electricity											
Electricity Bulk Purchases		221 831	239 632	285 708	314 411	314 411	314 411	314 411	360 544	412 757	489 336
Total bulk purchases	1	221 831	239 632	285 708	314 411	314 411	314 411	314 411	360 544	412 757	489 336
Transfers and grants											
Cash transfers and grants		25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577
Non-cash transfers and grants		–	–	–	–	–	–	–	–	–	–
Total transfers and grants	1	25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Contracted services											
Outsourced Services		25 060	27 287	17 971	26 342	23 368	23 368	23 368	31 454	32 718	34 128
Consultants and Professional Services		16 023	21 127	10 931	17 303	24 576	24 576	24 576	26 288	27 023	28 240
Contractors		3 570	3 878	4 879	9 131	5 588	5 588	5 588	6 709	7 081	7 492
sub-total	1	44 653	52 293	33 782	52 776	53 531	53 531	53 531	64 452	66 823	69 859
Operational Costs											
Collection costs		2 354	2 421	2 785	3 500	3 344	3 344	3 344	3 521	3 690	3 864
Contributions to 'other' provisions		13 383	207	219	1	1	1	1	1	1	1
Audit fees		3 371	3 215	3 232	3 967	3 863	3 863	3 863	4 068	4 263	4 464
Other Operational Costs	3										
Operating Leases		798	895	951	1 176	1 174	1 174	1 174	1 239	1 298	1 359
Operational Cost		29 076	30 722	33 191	40 412	45 580	45 580	45 580	47 567	50 205	53 247
Statutory Payments other than Income Taxes		–	–	–	–	–	–	–	–	–	–
Discontinued Operations		–	–	–	–	–	–	–	–	–	–
Total Operational Costs	1	48 982	37 459	40 378	49 056	53 963	53 963	53 963	56 396	59 458	62 935

Repairs and Maintenance by Expenditure Item	8										
Employee related costs		1 564	1 430	1 452	333	333	333	333	988	1 107	1 239
Inventory Consumed (Project Maintenance)		2 922	3 244	3 323	3 802	3 882	3 882	3 882	3 651	3 826	4 006
Contracted Services		9 778	14 755	8 252	14 288	20 112	20 112	20 112	22 600	23 697	24 850
Other Expenditure		780	1 106	1 206	1 883	2 237	2 237	2 237	2 104	2 205	2 309
Total Repairs and Maintenance Expenditure	9	15 044	20 536	14 233	20 306	26 564	26 564	26 564	29 343	30 835	32 404

Inventory Consumed										
Inventory Consumed - Water	–	–	–	–	–	–	–	–	–	–
Inventory Consumed - Other	12 959	8 730	10 911	16 154	19 215	19 215	19 215	18 512	18 777	19 710
Total Inventory Consumed & Other Material	12 959	8 730	10 911	16 154	19 215	19 215	19 215	18 512	18 777	19 710

WC022 Witzenberg - Supporting Table SA2 Matrix Financial Performance Budget (revenue source/expenditure type and dept.)

R thousand	1	Vote 1 - Financial Services	Vote 2 - Community Services	Vote 3 - Corporate Services	Vote 4 - Technical Services	Vote 5 - Municipal Manager	Vote 6 - Planning and Development	Vote 7 - [NAME OF VOTE 7]	Vote 8 - [NAME OF VOTE 8]	Vote 9 - [NAME OF VOTE 9]	Vote 10 - [NAME OF VOTE 10]	Vote 11 - [NAME OF VOTE 11]	Vote 12 - [NAME OF VOTE 12]	Vote 13 - [NAME OF VOTE 13]	Vote 14 - [NAME OF VOTE 14]	Vote 15 - [NAME OF VOTE 15]	Total
Revenue																	
Exchange Revenue																	
Service charges - Electricity		458	150	–	398 644	–	–	–	–	–	–	–	–	–	–	–	399 252
Service charges - Water		–	–	–	53 000	–	–	–	–	–	–	–	–	–	–	–	53 000
Service charges - Waste Water Management		–	–	–	33 059	–	–	–	–	–	–	–	–	–	–	–	33 059
Service charges - Waste Management		–	–	–	31 315	–	–	–	–	–	–	–	–	–	–	–	31 315
Sale of Goods and Rendering of Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Agency services		–	–	4 461	–	–	–	–	–	–	–	–	–	–	–	–	4 461
Interest		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Interest earned from Receivables		148	166	–	23 225	–	–	–	–	–	–	–	–	–	–	–	23 539
Interest earned from Current and Non Current Assets		12 444	–	–	–	–	–	–	–	–	–	–	–	–	–	–	12 444
Dividends		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Rent on Land		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Rental from Fixed Assets		–	4 194	–	–	454	–	–	–	–	–	–	–	–	–	–	4 648
Licence and permits		5	133	2 189	–	–	–	–	–	–	–	–	–	–	–	–	2 327
Operational Revenue		682	3 736	681	1 852	–	–	–	–	–	–	–	–	–	–	–	6 951
Non-Exchange Revenue																	
Property rates		105 353	–	–	–	–	–	–	–	–	–	–	–	–	–	–	105 353
Surcharges and Taxes		7 290	–	–	–	–	–	–	–	–	–	–	–	–	–	–	7 290
Fines, penalties and forfeits		1 475	26	9 685	8	–	–	–	–	–	–	–	–	–	–	–	11 194
Licences or permits		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Transfer and subsidies - Operational		1 550	155 101	–	846	997	–	–	–	–	–	–	–	–	–	–	158 493
Interest		3 566	–	–	–	–	–	–	–	–	–	–	–	–	–	–	3 566
Fuel Levy		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Service charges		–	–	–	739	–	–	–	–	–	–	–	–	–	–	–	739
Gains on disposal of Assets		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Gains		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Discontinued Operations		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions		132 971	163 506	17 016	542 688	1 451	–	–	–	–	–	–	–	–	–	–	857 631
Expenditure																	
Employee related costs		26 489	67 821	61 963	88 856	11 987	–	–	–	–	–	–	–	–	–	–	257 116
Remuneration of councillors		–	–	11 983	–	–	–	–	–	–	–	–	–	–	–	–	11 983
Bulk purchases - electricity		9	10	34	360 491	–	–	–	–	–	–	–	–	–	–	–	360 544
Inventory consumed		688	4 564	712	12 480	68	–	–	–	–	–	–	–	–	–	–	18 512
Debt impairment		14 245	–	14 916	41 551	–	–	–	–	–	–	–	–	–	–	–	70 712
Depreciation and amortisation		418	6 118	4 630	43 154	48	–	–	–	–	–	–	–	–	–	–	54 369
Interest		18	69	49	9 438	–	–	–	–	–	–	–	–	–	–	–	9 574
Contracted services		4 636	9 982	11 249	36 219	2 366	–	–	–	–	–	–	–	–	–	–	64 452
Transfers and subsidies		–	6 665	1 156	–	947	–	–	–	–	–	–	–	–	–	–	8 768
Irrecoverable debts written off		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Operational costs		16 406	4 882	15 883	18 537	650	–	–	–	–	–	–	–	–	–	–	56 357
Losses on disposal of Assets		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Losses		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Expenditure		62 909	100 111	122 574	610 726	16 067	–	–	–	–	–	–	–	–	–	–	912 387
Surplus/(Deficit)		70 062	63 395	(105 558)	(68 038)	(14 616)	–	–	–	–	–	–	–	–	–	–	(54 755)
Transfers and subsidies - capital (monetary allocations)		–	857	–	45 464	–	–	–	–	–	–	–	–	–	–	–	46 321
Transfers and subsidies - capital (in-kind)		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Income Tax		70 062	64 251	(105 558)	(22 573)	(14 616)	–	–	–	–	–	–	–	–	–	–	(8 435)

WC022 Witzenberg - Supporting Table SA3 Supportinging detail to 'Budgeted Financial Position'

Description	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
R thousand											
ASSETS											
Trade and other receivables from exchange transactions											
Electricity		6 431	2 681	55 515	69 132	69 132	69 132	69 132	39 067	44 348	56 647
Water		18 966	17 113	125 096	132 379	132 379	132 379	132 379	156 625	175 767	195 936
Waste		11 092	12 142	73 147	81 092	81 092	81 092	81 092	95 098	107 756	119 146
Waste Water		17 322	9 514	64 672	85 506	85 506	85 506	85 506	91 589	106 933	121 458
Other trade receivables from exchange transactions		(1 481)	1 213	15 792	14 472	14 472	14 472	14 472	26 814	33 630	41 009
Gross: Trade and other receivables from exchange transaction		52 330	42 663	334 222	382 581	382 581	382 581	382 581	409 193	468 434	534 196
Less: Impairment for debt		(38 413)	(37 542)	(248 019)	(330 230)	(345 428)	(345 428)	(345 428)	(359 809)	(430 785)	(504 660)
Impairment for Electricity		1 108	3 169	(2 577)	(9 511)	(9 511)	(9 511)	(9 511)	20 217	22 960	25 841
Impairment for Water		(19 148)	(17 643)	(117 439)	(103 615)	(103 615)	(103 615)	(103 615)	(120 634)	(123 130)	(125 761)
Impairment for Waste		(10 748)	(11 775)	(68 663)	(60 581)	(60 581)	(60 581)	(60 581)	(71 513)	(73 164)	(74 649)
Impairment for Waste Water		(9 440)	(10 933)	(55 537)	(53 559)	(53 559)	(53 559)	(53 559)	(58 392)	(60 394)	(62 288)
Impairment for other trade receivalbes from exchange transaction		(185)	(360)	(3 802)	(102 963)	(118 161)	(118 161)	(118 161)	(129 487)	(197 057)	(267 802)
Total net Trade and other receivables from Exchange Transacti		13 917	5 120	86 203	52 351	37 153	37 153	37 153	49 384	37 649	29 536
-											
Receivables from non-exchange transactions											
Property rates		5 304	2 010	38 257	38 709	38 709	38 709	38 709	53 568	64 146	74 514
Less: Impairment of Property rates		(4 548)	(1 469)	(31 033)	(24 537)	(24 537)	(24 537)	(24 537)	(31 033)	(31 033)	(31 033)
Net Property rates		756	541	7 223	14 172	14 172	14 172	14 172	22 535	33 113	43 481
Other receivables from non-exchange transactions		5 280	(6 752)	16 171	44 192	44 192	44 192	44 192	33 733	41 423	49 504
Impairment for other receivalbes from non-exchange transactions		(9 074)	4 601	(10 660)	(21 160)	(21 160)	(21 160)	(21 160)	(10 660)	(10 660)	(10 660)
Net other receivables from non-exchange transactions		(3 793)	(2 150)	5 511	23 032	23 032	23 032	23 032	23 073	30 763	38 844
Total net Receivables from non-exchange transactions		(3 037)	(1 609)	12 734	37 204	37 204	37 204	37 204	45 608	63 876	82 325
Inventory											
Water											
Opening Balance		–	39	14	(6)	(6)	(6)	(6)	172	172	172
System Input Volume		39	(25)	(20)	–	–	–	–	–	–	–
Water Treatment Works		39	(25)	–	–	–	–	–	–	–	–
Bulk Purchases		–	–	(20)	–	–	–	–	–	–	–
Natural Sources		–	–	–	–	–	–	–	–	–	–
Authorised Consumption	6	–	–	–	–	–	–	–	–	–	–
Billed Authorised Consumption		–	–	–	–	–	–	–	–	–	–
Billed Metered Consumption		–	–	–	–	–	–	–	–	–	–
Free Basic Water		–	–	–	–	–	–	–	–	–	–
Subsidised Water		–	–	–	–	–	–	–	–	–	–
Revenue Water		–	–	–	–	–	–	–	–	–	–
Billed Unmetered Consumption		–	–	–	–	–	–	–	–	–	–
Free Basic Water		–	–	–	–	–	–	–	–	–	–
Subsidised Water		–	–	–	–	–	–	–	–	–	–
Revenue Water		–	–	–	–	–	–	–	–	–	–
UnBilled Authorised Consumption		–	–	–	–	–	–	–	–	–	–
Unbilled Metered Consumption		–	–	–	–	–	–	–	–	–	–
Unbilled Unmetered Consumption		–	–	–	–	–	–	–	–	–	–
Water Losses		–	–	–	(0)	(0)	(0)	–	(0)	(0)	(0)
Apparent losses		–	–	–	–	–	–	–	–	–	–
Unauthorised Consumption		–	–	–	–	–	–	–	–	–	–
Customer Meter Inaccuracies		–	–	–	–	–	–	–	–	–	–
Real losses		–	–	–	(0)	(0)	(0)	–	(0)	(0)	(0)
Leakage on Transmission and Distribution Mains		–	–	–	–	–	–	–	–	–	–
Leakage and Overflows at Storage Tanks/Reservoirs		–	–	–	–	–	–	–	–	–	–
Leakage on Service Connections up to the point of Customer		–	–	–	–	–	–	–	–	–	–
Data Transfer and Management Errors		–	–	–	–	–	–	–	–	–	–
Unavoidable Annual Real Losses		–	–	–	(0)	(0)	(0)	–	(0)	(0)	(0)
Non-revenue Water		–	–	–	(0)	(0)	(0)	–	(0)	(0)	(0)
Closing Balance Water		39	14	(6)	(6)	(6)	(6)	(6)	172	172	172
Agricultural											
Acquisitions		–	–	–	–	–	–	–	–	–	–
Issues	7	–	–	–	–	–	–	–	–	–	–
Adjustments	8	–	246	716	–	–	–	–	–	–	–
Write-offs	9	–	–	–	–	–	–	–	–	–	–
Closing balance - Agricultural		–	246	962	962	962	962	962	2 007	2 007	2 007

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Consumables											
Standard Rated											
Opening Balance		–	92	233	296	296	296	296	102	(82)	(279)
Acquisitions		4 424	3 539	3 949	1 853	1 853	1 853	1 853	1 853	1 937	2 028
Issues	7	(4 332)	(3 398)	(3 886)	(1 853)	(2 632)	(2 632)	(2 632)	(2 038)	(2 134)	(2 234)
Adjustments	8	–	–	–	–	–	–	–	–	–	–
Write-offs	9	–	–	–	–	–	–	–	–	–	–
Closing balance - Consumables Standard Rated		92	233	296	296	(482)	(482)	(482)	(82)	(279)	(485)
Zero Rated											
Opening Balance		–	(7)	(5)	(7)	(7)	(7)	(7)	151	108	64
Acquisitions		55	5	4	–	–	–	–	–	–	–
Issues	7	(61)	(4)	(5)	(40)	(34)	(34)	(34)	(43)	(45)	(47)
Adjustments	8	–	–	–	–	–	–	–	–	–	–
Write-offs	9	–	–	–	–	–	–	–	–	–	–
Closing balance - Consumables Zero Rated		(7)	(5)	(7)	(47)	(41)	(41)	(41)	108	64	17
Finished Goods											
Opening Balance		–	–	–	–	–	–	–	–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–
Issues	7	–	–	–	–	–	–	–	–	–	–
Adjustments	8	–	–	–	–	–	–	–	–	–	–
Write-offs	9	–	–	–	–	–	–	–	–	–	–
Closing balance - Finished Goods		–	–	–	–	–	–	–	–	–	–
Materials and Supplies											
Opening Balance		–	(215)	(2 217)	(3 903)	(3 903)	(3 903)	(3 903)	4 711	2 279	381
Acquisitions		8 351	3 327	5 334	14 000	14 000	14 000	14 000	14 000	14 700	15 435
Issues	7	(8 567)	(5 328)	(7 020)	(14 260)	(16 550)	(16 550)	(16 550)	(16 432)	(16 599)	(17 430)
Adjustments	8	–	–	–	–	–	–	–	–	–	–
Write-offs	9	–	–	–	–	–	–	–	–	–	–
Closing balance - Materials and Supplies		(215)	(2 217)	(3 903)	(4 163)	(6 453)	(6 453)	(6 453)	2 279	381	(1 614)
Work-in-progress											
Opening Balance		–	–	–	–	–	–	–	–	–	–
Materials		–	–	–	–	–	–	–	–	–	–
Transfers		–	–	–	–	–	–	–	–	–	–
Closing balance - Work-in-progress		–	–	–	–	–	–	–	–	–	–
Housing Stock											
Opening Balance		–	–	–	–	–	–	–	–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–
Transfers		–	–	–	–	–	–	–	–	–	–
Sales		–	–	–	–	–	–	–	–	–	–
Closing Balance - Housing Stock		–	–	–	–	–	–	–	–	–	–
Land											
Opening Balance		–	–	–	–	–	–	–	–	–	–
Acquisitions		–	–	–	–	–	–	–	–	–	–
Sales		–	–	–	–	–	–	–	–	–	–
Adjustments		–	–	–	–	–	–	–	–	–	–
Correction of Prior period errors		–	–	–	–	–	–	–	–	–	–
Closing Balance - Land		–	–	–	–	–	–	–	–	–	–
Closing Balance - Inventory & Consumables		(91)	(1 730)	(2 657)	(2 958)	(6 020)	(6 020)	(6 020)	4 484	2 344	96
Property, plant and equipment (PPE)											
PPE at cost/valuation (excl. finance leases)		897 724	986 263	1 073 185	1 471 585	1 479 981	1 479 981	1 479 981	1 599 369	1 639 110	1 683 982
Leases recognised as PPE	3				3 111	3 111	3 111	3 111	4 563	4 563	4 563
Less: Accumulated depreciation					(393 068)	(406 468)	(406 468)	(406 468)	(463 787)	(502 236)	(540 684)
Total Property, plant and equipment (PPE)	2	897 724	986 263	1 073 185	1 081 628	1 076 625	1 076 625	1 076 625	1 140 146	1 141 438	1 147 861
LIABILITIES											
Current liabilities - Financial liabilities											
Short term loans (other than bank overdraft)		–	–	–	–	–	–	–	–	–	–
Current portion of long-term liabilities		1 968	1 587	1 897	611	611	611	611	2 050	4 776	11 046
Total Current liabilities - Financial liabilities		1 968	1 587	1 897	611	611	611	611	2 050	4 776	11 046
Trade and other payables											
Trade and other payables from exchange transactions		2 841	7 515	61 869	65 138	60 031	60 031	60 031	92 737	113 764	138 528
Other trade payables from exchange transactions		3 862	1 188	9 746	(2 871)	(2 871)	(2 871)	(2 871)	3 449	3 449	3 449
Trade payables from Non-exchange transactions: Unspent condit		–	–	(1 046)	214	(1 548)	(1 548)	(1 548)	(1 072)	(1 072)	(1 072)
Trade payables from Non-exchange transactions: Other		41 154	(22 351)	7 827	36 805	40 838	40 838	40 838	7 163	6 352	5 469
VAT		–	–	–	–	–	–	–	–	–	–
Total Trade and other payables	2	47 857	(13 648)	78 396	99 286	96 449	96 449	96 449	102 278	122 493	146 374
Non current liabilities - Financial liabilities											

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Borrowing	4	2 620	1 188	527	11 007	11 007	11 007	11 007	6 984	1 990	(6 526)
Other financial liabilities					1 213	1 218	1 218	1 218	2 491	3 829	5 231
Total Non current liabilities - Financial liabilities		2 620	1 188	527	12 220	12 225	12 225	12 225	9 475	5 820	(1 295)

Description R thousand	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Provisions											
Retirement benefits					51	51	51	51	582	609	638
List other major provision items											
Refuse landfill site rehabilitation					119 263	123 848	123 848	123 848	184 695	194 235	204 252
Other					10 548	10 548	10 548	10 548	9 880	9 880	9 880
Total Provisions		–	–	–	129 862	134 446	134 446	134 446	195 158	204 724	214 770
CHANGES IN NET ASSETS											
Accumulated surplus/(deficit) - opening balance		926 265	950 046	943 501	956 093	956 093	956 093	956 093	1 037 804	1 010 253	996 325
GRAP adjustments					–	–	–	–	–	–	–
Restated balance		926 265	950 046	943 501	956 093	956 093	956 093	956 093	1 037 804	1 010 253	996 325
Surplus/(Deficit)		(21 437)	(14 000)	79 875	2 995	(11 347)	(11 347)	–	(8 435)	(13 927)	(9 807)
Transfers to/from Reserves					–	–	–	–	–	–	–
Depreciation offsets					–	–	–	–	–	–	–
Other adjustments					–	25 868	25 868	14 520	(19 116)	–	–
Accumulated Surplus/(Deficit)	1	904 827	936 046	1 023 376	959 088	970 614	970 614	970 614	1 010 253	996 325	986 518
Reserves											
Housing Development Fund		–	–	–	–	–	–	–	–	–	–
Capital replacement		10 618	10 442	12 540	10 442	10 442	10 442	10 442	12 540	12 540	12 540
Self-insurance		–	–	–	–	–	–	–	–	–	–
Other reserves		–	–	–	–	–	–	–	–	–	–
Revaluation		–	–	–	–	–	–	–	–	–	–
Total Reserves	2	10 618	10 442	12 540	10 442	10 442	10 442	10 442	12 540	12 540	12 540
TOTAL COMMUNITY WEALTH/EQUITY	2	915 445	946 489	1 035 915	969 530	981 056	981 056	981 056	1 022 792	1 008 865	999 058

Total capital expenditure includes expenditure on nationally significant priorities:

Provision of basic services											

WC022 Witzenberg - Supporting Table SA4 Reconciliation of IDP strategic objectives and budget (revenue)

R thousand			Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure			372 013	423 839	511 427	504 210	547 133	547 133	591 107	640 966	730 941
Governance	2.1 Support Institutional Transformation & Development			2 478	2 906	2 522	3 542	4 142	4 142	109 404	113 708	118 711
Governance	2.2 Ensure financial viability.			89 316	91 143	111 015	116 830	121 132	121 132	52 188	50 968	59 588
Governance	2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.			–	–	–	–	–	–	3 002	3 247	3 518
Communal Services	3.1 Provide & maintain facilities that make citizens feel at home.			143 138	155 904	145 661	163 488	165 937	165 937	134 407	138 907	148 983
Socio-Economic Support Services	4.1 Support the poor & vulnerable through programmes & policy			24 474	492	1 029	12 260	5 888	5 888	11 667	10 411	11 090
Socio-Economic Support Services	4.2 Create an enabling environment to attract investment & support local economy.			166	1 892	221	2 149	780	780	2 177	2 341	2 522
Allocations to other priorities			2									
Total Revenue (excluding capital transfers and contributions)			1	631 584	676 175	771 875	802 479	845 012	845 012	903 952	960 548	1 075 354

WC022 Witzenberg - Supporting Table SA5 Reconciliation of IDP strategic objectives and budget (operating expenditure)

R thousand			Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure			357 390	418 298	475 037	511 829	524 457	524 457	591 107	640 966	730 941
Governance	2.1 Support Institutional Transformation & Development			71 720	87 783	57 556	109 668	114 181	114 181	109 404	113 708	118 711
Governance	2.2 Ensure financial viability.			39 882	39 014	45 591	49 186	60 710	60 710	60 622	64 896	69 395
Governance	2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.			2 441	2 508	1 921	2 613	2 618	2 618	3 002	3 247	3 518
Communal Services	3.1 Provide & maintain facilities that make citizens feel at home.			105 139	94 332	95 840	107 238	115 888	115 888	134 407	138 907	148 983
Socio-Economic Support Services	4.1 Support the poor & vulnerable through programmes & policy			28 282	4 451	4 930	17 172	10 577	10 577	11 667	10 411	11 090
Socio-Economic Support Services	4.2 Create an enabling environment to attract investment & support local economy.			1 609	1 400	1 574	1 778	2 106	2 106	2 177	2 341	2 522
Allocations to other priorities												
Total Expenditure			1	606 463	647 786	682 448	799 484	830 537	830 537	912 387	974 475	1 085 161

WC022 Witzenberg - Supporting Table SA6 Reconciliation of IDP strategic objectives and budget (capital expenditure)

R thousand			Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Essential Services	1.1 Sustainable provision & maintenance of basic infrastructure	A		27 042	50 339	65 101	81 047	90 419	90 419	66 120	24 516	21 804
Governance	2.1 Support Institutional Transformation & Development	B		949	3 629	446	940	1 193	1 193	–	190	5 150
Governance	2.2 Ensure financial viability.	C		187	165	937	180	189	189	180	–	–
Governance	2.3 To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.	D		–	–	–	–	–	–	–	–	–
Communal Services	3.1 Provide & maintain facilities that make citizens feel at home.	E		5 211	10 876	2 896	8 976	8 360	8 360	4 564	15 235	17 618
Socio-Economic Support Services	4.1 Support the poor & vulnerable through programmes & policy	F		–	–	–	–	–	–	500	–	–
Socio-Economic Support Services	4.2 Create an enabling environment to attract investment & support local economy.	G		76	1 934	319	–	–	–	300	–	–
Allocations to other priorities			3									
Total Capital Expenditure			1	33 465	66 944	69 698	91 143	100 161	100 161	71 664	39 941	44 572

WC022 Witzenberg - Supporting Table SA7 Measureable performance objectives

Description	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Essential Services									
Sustainable provision & maintenance of basic									
% Expenditure on Operational Budget by	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%
Insert measure/s description									
% Expenditure on Capital Budget by	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%
Insert measure/s description									
Percentage compliance with drinking water	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%
Insert measure/s description									
Number of outstanding valid applications for	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Insert measure/s description									
Number of outstanding valid applications for	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Insert measure/s description									
Number of outstanding valid applications for	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Insert measure/s description									
Number of outstanding valid applications for	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Insert measure/s description									
Decrease unaccounted water losses.	19,0%	19,0%	19,0%	19,0%	19,0%	19,0%	19,0%	19,0%	19,0%
Insert measure/s description									
Decrease unaccounted electricity losses.	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%	10,0%
Insert measure/s description									
Percentage compliance with drinking water	1070,0%	1070,0%	1070,0%	1070,0%	1070,0%	1070,0%	1070,0%	1070,0%	1070,0%
Insert measure/s description									
Provide for the needs of informal settlements									
Number of subsidised serviced sites									
Insert measure/s description									
Provide basic services - number of informal	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00
Insert measure/s description									
Provide basic services - number of informal	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00
Insert measure/s description									
Improve basic services - number of informal	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00	3,00
Insert measure/s description									
Number of subsidised electricity	94,00	94,00	94,00	94,00	94,00	94,00	94,00	94,00	94,00
Insert measure/s description									
Governance									
Support Institutional Transformation &									
Percentage budget spent on implementation	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%	98,0%
Insert measure/s description									
Percentage of people from employment	75,0%	75,0%	75,0%	75,0%	75,0%	75,0%	75,0%	75,0%	75,0%
Insert measure/s description									
Ensure financial viability.									
Financial viability expressed as Debt-	39,70	39,70	39,70	39,70	39,70	39,70	39,70	40,00	40,00
Insert measure/s description									
Financial viability expressed as Cost-	2,40	2,40	2,40	2,40	2,40	2,40	2,40	2,40	2,40
Insert measure/s description									
Financial viability expressed outstanding	54,0%	54,0%	54,0%	54,0%	54,0%	54,0%	54,0%	54,0%	54,0%
Insert measure/s description									
Opinion of the Auditor-General on annual	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified	Unqualified
Insert measure/s description									

Increased revenue collection	95,0%	95,0%	95,0%	95,0%	95,0%	95,0%	91,0%	91,0%	91,0%
Insert measure/s description									
Percentage of budget spent on repairs &	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%
Insert measure/s description									

Percentage spend of capital budget.	97,4%	97,4%	97,4%	97,4%	97,4%	97,4%	97,4%	97,4%	97,4%
Insert measure/s description									
To maintain and strengthen relations with									
Number of IDP community meetings held.	14,00	14,00	14,00	14,00	14,00	14,00	14,00	14,00	14,00
Number of meetings with inter-governmental	12,00	12,00	12,00	12,00	12,00	12,00	12,00	12,00	12,00
Insert measure/s description									
Communal Services									
Provide & maintain facilities that make citizens									
Customer satisfaction survey (Score 1-5) -	220,0%	220,0%	220,0%	220,0%	220,0%	220,0%	220,0%	220,0%	220,0%
Insert measure/s description									
% Expenditure on Operational Budget by	99,9%	99,9%	99,9%	99,9%	99,9%	99,9%	99,9%	99,9%	99,9%
Insert measure/s description									
% Expenditure on Capital Budget by	96,1%	96,1%	96,1%	96,1%	96,1%	96,1%	96,1%	96,1%	96,1%
Insert measure/s description									
Socio-Economic Support Services									
Support the poor & vulnerable through									
Number of account holders subsidised	2521,00	2521,00	2521,00	2521,00	2521,00	2521,00	2521,00	2521,00	2521,00
Insert measure/s description									
Number of jobs created through	398,00	398,00	398,00	398,00	398,00	398,00	398,00	398,00	398,00
Insert measure/s description									
Number of social development programmes	22,00	22,00	22,00	22,00	22,00	22,00	22,00	22,00	22,00
Insert measure/s description									
Number of housing opportunities provided	200,00	200,00	200,00	200,00	200,00	200,00	200,00	200,00	200,00
Insert measure/s description									
Number of Rental Stock transferred	65,00	65,00	65,00	65,00	65,00	65,00	65,00	65,00	65,00
Insert measure/s description									
Create an enabling environment to attract									
Revisit Municipal Land Audit and draw up an	Phase 2	Phase 2	Phase 2	Phase 2	Phase 2	Phase 2	Phase 2	Phase 2	Phase 2
Insert measure/s description									
Compile & Imlementation of LED Strategy	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved
Insert measure/s description									
And so on for the rest of the Votes									

1. Include a measurable performance objective for each revenue source (within a relevant function) and each vote (MFMA s17(3)(b))

2. Include all Basic Services performance targets from 'Basic Service Delivery' to ensure Table SA7 represents all strategic responsibilities

3. Only include prior year comparative information for individual measures where relevant activity occurred in that year/s

WC022 Witzenberg - Entities measureable performance objectives

Description	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
No Entities									
Insert measure/s description									

WC022 Witzenberg - Supporting Table SA8 Performance indicators and benchmarks

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Borrowing Management											
Credit Rating											
Capital Charges to Operating Expenditure	Interest & Principal Paid /Operating Expenditure	6,2%	5,3%	5,7%	5,0%	6,4%	6,4%	6,4%	6,3%	4,3%	3,9%
Capital Charges to Own Revenue	Finance charges & Repayment of borrowing /Own Revenue	6,9%	6,4%	6,3%	6,1%	7,9%	8,1%	7,8%	7,6%	5,1%	4,5%
Borrowed funding of 'own' capital expenditure	Borrowing/Capital expenditure excl. transfers and grants and contributions	0,0%	0,0%	0,0%	32,1%	45,1%	45,1%	45,1%	0,0%	0,0%	0,0%
Safety of Capital											
Gearing	Long Term Borrowing/ Funds & Reserves	24,7%	11,4%	4,2%	117,0%	117,1%	117,1%	117,1%	75,6%	46,4%	-10,3%
Liquidity											
Current Ratio	Current assets/current liabilities	1,6	1,7	2,3	1,8	1,9	1,9	1,9	1,9	1,8	1,7
Current Ratio adjusted for aged debtors	Current assets less debtors > 90 days/current liabilities	1,6	1,7	2,3	1,8	1,9	1,9	1,9	1,9	1,8	1,7
Liquidity Ratio	Monetary Assets/Current Liabilities	1,4	1,5	1,9	1,4	1,6	1,6	1,6	1,6	1,4	1,3
Revenue Management											
Annual Debtors Collection Rate (Payment Level %)	Last 12 Mths Receipts/Last 12 Mths Billing		0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Current Debtors Collection Rate (Cash receipts % of Ratepayer & Other revenue)		110,5%	112,9%	114,8%	124,3%	124,3%	129,7%	123,3%	103,5%	103,6%	103,0%

Description of financial indicator	Basis of calculation	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Outstanding Debtors to Revenue	Total Outstanding Debtors to Annual Revenue	3,9%	3,4%	3,1%	6,2%	5,7%	5,8%	5,7%	5,8%	7,1%	7,9%
Longstanding Debtors Recovered	Debtors > 12 Mths Recovered/Total Debtors > 12 Months Old	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%	99,0%
Creditors Management											
Creditors System Efficiency	% of Creditors Paid Within Terms (within`MFMA' s 65(e))										
Creditors to Cash and Investments		2,2%	6,5%	42,7%	27,5%	21,7%	21,7%	21,7%	47,3%	50,8%	55,4%
Other Indicators											
	Total Volume Losses (kW)	21334198	21782563	22149703	22149703	22149703	22149703	22149703	22149703	22149703	22149703
	Total Volume Losses (kW) non technical										
Electricity Distribution Losses (2)	Total Cost of Losses (Rand '000)	23 697	25,879,903	30,694,121	25 880	25 880	25 880	25 880	40 234	46 148	54 317
	% Volume (units purchased and generated less units sold)/units purchased and generated	10.51%	10.68%	0	0	0	0	0	0	0	0
Water Volumes :System input	Bulk Purchase Water treatment works Natural sources	6 708	7 188	6 938	7 285	7 285	7 285	7 285	7 649	8 031	8 433
	Total Volume Losses (kℓ)	1 136	871	965	965	965	965	965	965	965	965
Water Distribution Losses (2)	Total Cost of Losses (Rand '000)	458209	379461	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,6928	355945,693
	% Volume (units purchased and generated less units sold)/units purchased and generated	17.73%	15.04%	0	0	0	0	0	0	0	0
Employee costs	Employee costs/(Total Revenue - capital revenue)	29,2%	32,3%	28,3%	33,0%	31,6%	32,4%	31,4%	30,0%	29,5%	28,6%
Remuneration	Total remuneration/(Total Revenue - capital revenue)	30,8%	33,7%	29,5%	34,6%	33,1%	33,9%		31,2%	30,7%	29,8%
Repairs & Maintenance	R&M/(Total Revenue excluding capital revenue)	2,4%	3,3%	2,0%	2,7%	3,5%	3,5%		3,4%	3,3%	3,1%
Finance charges & Depreciation	FC&D/(Total Revenue - capital revenue)	5,9%	10,5%	10,4%	11,4%	14,9%	15,3%	14,8%	13,9%	11,4%	10,5%
IDP regulation financial viability indicators											
i. Debt coverage	(Total Operating Revenue - Operating Grants)/Debt service payments due within financial year)	54,5	22,4	44,2	23,8	23,8	23,8	18,6	19,8	20,7	23,4
ii.O/S Service Debtors to Revenue	Total outstanding service debtors/annual revenue received for services	6,7%	5,5%	5,1%	10,2%	9,5%	9,9%	9,4%	9,5%	11,2%	12,2%
iii. Cost coverage	(Available cash + Investments)/monthly fixed operational expenditure	2,8	2,4	2,9	4,0	4,5	4,6	4,6	2,9	3,1	3,1

WC022 Witzenberg - Supporting Table SA9 Social, economic and demographic statistics and assumptions

Description of economic indicator	Ref.	Basis of calculation	2001 Census	2007 Survey	2011 Census	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
						Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Demographics												
Population		Stats SA community survey	–	–	–	116	116	116	116	150	150	150
Females aged 5 - 14		Stats SA community survey	–	–	–	–	–	–	–	–	–	–
Males aged 5 - 14		Stats SA community survey	–	–	–	–	–	–	–	–	–	–
Females aged 15 - 34		Stats SA community survey	–	–	–	21	21	21	21	21	21	21
Males aged 15 - 34		Stats SA community survey	–	–	–	24	24	24	24	24	24	24
Unemployment		Stats SA community survey	–	–	–	3	3	3	3	3	3	3
Monthly household income (no. of households)	1, 12											
No income		Stats SA community survey	–	–	–	2	2	2	2	2	2	2
R1 - R1 600		Stats SA community survey	–	–	–	7	7	7	7	7	7	7
R1 601 - R3 200		Stats SA community survey	–	–	–	7	7	7	7	7	7	7
R3 201 - R6 400		Stats SA community survey	–	–	–	6	6	6	6	6	6	6
R6 401 - R12 800		Stats SA community survey	–	–	–	3	3	3	3	3	3	3
R12 801 - R25 600		Stats SA community survey	–	–	–	2	2	2	2	2	2	2
R25 601 - R51 200		Stats SA community survey	–	–	–	1	1	1	1	1	1	1
R52 201 - R102 400		Stats SA community survey	–	–	–	0	0	0	0	0	0	0
R102 401 - R204 800		Stats SA community survey	–	–	–	0	0	0	0	0	0	0
R204 801 - R409 600		Stats SA community survey	–	–	–	0	0	0	0	0	0	0
R409 601 - R819 200		Stats SA community survey	–	–	–	–	–	–	–	–	–	–
> R819 200		Stats SA community survey	–	–	–	–	–	–	–	–	–	–
Poverty profiles (no. of households)												
< R2 060 per household per month	13	0	–	–	–	8 460	8 460	8 460	8 460	8 460	8 460	8 460
	2	0	–	–	–	15 539	15 539	15 539	15 539	15 539	15 539	15 539
Household/demographics (000)												
Number of people in municipal area		Stats SA community survey	–	–	–	116	116	116	116	116	116	116
Number of poor people in municipal area		Stats SA community survey	–	–	–	90	90	90	90	90	90	90
Number of households in municipal area		Stats SA community survey	–	–	–	27	27	27	27	27	27	27
Number of poor households in municipal area		Stats SA community survey	–	–	–	21	21	21	21	21	21	21
Definition of poor household (R per month)		Stats SA community survey	–	–	–	>R6400	>R6400	>R6400	>R6400	>R6400	>R6400	>R6400
Housing statistics	3											
Formal		0	–	–	–	23 642	23 642	23 642	23 642	23 642	23 642	23 642
Informal		0	–	–	–	3 778	3 778	3 778	3 778	3 778	3 778	3 778
Total number of households			-	-	-	27 420	27 420	27 420	27 420	27 420	27 420	27 420
Dwellings provided by municipality	4	0	–	–	–	-	-	-	-	-	-	-
Dwellings provided by province/s		0	–	–	–	-	-	-	-	-	-	-
Dwellings provided by private sector	5	0	–	–	–	-	-	-	-	-	-	-
Total new housing dwellings			-	-	-	-	-	-	-	-	-	-
Economic	6											
Inflation/inflation outlook (CPIX)						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Interest rate - borrowing						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Interest rate - investment						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Remuneration increases						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Consumption growth (electricity)						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Consumption growth (water)						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Collection rates	7											
Property tax/service charges						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%

Rental of facilities & equipment						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Interest - external investments						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Interest - debtors						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Revenue from agency services						0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%

Detail on the provision of municipal services for A10

Total municipal services	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	12 343	12 453	12 394	12 454	12 454	12 454	12 600	12 650	12 700
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	12 697	12 861	12 993	13 000	13 000	13 000	13 100	13 150	13 200
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
		Energy:									
		Electricity (at least min.service level)	2 285	2 260	2 228	2 187	2 187	2 187	2 150	2 100	2 050
		Electricity - prepaid (min.service level)	10 525	10 704	10 924	11 274	11 274	11 274	11 350	11 450	11 550
		Minimum Service Level and Above sub-total	12 810	12 964	13 152	13 461	13 461	13 461	13 500	13 550	13 600
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Total number of households	15 855	15 931	17 179	18 249	18 249	18 249	18 350	18 450	18 550
		Refuse:									
		Removed at least once a week	13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
		Minimum Service Level and Above sub-total	13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
		Using communal refuse dump	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Using own refuse dump	–	–	–	–	–	–	–	–	–
		Other rubbish disposal	–	–	–	–	–	–	–	–	–
		No rubbish disposal	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Total number of households	16 196	16 286	17 492	18 258	18 258	18 258	18 370	18 470	18 570

Municipal in-house services	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
		Household service targets (000)									
		Water:									
		Piped water inside dwelling	12 343	12 453	12 394	12 454	12 454	12 454	12 600	12 650	12 700
		Piped water inside yard (but not in dwelling)									
	8	Using public tap (at least min.service level)	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
	10	Other water supply (at least min.service level)									
		Minimum Service Level and Above sub-total	15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	15 388	15 420	16 421	17 242	17 242	17 242	17 450	17 550	17 650
		Sanitation/sewerage:									
		Flush toilet (connected to sewerage)	12 697	12 861	12 993	13 000	13 000	13 000	13 100	13 150	13 200
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	15 742	15 828	17 020	17 788	17 788	17 788	17 950	18 050	18 150
		Energy:									
		Electricity (at least min.service level)	2 285	2 260	2 228	2 187	2 187	2 187	2 150	2 100	2 050
		Electricity - prepaid (min.service level)	10 525	10 704	10 924	11 274	11 274	11 274	11 350	11 450	11 550
		Minimum Service Level and Above sub-total	12 810	12 964	13 152	13 461	13 461	13 461	13 500	13 550	13 600
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Total number of households	15 855	15 931	17 179	18 249	18 249	18 249	18 350	18 450	18 550
		Refuse:									
		Removed at least once a week	13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
		Minimum Service Level and Above sub-total	13 151	13 319	13 465	13 470	13 470	13 470	13 520	13 570	13 620
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
		Using communal refuse dump	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Using own refuse dump	–	–	–	–	–	–	–	–	–
		Other rubbish disposal	–	–	–	–	–	–	–	–	–
		No rubbish disposal	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	3 045	2 967	4 027	4 788	4 788	4 788	4 850	4 900	4 950
		Total number of households	16 196	16 286	17 492	18 258	18 258	18 258	18 370	18 470	18 570

Municipal entity services	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
		Household service targets (000)									
		Total number of households	–	–	–	–	–	–	–	–	–

Services provided by 'external mechanisms'	Ref.		2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
		Household service targets (000)									
Names of service providers		*Water:*									
		Piped water inside dwelling	–	–	–	–	–	–	–	–	–
		Piped water inside yard (but not in dwelling)	–	–	–	–	–	–	–	–	–
	8	Using public tap (at least min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (at least min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
	9	Using public tap (< min.service level)	–	–	–	–	–	–	–	–	–
	10	Other water supply (< min.service level)	–	–	–	–	–	–	–	–	–
		No water supply	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Sanitation/sewerage:*									
		Flush toilet (connected to sewerage)	–	–	–	–	–	–	–	–	–
		Flush toilet (with septic tank)	–	–	–	–	–	–	–	–	–
		Chemical toilet	–	–	–	–	–	–	–	–	–
		Pit toilet (ventilated)	–	–	–	–	–	–	–	–	–
		Other toilet provisions (> min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Bucket toilet	–	–	–	–	–	–	–	–	–
		Other toilet provisions (< min.service level)	–	–	–	–	–	–	–	–	–
		No toilet provisions	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Energy:*									
		Electricity (at least min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (min.service level)	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Electricity (< min.service level)	–	–	–	–	–	–	–	–	–
		Electricity - prepaid (< min. service level)	–	–	–	–	–	–	–	–	–
		Other energy sources	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–
Names of service providers		*Refuse:*									
		Removed at least once a week	–	–	–	–	–	–	–	–	–
		Minimum Service Level and Above sub-total	–	–	–	–	–	–	–	–	–
		Removed less frequently than once a week	–	–	–	–	–	–	–	–	–
		Using communal refuse dump	–	–	–	–	–	–	–	–	–
		Using own refuse dump	–	–	–	–	–	–	–	–	–
		Other rubbish disposal	–	–	–	–	–	–	–	–	–
		No rubbish disposal	–	–	–	–	–	–	–	–	–
		Below Minimum Service Level sub-total	–	–	–	–	–	–	–	–	–
		Total number of households	–	–	–	–	–	–	–	–	–

Detail of Free Basic Services (FBS) provided			2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
			Outcome	Outcome	Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Electricity	Ref.	*Location of households for each type of FBS*									
List type of FBS service		Formal settlements - (50 kwh per indigent household per month Rands)	3 288 084	2 462 465	3 889 461	–	–	3 788 467	4 245 085	4 690 394	5 286 543
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Electricity for informal settlements	–	–	–	–	–	–	–	–	–
Water	Ref.	*Location of households for each type of FBS*									
List type of FBS service		Formal settlements - (6 kilolitre per indigent household per month Rands)	3 427 046	3 145 249	2 670 961	3 838 852	3 838 852	–	3 887 304	3 938 664	3 993 106
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Water for informal settlements	–	–	–	–	–	–	–	–	–
Sanitation	Ref.	*Location of households for each type of FBS*									
List type of FBS service		Formal settlements - (free sanitation service to indigent households)	–	–	–	–	–	10 054 311	10 657 570	11 297 024	11 974 845
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Sanitation for informal settlements	–	–	–	–	–	–	–	–	–

Refuse Removal	Ref.	*Location of households for each type of FBS*									
List type of FBS service		Formal settlements - (removed once a week to indigent households)	–	–	7 174	–	–	8 598 483	9 114 392	9 661 227	10 240 901
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Informal settlements targeted for upgrading (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Living in informal backyard rental agreement (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Other (Rands)	–	–	–	–	–	–	–	–	–
		Number of HH receiving this type of FBS	–	–	–	–	–	–	–	–	–
		Total cost of FBS - Refuse Removal for informal settlements	–	–	–	–	–	–	–	–	–

WC022 Witzenberg Supporting Table SA10 Funding measurement

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Funding measures												
Cash/cash equivalents at the year end - R'000	18(1)b	1	130 394	115 528	144 880	236 775	276 236	276 236	276 236	196 019	224 084	250 199
Cash + investments at the yr end less applications - R'000	18(1)b	2	1 079 461	1 168 985	1 239 305	1 233 211	1 255 729	1 256 015	1 255 683	1 309 421	1 315 050	1 324 078
Cash year end/monthly employee/supplier payments	18(1)b	3	2,8	2,4	2,9	4,0	4,5	4,6	4,6	2,9	3,1	3,1
Surplus/(Deficit) excluding depreciation offsets: R'000	18(1)	4	–	–	–	–	–	–	–	–	–	–
Service charge rev % change - macro CPIX target exclusive	18(1)a,(2)	5	N.A.	1,2%	7,9%	(1,2%)	(6,0%)	(9,4%)	(1,7%)	8,1%	5,5%	7,0%
Cash receipts % of Ratepayer & Other revenue	18(1)a,(2)	6	39,9%	43,7%	43,4%	48,6%	47,7%	48,4%	47,5%	41,6%	43,9%	45,4%
Debt impairment expense as a % of total billable revenue	18(1)a,(2)	7	3,4%	2,8%	2,8%	3,0%	3,6%	3,7%	3,5%	3,0%	2,7%	2,5%
Capital payments % of capital expenditure	18(1)c;19	8	103,2%	99,1%	98,1%	0,0%	0,0%	0,0%	0,0%	92,7%	100,0%	100,0%
Borrowing receipts % of capital expenditure (excl. transfers)	18(1)c	9	0,0%	0,0%	0,0%	31,1%	43,6%	43,6%	43,6%	0,0%	0,0%	0,0%
Grants % of Govt. legislated/gazetted allocations	18(1)a	10								100,5%	100,2%	100,2%
Current consumer debtors % change - incr(decr)	18(1)a	11	N.A.	(13,5%)	6,9%	108,0%	(6,6%)	0,0%	0,0%	14,8%	32,2%	24,5%
Long term receivables % change - incr(decr)	18(1)a	12	N.A.	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	(100,0%)	0,0%	0,0%
R&M % of Property Plant & Equipment	20(1)(vi)	13	1,7%	2,1%	1,3%	1,9%	2,5%	2,5%	2,7%	2,6%	2,7%	2,8%
Asset renewal % of capital budget	20(1)(vi)	14	36,9%	4,2%	0,4%	5,4%	5,2%	5,2%	0,0%	0,3%	19,2%	15,0%

References

1. Positive cash balances indicative of minimum compliance - subject to 2
2. Deduct cash and investment applications (defined) from cash balances
3. Indicative of sufficient liquidity to meet average monthly operating payments
4. Indicative of funded operational requirements
5. Indicative of adherence to macro-economic targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
6. Realistic average cash collection forecasts as % of annual billed revenue
7. Realistic average increase in debt impairment (doubtful debt) provision
8. Indicative of planned capital expenditure level & cash payment timing
9. Indicative of compliance with borrowing 'only' for the capital budget - should not exceed 100% unless refinancing
10. Substantiation of National/Province allocations included in budget
11. Indicative of realistic current arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
12. Indicative of realistic long term arrear debtor collection targets (prior to 2003/04 revenue not available for high capacity municipalities and later for other capacity classifications)
13. Indicative of a credible allowance for repairs & maintenance of assets - functioning assets revenue protection
14. Indicative of a credible allowance for asset renewal (requires analysis of asset renewal projects as % of total capital projects - detailed capital plan) - functioning assets revenue protection

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Supporting indicators												
% incr *total service charges (incl prop rates)*	18(1)a			7,2%	13,9%	4,8%	0,0%	(3,4%)	4,3%	14,1%	11,5%	13,0%
% incr Property Tax	18(1)a			9,8%	10,0%	7,8%	0,0%	0,0%	0,0%	10,2%	6,0%	6,0%
% incr Service charges - Water	18(1)a			7,5%	18,9%	3,5%	0,0%	(1,1%)	1,1%	18,3%	14,8%	16,6%
% incr Service charges - Waste Water Management	18(1)a			9,4%	5,1%	9,9%	0,0%	7,7%	0,0%	6,4%	5,7%	5,4%
% incr Service charges - Waste Management	18(1)a			(4,4%)	0,9%	2,8%	0,0%	(31,4%)	45,7%	3,1%	5,1%	6,2%
#REF!	18(1)a			8,8%	3,6%	4,3%	0,0%	(28,4%)	39,7%	3,6%	3,6%	6,0%
% incr in Sale of Goods and Rendering of Services	18(1)a			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Total billable revenue	18(1)a		426 053	456 875	520 282	545 078	545 078	526 476	548 917	621 829	693 149	782 953
Service charges			426 053	456 875	520 282	545 078	545 078	526 476	548 917	621 829	693 149	782 953
Property rates			73 497	80 674	88 709	95 592	95 592	95 592	95 592	105 353	111 714	118 456
Service charges - electricity revenue			255 095	274 180	326 063	337 388	337 388	333 599	337 388	399 102	458 243	534 211
Service charges - water revenue			39 419	43 137	45 340	49 810	49 810	53 649	53 649	53 000	56 000	59 000
Service charges - sanitation revenue			32 329	30 920	31 194	32 053	32 053	21 998	32 053	33 059	34 743	36 890
Service charges - refuse removal			25 713	27 965	28 976	30 236	30 236	21 637	30 236	31 315	32 449	34 396
Service charges - other												
Interest			3 477	4 354	4 415	4 249	4 249	4 249	4 249	4 461	4 684	4 918
Capital expenditure excluding capital grant funding			14 815	64 322	63 947	32 107	22 910	22 910	22 910	24 923	16 400	20 280
Cash receipts from ratepayers	18(1)a		395 125	428 339	501 084	579 088	579 088	579 088	579 088	556 574	625 390	707 995
Ratepayer & Other revenue	18(1)a		990 461	979 466	1 153 787	1 191 199	1 214 223	1 195 621	1 218 062	1 336 912	1 425 577	1 558 947
Change in consumer debtors (current and non-current)			N/A	3 496	17 084	(10 060)	(15 198)	–	–	20 636	6 532	10 337
Operating and Capital Grant Revenue	18(1)a		147 464	184 408	188 863	206 574	231 064	231 064	231 064	204 964	190 362	211 320
Capital expenditure - total	20(1)(vi)		27 938	117 174	128 142	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Capital expenditure - renewal	20(1)(vi)		10 309	4 955	559	5 000	5 210	5 210		200	7 650	6 750
Supporting benchmarks												
Growth guideline maximum			6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%	6,0%
CPI guideline			4,3%	3,9%	4,6%	5,0%	5,0%	5,0%	5,0%	5,4%	5,6%	5,4%
DoRA operating grants total MFY										140 718	151 374	168 007
Provincial operating grants										15 900	12 708	16 032
Provincial capital grants										21 143	1 375	1 400
District Municipality grants										–	–	–
Total gazetted/advised national, provincial and district grants										203 936	189 997	210 955
Average annual collection rate (arrears inclusive)												

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
DoRA operating												
Operational Revenue:General Revenue:Equitable Share										135 729	149 824	166 319
Operational:Revenue:General Revenue:Fuel Levy										–	–	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]										–	–	–
Agriculture Research and Technology										–	–	–
Agriculture, Conservation and Environmental										–	–	–
Arts and Culture Sustainable Resource Management										–	–	–
Community Library										–	–	–
Department of Environmental Affairs										–	–	–
Department of Tourism										–	–	–
Department of Water Affairs and Sanitation Masibambane										–	–	–
Emergency Medical Service										–	–	–
Energy Efficiency and Demand-side [Schedule 5B]										–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]										3 439	–	–
HIV and Aids										–	–	–
Housing Accreditation										–	–	–
Housing Top structure										–	–	–
Infrastructure Skills Development Grant [Schedule 5B]										–	–	–
Integrated City Development Grant										–	–	–
Khayelitsha Urban Renewal										–	–	–
Local Government Financial Management Grant [Schedule 5B]										1 550	1 550	1 688
Mitchell's Plain Urban Renewal										–	–	–
Municipal Demarcation and Transition Grant [Schedule 5B]										–	–	–
Municipal Disaster Grant [Schedule 5B]										–	–	–
Municipal Human Settlement Capacity Grant [Schedule 5B]										–	–	–
Municipal Systems Improvement Grant										–	–	–
Natural Resource Management Project										–	–	–
Neighbourhood Development Partnership Grant										–	–	–
Operation Clean Audit										–	–	–
Municipal Disaster Recovery Grant										–	–	–
Public Service Improvement Facility										–	–	–
Public Transport Network Operations Grant [Schedule 5B]										–	–	–
Restructuring - Seed Funding										–	–	–
Revenue Enhancement Grant Debtors Book										–	–	–
Rural Road Asset Management Systems Grant										–	–	–
Sport and Recreation										–	–	–
Terrestrial Invasive Alien Plants										–	–	–
Water Services Operating Subsidy Grant [Schedule 5B]										–	–	–
Health Hygiene in Informal Settlements										–	–	–
Municipal Infrastructure Grant [Schedule 5B]										–	–	–
Water Services Infrastructure Grant										–	–	–
Public Transport Network Grant [Schedule 5B]										–	–	–
Smart Connect Grant										–	–	–
Urban Settlement Development Grant										–	–	–
WiFi Grant [Department of Telecommunications and Postal Services										–	–	–
Street Lighting										–	–	–
Traditional Leaders - Imbizion										–	–	–
Department of Water and Sanitation Smart Living Handbook										–	–	–
Integrated National Electrification Programme Grant										–	–	–
Municipal Restructuring Grant										–	–	–
Regional Bulk Infrastructure Grant										–	–	–
Municipal Emergency Housing Grant										–	–	–
Metro Informal Settlements Partnership Grant										–	–	–
Integrated Urban Development Grant										–	–	–
Programme and Project Preparation Support Grant										–	–	–

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
										140 718	151 374	168 007
DoRA Capital												
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]										3 391	870	870
Municipal Infrastructure Grant [Schedule 5B]										22 783	23 670	24 646
Municipal Water Infrastructure Grant [Schedule 5B]										–	–	–
Neighbourhood Development Partnership Grant [Schedule 5B]										–	–	–
Public Transport Infrastructure Grant [Schedule 5B]										–	–	–
Rural Household Infrastructure Grant [Schedule 5B]										–	–	–
Rural Road Asset Management Systems Grant [Schedule 5B]										–	–	–
Urban Settlement Development Grant [Schedule 4B]										–	–	–
Municipal Human Settlement										–	–	–
Community Library										–	–	–
Integrated City Development Grant [Schedule 4B]										–	–	–
Municipal Disaster Recovery Grant										–	–	–
Energy Efficiency and Demand Side Management Grant										–	–	–
Khayelitsha Urban Renewal										–	–	–
Local Government Financial Management Grant [Schedule 5B]										–	–	–
Municipal Systems Improvement Grant [Schedule 5B]										–	–	–
Public Transport Network Grant [Schedule 5B]										–	–	–
Public Transport Network Operations Grant [Schedule 5B]										–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)										–	–	–
Water Services Infrastructure Grant [Schedule 5B]										–	–	–
WIFI Connectivity										–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]										–	–	–
Aquaponic Project										–	–	–
Restition Settlement										–	–	–
Infrastructure Skills Development Grant [Schedule 5B]										–	–	–
Restructuring Seed Funding										–	–	–
Municipal Disaster Relief Grant										–	–	–
Municipal Emergency Housing Grant										–	–	–
Metro Informal Settlements Partnership Grant										–	–	–
Integrated Urban Development Grant										–	–	–

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Trend												
Change in consumer debtors (current and non-current)			10 285	3 496	17 084	(10 060)	(15 198)	–	–	20 636	6 532	10 337
Total Operating Revenue			617 309	623 407	715 693	748 205	767 216	748 613	771 055	857 631	935 626	1 049 818
Total Operating Expenditure			606 575	647 848	690 510	799 484	830 491	823 354	823 354	912 387	974 475	1 085 161
Operating Performance Surplus/(Deficit)			10 734	(24 441)	25 183	(51 279)	(63 275)	(74 741)	(52 300)	(54 755)	(38 849)	(35 343)
Cash and Cash Equivalents (30 June 2012)										–		
Revenue												
% Increase in Total Operating Revenue				1,0%	14,8%	4,5%	2,5%	(2,4%)	3,0%	11,8%	9,1%	12,2%
% Increase in Property Rates Revenue				9,8%	10,0%	7,8%	0,0%	0,0%	0,0%	10,2%	6,0%	6,0%
% Increase in Electricity Revenue				7,5%	18,9%	3,5%	0,0%	(1,1%)	1,1%	18,3%	14,8%	16,6%
% Increase in Property Rates & Services Charges				7,2%	13,9%	4,8%	0,0%	(3,4%)	4,3%	14,1%	11,5%	13,0%
Expenditure												
% Increase in Total Operating Expenditure				6,8%	6,6%	15,8%	3,9%	(0,9%)	0,0%	9,9%	6,8%	11,4%
% Increase in Employee Costs				11,7%	0,3%	22,2%	(1,9%)	0,0%	0,0%	6,1%	7,3%	8,8%
% Increase in Electricity Bulk Purchases				8,0%	19,2%	10,0%	0,0%	0,0%	0,0%	14,7%	14,5%	18,6%
Average Cost Per Budgeted Employee Position (Remuneration)					327791,2958	1008720,343				1049453,531		
Average Cost Per Councillor (Remuneration)					0	0				0		
R&M % of PPE			1,7%	2,1%	1,3%	1,9%	2,5%	2,5%		2,6%	2,7%	2,8%
Asset Renewal and R&M as a % of PPE			(357,0%)	44,0%	3,0%	6,0%	7,0%	7,0%		5,0%	5,0%	5,0%
Debt Impairment % of Total Billable Revenue			3,4%	2,8%	2,8%	3,0%	3,6%	3,7%	3,5%	3,0%	2,7%	2,5%
Capital Revenue												
Internally Funded & Other (R'000)			–	–	1 478	10 000	1 000	1 000	1 000	9 000	–	–
Borrowing (R'000)			–	–	–	–	–	–	–	–	–	–
Grant Funding and Other (R'000)			27 938	117 174	128 142	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Internally Generated funds % of Non Grant Funding			(194,0%)	(51,3%)	(55,3%)	(100,0%)	(100,0%)	(100,0%)	(100,0%)	(100,0%)	(100,0%)	(100,0%)
Borrowing % of Non Grant Funding			0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%
Grant Funding % of Total Funding			131,9%	825,0%	1363,5%	416,8%	460,5%	460,5%	460,5%	450,1%	243,5%	221,3%

Description	MFMA section	Ref	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital Expenditure												
Total Capital Programme (R'000)			34 298	67 054	75 072	92 143	100 887	100 887	100 887	71 664	39 941	44 872
Asset Renewal			18 828	19 023	14 724	42 980	57 391	57 391	–	26 145	26 581	32 473
Asset Renewal % of Total Capital Expenditure			54,9%	28,4%	19,6%	46,6%	56,9%	56,9%	0,0%	36,5%	66,6%	72,4%
Cash												
Cash Receipts % of Rate Payer & Other			39,9%	43,7%	43,4%	48,6%	47,7%	48,4%	47,5%	41,6%	43,9%	45,4%
Cash Coverage Ratio			0	0	0	0	0	0	0	0	0	0
Borrowing												
Credit Rating (2009/10)										0		
Capital Charges to Operating			6,2%	5,3%	5,7%	5,0%	6,4%	6,4%	6,4%	6,3%	4,3%	3,9%
Borrowing Receipts % of Capital Expenditure			0,0%	0,0%	0,0%	31,1%	43,6%	43,6%	43,6%	0,0%	0,0%	0,0%
Reserves												
Surplus/(Deficit)			1 079 461	1 168 985	1 239 305	1 233 211	1 255 729	1 256 015	1 255 683	1 309 421	1 315 050	1 324 078
Free Services												
Free Basic Services as a % of Equitable Share			7,2%	4,8%	6,2%	3,2%	3,2%	0,0%		20,6%	19,7%	18,9%
Free Services as a % of Operating Revenue (excl operational transfers)			4,5%	5,3%	3,8%	5,9%	5,8%	5,9%		4,7%	4,5%	4,4%
Total Operating Revenue			617 309	623 407	715 693	748 205	767 216	748 613	771 055	857 631	935 626	1 049 818
Total Operating Expenditure			606 575	647 848	690 510	799 484	830 491	823 354	823 354	912 387	974 475	1 085 161
Surplus/(Deficit) Budgeted Operating Statement			10 734	(24 441)	25 183	(51 279)	(63 275)	(74 741)	(52 300)	(54 755)	(38 849)	(35 343)
Surplus/(Deficit) Considering Reserves and Cash Backing			1 079 461	1 168 985	1 239 305	1 233 211	1 255 729	1 256 015	1 255 683	1 309 421	1 315 050	1 324 078
MTREF Funded (1) / Unfunded (0)		15	1	1	1	1	1	1	1	1	1	1
MTREF Funded ✓ / Unfunded ✖		15	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

References

15. Subject to figures provided in Schedule.

WC022 Witzenberg - Supporting Table SA11 Property rates summary

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Valuation:	1									
Date of valuation:										
Financial year valuation used										
Municipal by-laws s6 in place? (Y/N)	2									
Municipal/assistant valuer appointed? (Y/N)										
Municipal partnership s38 used? (Y/N)										
No. of assistant valuers (FTE)	3	–	–	–	–			–		
No. of data collectors (FTE)	3	–	–	–	–			–		
No. of internal valuers (FTE)	3	–	–	–	–			–		
No. of external valuers (FTE)	3	–	–	–	–			–		
No. of additional valuers (FTE)	4	–	–	–	–			–		
Valuation appeal board established? (Y/N)										
Implementation time of new valuation roll (mths)		–	–	–	–			–		
No. of properties	5	–	–	–	–			–		
No. of sectional title values	5	–	–	–	–			–		
No. of unreasonably difficult properties s7(2)		–	–	–	–			–		
No. of supplementary valuations		–	–	–	–			–		
No. of valuation roll amendments		–	–	–	–			–		
No. of objections by rate payers		–	–	–	–			–		
No. of appeals by rate payers		–	–	–	–			–		
No. of successful objections	8	–	–	–	–			–		
No. of successful objections > 10%	8	–	–	–	–			–		
Supplementary valuation		–	–	–	–			–		
Public service infrastructure value (Rm)	5	–	–	–	–			–		
Municipality owned property value (Rm)		–	–	–	–			–		
Valuation reductions:										
Valuation reductions-public infrastructure (Rm)		–	–	–	–	–	–	–	–	–
Valuation reductions-nature reserves/park (Rm)		–	–	–	–	–	–	–	–	–
Valuation reductions-mineral rights (Rm)		–	–	–	–	–	–	–	–	–
Valuation reductions-R15,000 threshold (Rm)		–	–	–	–	–	–	–	–	–
Valuation reductions-public worship (Rm)		–	–	–	–	–	–	–	–	–
Valuation reductions-other (Rm)		–	–	–	–	–	–	–	–	–
Total valuation reductions:		–	–	–	–	–	–	–	–	–
Total value used for rating (Rm)	5	–	–	–	–	–	–	–	–	–
Total land value (Rm)	5	–	–	–	–	–	–	–	–	–
Total value of improvements (Rm)	5	–	–	–	–	–	–	–	–	–
Total market value (Rm)	5	–	–	–	–	–	–	–	–	–
Rating:										
Residential rate used to determine rate for other categories? (Y/N)										
Differential rates used? (Y/N)	5									
Limit on annual rate increase (s20)? (Y/N)										
Special rating area used? (Y/N)										
Phasing-in properties s21 (number)		–	–	–	–	–	–	–	–	–
Rates policy accompanying budget? (Y/N)										
Fixed amount minimum value (R'000)		–	–	–	–			–		
Non-residential prescribed ratio s19? (%)		0,0%	0,0%	0,0%	0,0%			0,0%		

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Rate revenue:										
Rate revenue budget (R '000)	6	81 218	88 868	98 180	108 492	108 492	–	113 917	120 752	127 997
Rate revenue expected to collect (R'000)	6									
Expected cash collection rate (%)										
Special rating areas (R'000)	7	–	–	–	11	11	–	–	–	–
Rebates, exemptions - indigent (R'000)		–	–	–	8 428	8 428	–	1 050	1 113	1 180
Rebates, exemptions - pensioners (R'000)		–	–	–	–	–	–	–	–	–
Rebates, exemptions - bona fide farm. (R'000)		–	(0)	–	–	–	–	–	–	–
Rebates, exemptions - other (R'000)		7 720	8 193	9 471	4 483	4 483	–	7 514	7 925	8 361
Phase-in reductions/discounts (R'000)		–	–	–	–	–	–	–	–	–

References

1. All numbers to be expressed as whole numbers except FTEs and Rates in the Rand
2. To give effect to rates policy
3. Full Time Equivalent (FTE) should be expressed to one decimal place and takes into account full time and part time staff
4. Required to implement new system (FTE)
5. Provide relevant information for historical comparisons. Must reconcile to the total of Table SA12
6. Current and budget year must reconcile to Table A4 Budgeted Financial Performance (revenue and expenditure)
7. Included in rate revenue budget
8. In favour of the rate-payer

WC022 Witzenberg - Supporting Table SA12a Property rates by category (current year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Current Year 2022/23													
Valuation:													
No. of properties		–	–	–	–	–	–	–	–	–	–	–	–
No. of sectional title property values		–	–	–	–	–	–	–	–	–	–	–	–
No. of unreasonably difficult properties s7(2)		–	–	–	–	–	–	–	–	–	–	–	–
No. of supplementary valuations		–	–	–	–	–	–	–	–	–	–	–	–
Supplementary valuation (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
No. of valuation roll amendments		–	–	–	–	–	–	–	–	–	–	–	–
No. of objections by rate-payers		–	–	–	–	–	–	–	–	–	–	–	–
No. of appeals by rate-payers		–	–	–	–	–	–	–	–	–	–	–	–
No. of appeals by rate-payers finalised		–	–	–	–	–	–	–	–	–	–	–	–
No. of successful objections	5	–	–	–	–	–	–	–	–	–	–	–	–
No. of successful objections > 10%	5	–	–	–	–	–	–	–	–	–	–	–	–
Estimated no. of properties not valued		–	–	–	–	–	–		–	–	–	–	–
Years since last valuation (select)													
Frequency of valuation (select)													
Method of valuation used (select)													
Base of valuation (select)													
Phasing-in properties s21 (number)		–	–	–	–	–	–	–	–	–	–	–	–
Combination of rating types used? (Y/N)													
Flat rate used? (Y/N)													
Is balance rated by uniform rate/variable rate?													

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Valuation reductions:													
Valuation reductions-public infrastructure (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-nature reserves/park (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-mineral rights (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-R15,000 threshold (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-public worship (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-other (Rm)	2	–	–	–	–	–	–	–	–	–	–	–	–
Total valuation reductions:													
Total value used for rating (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total land value (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total value of improvements (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total market value (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Rating:													
Average rate	3	–	–	–	–	–	–	–	–	–	–	–	
Rate revenue budget (R '000)		–	–	–	–	–	–	–	–	–	–	–	–
Rate revenue expected to collect (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Expected cash collection rate (%)	4	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	–
Special rating areas (R'000)													–
Rebates, exemptions - indigent (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Rebates, exemptions - pensioners (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Rebates, exemptions - bona fide farm. (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Rebates, exemptions - other (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Phase-in reductions/discounts (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Total rebates,exemptns,reductns,discs (R'000)		–	–	–	–	–	–	–	–	–	–	–	–

References

1. Land & Assistance Act, Restitution of Land Rights, Communual Property Associations
2. Include value of additional reductions is 'free' value greater than MPRA minimum.
3. Average rate - cents in the Rand. Eg 10.26 cents in the Rand is 0.1026, expressed to 6 decimal places maximum
4. Include arrears collections
5. In favour of the rate-payer
6. Provide relevant information for historical comparisons.

WC022 Witzenberg - Supporting Table SA12b Property rates by category (budget year)

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Budget Year 2023/24													
Valuation:													
No. of properties		11 213	91	474	2 167	168	1 974	88	–	597	–	–	17
No. of sectional title property values		–	–	–	–	–	–	–	–	–	–	–	–
No. of unreasonably difficult properties s7(2)		–	–	–	–	–	–	–	–	–	–	–	–
No. of supplementary valuations		2	2	2	2	2	2	2	2	2	–	–	0
Supplementary valuation (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
No. of valuation roll amendments		–	–	–	–	–	–	–	–	–	–	–	–
No. of objections by rate-payers		–	–	–	–	–	–	–	–	–	–	–	–
No. of appeals by rate-payers		–	–	–	–	–	–	–	–	–	–	–	–
No. of appeals by rate-payers finalised		–	–	–	–	–	–	–	–	–	–	–	–
No. of successful objections	5	In Process	In Process	In Process	In Process	In Process		In Process	In Process	In Process	–	–	–
No. of successful objections > 10%	5	–	–	–	–	–	–	–	–	–	–	–	–
Estimated no. of properties not valued		–	–	–	–	–	–		–	–	–	–	–
Years since last valuation (select)		1	1	1	1	1	1	1	1	1			
Frequency of valuation (select)		4	4	4	4	4	4	4	4	4			
Method of valuation used (select)		Market	Market	Market	Market	Market	Market	Market	Market	Market			
Base of valuation (select)		Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.	Land & impr.			
Phasing-in properties s21 (number)		–	–	–	–	–	–	–	–	–	–	–	–
Combination of rating types used? (Y/N)													
Flat rate used? (Y/N)													
Is balance rated by uniform rate/variable rate?													

Description	Ref	Business and commercial properties	Industrial properties	Mining properties	Residential properties	Agricultural properties	Public benefit organisations	Public service purpose properties	Public service infrastructure properties	Vacant land	Sport Clubs and Fields (Bitou only)	Sectional Title Garages (Drakenstein only)	Sum
Valuation reductions:													
Valuation reductions-public infrastructure (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-nature reserves/park (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-mineral rights (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-R15,000 threshold (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-public worship (Rm)		–	–	–	–	–	–	–	–	–	–	–	–
Valuation reductions-other (Rm)	2	–	–	–	–	–	–	–	–	–	–	–	–
Total valuation reductions:													
Total value used for rating (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total land value (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total value of improvements (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Total market value (Rm)	6	–	–	–	–	–	–	–	–	–	–	–	–
Rating:													
Average rate	3	–	–	–	–	–	–	–	–	–	–	–	
Rate revenue budget (R '000)		–	–	–	–	–	–	–	–	–	–	–	–
Rate revenue expected to collect (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Expected cash collection rate (%)	4	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	0,0%	–
Special rating areas (R'000)													–
Rebates, exemptions - indigent (R'000)		–	–	–	8 428	–	–	–	–	–	–	–	8 428
Rebates, exemptions - pensioners (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Rebates, exemptions - bona fide farm. (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Rebates, exemptions - other (R'000)		375	235	–	3 873	–	–	–	–	–	–	–	4 483
Phase-in reductions/discounts (R'000)		–	–	–	–	–	–	–	–	–	–	–	–
Total rebates,exemptns,reductns,discs (R'000)		375	235	–	12 301	–	–	–	–	–	–	–	12 911

WC022 Witzenberg - Supporting Table SA13a Service Tariffs by category

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Property rates *(rate in the Rand)*	1								
Residential properties			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Residential properties - vacant land			0,0131	0,0139	0,0148	0,0158	0,0165	0,0175	0,0185
Formal/informal settlements			0,0078	0,0083	0,0094	0,0105	0,0060	0,0064	0,0067
Small holdings			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Farm properties - used			0,0010	0,0015	0,0140	0,0190	0,0165	0,0175	0,0185
Farm properties - not used			0,0010	0,0015	0,0140	0,0190	0,0165	0,0175	0,0185
Industrial properties			0,0158	0,0163	0,0173	0,0190	0,0165	0,0175	0,0185
Business and commercial properties			0,0158	0,0167	0,0177	0,0190	0,0165	0,0175	0,0185
Communal land - residential			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Communal land - small holdings			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Communal land - farm property			0,0010	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Communal land - business and commercial			0,0158	0,0167	0,0177	0,0190	0,0165	0,0175	0,0185
Communal land - other			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
State-owned properties			0,0138	0,0146	0,0155	0,0172	0,0165	0,0175	0,0185
Municipal properties			0,0087	0,0093	0,0098	0,0105	0,0060	0,0064	0,0067
Public service infrastructure			0,0022	0,0023	0,0025	0,0026	0,0165	0,0175	0,0185
Privately owned towns serviced by the owner			n/a	-	-	n/a	-	-	-
State trust land			0,0158	0,0163	0,0173	0,0190	0,0165	0,0175	0,0185
Restitution and redistribution properties			n/a	n/a	n/a	n/a	-	-	-
Protected areas			n/a	n/a	n/a	n/a	-	-	-
National monuments properties			0,0010	0,0139	0,0148	0,0158	0,0165	0,0175	0,0185
Exemptions, reductions and rebates *(Rands)*									
Residential properties									
R15 000 threshhold rebate			15 000	15 000	15 000	15 000	15 000	15 000	15 000
General residential rebate			135 000	135 000	135 000	135 000	135 000	135 000	135 000
Indigent rebate or exemption			135 000	135 000	135 000	135 000	135 000	135 000	135 000
Pensioners/social grants rebate or exemption			-	-	-	-	-	-	-
Temporary relief rebate or exemption			-	-	-	-	-	-	-
Bona fide farmers rebate or exemption			-	-	-	-	-	-	-
Other rebates or exemptions	2		-	-	-	-	-	-	-
Water tariffs									
Domestic									
Basic charge/fixed fee *(Rands/month)*			83	83	83	83	83	83	83
Service point - vacant land *(Rands/month)*			144	153	162	164	174	184	195
Water usage - flat rate tariff *(c/kl)*			n/a	n/a	n/a	n/a	-	-	-
Water usage - life line tariff			n/a	n/a	n/a	n/a	-	-	-
Water usage - Block 1 (c/kl)			324	344	344	369	391	414	439
Water usage - Block 2 (c/kl)			1 023	1 085	994	1 066	1 130	1 198	1 270
Water usage - Block 3 (c/kl)			1 023	1 085	994	1 066	1 130	1 198	1 270
Water usage - Block 4 (c/kl)			1 023	1 085	994	1 066	1 130	1 198	1 270
Other	2		-	-	-	-	-	-	-

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Waste water tariffs									
Domestic									
Basic charge/fixed fee *(Rands/month)*			228	242	257	275	292	309	328
Service point - vacant land *(Rands/month)*			n/a	86	91	97	103	109	116
Waste water - flat rate tariff *(c/kl)*			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 1 (c/kl)			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 2 (c/kl)			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 3 (c/kl)			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Volumetric charge - Block 4 (c/kl)			n/a	n/a	n/a	n/a	n/a	n/a	n/a
Other	2		n/a	n/a	n/a	n/a	n/a	n/a	n/a
Electricity tariffs									
Domestic									
Basic charge/fixed fee *(Rands/month)*			-	-	-	-	-	-	-
Service point - vacant land *(Rands/month)*			217	230	264	286	346	396	466
FBE			-	-	-	-	-	-	-
Life-line tariff - meter			-	-	-	-	-	-	-
Life-line tariff - prepaid			-	-	-	-	-	-	-
Flat rate tariff - meter *(c/kwh)*			-	-	-	-	-	-	-
Flat rate tariff - prepaid*(c/kwh)*			-	-	-	-	-	-	-
Meter - IBT Block 1 (c/kwh)					212	230	277	318	375
Meter - IBT Block 2 (c/kwh)			-	184	212	230	277	318	375
Meter - IBT Block 3 (c/kwh)			-	184	212	230	277	318	375
Meter - IBT Block 4 (c/kwh)			-	184	286	370	446	511	602
Meter - IBT Block 5 (c/kwh)			-	310	286	370	446	511	602
Prepaid - IBT Block 1 (c/kwh)			-	162	186	202	244	280	330
Prepaid - IBT Block 2 (c/kwh)			-	162	186	202	244	280	330
Prepaid - IBT Block 3 (c/kwh)			-	162	186	207	244	280	330
Prepaid - IBT Block 4 (c/kwh)			-	280	321	349	420	482	568
Prepaid - IBT Block 5 (c/kwh)			-	-	321	349	420	482	568
Other	2		-	-	-	-	-	-	-
Waste management tariffs									
Domestic									
Street cleaning charge			n/a	n/a	n/a	-	-	-	-
Basic charge/fixed fee			181	192	203	219	232	246	260
80l bin - once a week			-	-	-	-	-	-	-
250l bin - once a week			-	-	-	-	-	-	-

References

1. If properties are not rated or zero rated this must be indicated as such

2.Please provide detailed descriptions on Sheet SA13b

WC022 Witzenberg - Supporting Table SA13b Service Tariffs by category - explanatory

Description	Ref	Provide description of tariff structure where appropriate	2019/20	2020/21	2021/22	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework		
							Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Exemptions, reductions and rebates *(Rands)*									
			-	-	-	-	-	-	-
Please see Tariff List for further detail			-	-	-	-	-	-	-
Water tariffs									
			-	-	-	-	-	-	-
Please see Tariff List for further detail			-	-	-	-	-	-	-
Waste water tariffs									
Please see Tariff List for further detail			-	-	-	-	-	-	-
Electricity tariffs									
Please see Tariff List for further detail			-	-	-	-	-	-	-

WC022 Witzenberg - Supporting Table SA14 Household bills

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework			
Rand/cent		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24 % incr.	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Monthly Account for Household - 'Middle Income Range'	1										
Rates and services charges:											
Property rates		510,13	540,73	474,92	509,35	509,35	509,35	(43,1%)	290,00	307,40	325,84
Electricity: Basic levy		–	–	–	–	–	–	–	–	–	–
Electricity: Consumption		1 328,57	1 411,21	2 088,00	2 325,20	2 325,20	2 325,20	28,9%	2 943,13	3 438,74	4 047,39
Water: Basic levy		72,17	72,17	72,17	72,17	72,17	72,17	0,9%	72,81	72,81	72,81
Water: Consumption		212,51	225,29	225,29	241,70	241,70	241,70	6,0%	256,21	271,58	287,87
Sanitation		198,65	210,57	223,21	239,39	239,39	239,39	6,0%	253,75	268,98	285,12
Refuse removal		169,89	180,08	237,24	254,44	254,44	254,44	9,7%	279,01	295,75	313,50
Other		–	–	–	–	–	–	–	–	–	–
sub-total		2 491,93	2 640,06	3 320,83	3 642,26	3 642,26	3 642,26	12,4%	4 094,91	4 655,25	5 332,53
VAT on Services		297,27	314,90	426,89	469,94	469,94	469,94	23,2%	578,97	652,18	751,00
Total large household bill:		2 789,20	2 954,96	3 747,72	4 112,19	4 112,19	4 112,19	13,7%	4 673,88	5 307,43	6 083,54
% increase/-decrease			5,9%	26,8%	9,7%	–	–		13,7%	13,6%	14,6%
Monthly Account for Household - 'Affordable Range'	2										
Rates and services charges:											
Property rates		364,38	386,24	311,15	333,71	333,71	333,71	(43,1%)	190,00	201,40	213,48
Electricity: Basic levy		–	–	–	–	–	–	–	–	–	–
Electricity: Consumption		664,29	705,60	810,00	902,02	902,02	902,02	33,7%	1 183,97	1 383,34	1 628,19
Water: Basic levy		72,17	72,17	72,17	72,17	72,17	72,17	0,9%	72,81	72,81	72,81
Water: Consumption		171,76	182,09	182,09	195,35	195,35	195,35	6,0%	207,08	219,50	232,67
Sanitation		198,65	210,57	223,21	239,39	239,39	239,39	6,0%	253,75	268,98	285,12
Refuse removal		169,89	180,08	237,24	254,44	254,44	254,44	9,7%	279,01	295,75	313,50
Other		–	–	–	–	–	–	–	–	–	–
sub-total		1 641,14	1 736,76	1 835,87	1 997,09	1 997,09	1 997,09	9,5%	2 186,61	2 441,78	2 745,76
VAT on Services		191,51	202,58	228,71	249,51	249,51	249,51	21,4%	302,80	336,06	379,84
Total small household bill:		1 832,65	1 939,34	2 064,57	2 246,60	2 246,60	2 246,60	10,8%	2 489,42	2 777,83	3 125,61
% increase/-decrease			5,8%	6,5%	8,8%	–	–		10,8%	11,6%	12,5%
Monthly Account for Household - 'Indigent' Household receiving free basic services	3										
Rates and services charges:											
Property rates		131,18	131,18	147,39	158,07	158,07	158,07	(43,1%)	90,00	95,40	101,12
Electricity: Basic levy		–	–	–	–	–	–	–	–	–	–
Electricity: Consumption		465,00	465,00	486,00	541,21	541,21	541,21	15,6%	625,44	730,76	860,11
Water: Basic levy						–	–	–	–	–	–
Water: Consumption		131,01	131,01	138,89	129,78	129,78	129,78	6,0%	137,56	145,82	154,57
Sanitation				–	–	–	–	–	–	–	–
Refuse removal				–	–	–	–	–	–	–	–
Other				–	–	–	–	–	–	–	–
sub-total		727,19	727,19	772,28	829,06	829,06	829,06	2,9%	853,01	971,98	1 115,80
VAT on Services		–	–	–	–	–	–	–	–	–	–
Total small household bill:		727,19	727,19	772,28	829,06	829,06	829,06	2,9%	853,01	971,98	1 115,80
% increase/-decrease			–	6,2%	7,4%	–	–		2,9%	13,9%	14,8%

WC022 Witzenberg - Supporting Table SA15 Investment particulars by type

Investment type	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality										
Securities - National Government		–	–	–	–	–	–	–	–	–
Listed Corporate Bonds		–	–	–	–	–	–	–	–	–
Deposits - Bank		No Ivestments at year end		–			–	No Ivestments at year end		
Deposits - Public Investment Commissioners		–	–	–	–	–	–	–	–	–
Deposits - Corporation for Public Deposits		–	–	–	–	–	–	–	–	–
Bankers Acceptance Certificates		–	–	–	–	–	–	–	–	–
Negotiable Certificates of Deposit - Banks		–	–	–	–	–	–	–	–	–
Guaranteed Endowment Policies (sinking)		–	–	–	–	–	–	–	–	–
Repurchase Agreements - Banks		–	–	–	–	–	–	–	–	–
Municipal Bonds		–	–	–	–	–	–	–	–	–
Municipality sub-total	1	–	–	–	–	–	–	–	–	–
Entities										
Securities - National Government		–	–	–	–	–	–	–	–	–
Listed Corporate Bonds		–	–	–	–	–	–	–	–	–
Deposits - Bank		–	–	–	–	–	–	–	–	–
Deposits - Public Investment Commissioners		–	–	–	–	–	–	–	–	–
Deposits - Corporation for Public Deposits		–	–	–	–	–	–	–	–	–
Bankers Acceptance Certificates		–	–	–	–	–	–	–	–	–
Negotiable Certificates of Deposit - Banks		–	–	–	–	–	–	–	–	–
Guaranteed Endowment Policies (sinking)		–	–	–	–	–	–	–	–	–
Repurchase Agreements - Banks		–	–	–	–	–	–	–	–	–
Entities sub-total		–	–	–	–	–	–	–	–	–
Consolidated total:		–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SA16 Investment particulars by maturity

Investments by Maturity Name of institution & investment ID	Ref 1	Period of Investment Yrs/Months	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate ³	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
Parent municipality														
-			No Investments at year end											
-														
-														
Municipality sub-total														
Entities														
Entities sub-total														
TOTAL INVESTMENTS AND INTEREST	1													

WC022 Witzenberg - Supporting Table SA17 Borrowing

Borrowing - Categorised by type	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality										
Annuity and Bullet Loans		2 620	1 188	527	11 592	11 592	11 592	7 760	6 891	5 144
Long-Term Loans (non-annuity)		–	–	–	–	–	–	–	–	–
Local registered stock		–	–	–	–	–	–	–	–	–
Instalment Credit		–	–	–	–	–	–	–	–	–
Financial Leases		–	–	–	–	–	–	–	–	–
PPP liabilities		–	–	–	–	–	–	–	–	–
Finance Granted By Cap Equipment Supplier		–	–	–	–	–	–	–	–	–
Marketable Bonds		–	–	–	–	–	–	–	–	–
Non-Marketable Bonds		–	–	–	–	–	–	–	–	–
Bankers Acceptances		–	–	–	–	–	–	–	–	–
Financial derivatives		–	–	–	–	–	–	–	–	–
Other Securities		–	–	–	–	–	–	–	–	–
Municipality sub-total	1	2 620	1 188	527	11 592	11 592	11 592	7 760	6 891	5 144
Entities										
Entities sub-total	1	–	–	–	–	–	–	–	–	–
Total Borrowing	1	2 620	1 188	527	11 592	11 592	11 592	7 760	6 891	5 144

Unspent Borrowing - Categorised by type										
Parent municipality										
Municipality sub-total	1	–	–	–	–	–	–	–	–	–
Entities										
Other Securities		–	–	–	–	–	–	–	–	–
Entities sub-total	1	–	–	–	–	–	–	–	–	–
Total Unspent Borrowing	1	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SA18 Transfers and grant receipts

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
RECEIPTS:	1, 2									
Operating Transfers and Grants										
National Government:		96 699	119 996	110 833	125 455	125 455	–	140 718	151 374	168 007
Operational Revenue:General Revenue:Equitable Share		92 850	116 086	106 666	121 668	121 668	–	135 729	149 824	166 319
Operational:Revenue:General Revenue:Fuel Levy		–	–	–	–	–	–	–	–	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Agriculture Research and Technology		–	–	–	–	–	–	–	–	–
Agriculture, Conservation and Environmental		–	–	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Department of Environmental Affairs		–	–	–	–	–	–	–	–	–
Department of Tourism		–	–	–	–	–	–	–	–	–
Department of Water Affairs and Sanitation Masibambane		–	–	–	–	–	–	–	–	–
Emergency Medical Service		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand-side [Schedule 5B]		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 299	2 360	2 617	2 237	2 237	–	3 439	–	–
HIV and Aids		–	–	–	–	–	–	–	–	–
Housing Accreditation		–	–	–	–	–	–	–	–	–
Housing Top structure		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Integrated City Development Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		1 550	1 550	1 550	1 550	1 550	–	1 550	1 550	1 688
Mitchell's Plain Urban Renewal		–	–	–	–	–	–	–	–	–
Municipal Demarcation and Transition Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement Capacity Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant		–	–	–	–	–	–	–	–	–
Natural Resource Management Project		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant		–	–	–	–	–	–	–	–	–
Operation Clean Audit		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant		–	–	–	–	–	–	–	–	–
Public Service Improvement Facility		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring - Seed Funding		–	–	–	–	–	–	–	–	–
Revenue Enhancement Grant Debtors Book		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant		–	–	–	–	–	–	–	–	–
Sport and Recreation		–	–	–	–	–	–	–	–	–
Terrestrial Invasive Alien Plants		–	–	–	–	–	–	–	–	–
Water Services Operating Subsidy Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Health Hygiene in Informal Settlements		–	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Water Services Infrastructure Grant		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Smart Connect Grant		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant		–	–	–	–	–	–	–	–	–
WiFi Grant [Department of Telecommunications and Postal Services		–	–	–	–	–	–	–	–	–
Street Lighting		–	–	–	–	–	–	–	–	–
Traditional Leaders - Imbizion		–	–	–	–	–	–	–	–	–
Department of Water and Sanitation Smart Living Handbook		–	–	–	–	–	–	–	–	–
Integrated National Electrification Programme Grant		–	–	–	–	–	–	–	–	–
Municipal Restructuring Grant		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Integrated Urban Development Grant		–	–	–	–	–	–	–	–	–
Programme and Project Preparation Support Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		41 219	10 433	13 370	24 266	19 066	–	15 900	12 708	16 032
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		12 492	10 433	13 370	12 666	14 066	–	10 300	10 324	10 752
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		28 727	–	–	11 600	5 000	–	5 600	2 384	5 280
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
District Municipality:		2 552	240	–	–	–	–	–	–	–
All Grants		2 552	240	–	–	–	–	–	–	–
Other Grant Providers:		805	–	–	–	2 095	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	112	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		805	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	1 984	–	–	–	–

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total Operating Transfers and Grants	5	141 275	130 669	124 203	149 721	146 616	–	156 618	164 082	184 039
Capital Transfers and Grants										
National Government:		44 882	32 013	57 742	60 031	60 031	–	29 951	28 072	29 136
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		3 000	–	12 762	–	–	–	3 900	1 000	1 000
Municipal Infrastructure Grant [Schedule 5B]		22 411	22 013	24 980	25 091	25 091	–	26 051	27 072	28 136
Municipal Water Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Rural Household Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Integrated City Development Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand Side Management Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)		19 471	10 000	20 000	19 239	19 239	–	–	–	–
Water Services Infrastructure Grant [Schedule 5B]		–	–	–	15 701	15 701	–	–	–	–
WIFI Connectivity		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		–	–	–	–	–	–	–	–	–
Aquaponic Project		–	–	–	–	–	–	–	–	–
Restition Settlement		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring Seed Funding		–	–	–	–	–	–	–	–	–
Municipal Disaster Relief Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Integrated Urban Development Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		8 766	29 689	7 894	2 649	27 101	–	24 738	1 375	1 400
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		4 830	–	–	–	875	–	985	–	–
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		3 937	29 689	7 894	2 649	26 226	–	23 753	1 375	1 400
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
District Municipality:		500	–	264	–	1 200	–	–	–	–
All Grants		500	–	264	–	1 200	–	–	–	–
Other Grant Providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue		–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	5	54 148	61 702	65 900	62 680	88 332	–	54 689	29 447	30 536
TOTAL RECEIPTS OF TRANSFERS & GRANTS		195 424	192 370	190 103	212 401	234 948	–	211 307	193 529	214 575

WC022 Witzenberg - Supporting Table SA19 Expenditure on transfers and grant programme

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
EXPENDITURE:	1									
Operating expenditure of Transfers and Grants										
National Government:		43 028	44 308	48 056	67 434	65 560	65 560	140 718	151 374	168 007
Operational Revenue:General Revenue:Equitable Share		39 246	40 899	44 192	61 443	61 332	61 332	135 729	149 824	166 319
Operational:Revenue:General Revenue:Fuel Levy		–	–	–	–	–	–	–	–	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Agriculture Research and Technology		–	–	–	–	–	–	–	–	–
Agriculture, Conservation and Environmental		–	–	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Department of Environmental Affairs		–	–	–	–	–	–	–	–	–
Department of Tourism		–	–	–	–	–	–	–	–	–
Department of Water Affairs and Sanitation Masibambane		–	–	–	–	–	–	–	–	–
Emergency Medical Service		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand-side [Schedule 5B]		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 449	2 014	2 446	3 999	2 237	2 237	3 439	–	–
HIV and Aids		–	–	–	–	–	–	–	–	–
Housing Accreditation		–	–	–	–	–	–	–	–	–
Housing Top structure		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Integrated City Development Grant		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B]		1 332	1 394	1 418	1 671	1 670	1 670	1 550	1 550	1 688
Mitchell's Plain Urban Renewal		–	–	–	–	–	–	–	–	–
Municipal Demarcation and Transition Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Disaster Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Human Settlement Capacity Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant		–	–	–	–	–	–	–	–	–
Natural Resource Management Project		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant		–	–	–	–	–	–	–	–	–
Operation Clean Audit		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant		–	–	–	–	–	–	–	–	–
Public Service Improvement Facility		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Restructuring - Seed Funding		–	–	–	–	–	–	–	–	–
Revenue Enhancement Grant Debtors Book		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant		–	–	–	–	–	–	–	–	–
Sport and Recreation		–	–	–	–	–	–	–	–	–
Terrestrial Invasive Alien Plants		–	–	–	–	–	–	–	–	–
Water Services Operating Subsidy Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Health Hygiene in Informal Settlements		–	–	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]		–	–	–	321	321	321	–	–	–
Water Services Infrastructure Grant		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Smart Connect Grant		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant		–	–	–	–	–	–	–	–	–
WiFi Grant [Department of Telecommunications and Postal Services		–	–	–	–	–	–	–	–	–
Street Lighting		–	–	–	–	–	–	–	–	–
Traditional Leaders - Imbizion		–	–	–	–	–	–	–	–	–
Department of Water and Sanitation Smart Living Handbook		–	–	–	–	–	–	–	–	–
Integrated National Electrification Programme Grant		–	–	–	–	–	–	–	–	–
Municipal Restructuring Grant		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Programme and Project Preparation Support Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		34 740	10 403	12 424	22 940	18 802	18 802	18 276	16 707	17 621
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		10 758	10 403	11 993	11 340	13 802	13 802	11 611	11 683	12 341
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		23 982	–	431	11 600	5 000	5 000	6 665	5 024	5 280
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure - Maintenance		–	–	–	–	–	–	–	–	–
District Municipality:		306	255	24	–	–	–	–	–	–
All Grants		306	255	24	–	–	–	–	–	–
Other Grant Providers:		1 700	357	1 445	1 384	3 761	3 761	2 090	2 183	2 277
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		543	357	1 445	1 384	1 778	1 778	2 090	2 183	2 277
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	1 984	1 984	–	–	–
Public Corporations		1 157	–	–	–	–	–	–	–	–
Higher Educational Institutions							–			
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:		79 773	55 322	61 949	91 758	88 123	88 123	161 085	170 264	187 905

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure of Transfers and Grants										
National Government:		12 852	18 164	47 360	51 371	47 902	47 902	25 175	23 541	24 292
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		2 296	(86)	7 475	–	890	890	3 391	870	870
Municipal Infrastructure Grant [Schedule 5B]		10 352	18 250	20 615	20 989	20 989	20 989	21 784	22 671	23 423
Municipal Water Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Neighbourhood Development Partnership Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Infrastructure Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Rural Household Infrastructure Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Rural Road Asset Management Systems Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Urban Settlement Development Grant [Schedule 4B		–	–	–	–	–	–	–	–	–
Municipal Human Settlement		–	–	–	–	–	–	–	–	–
Community Library		–	–	–	–	–	–	–	–	–
Integrated City Development Grant [Schedule 4B		–	–	–	–	–	–	–	–	–
Municipal Disaster Recovery Grant [Schedule 4B]		–	–	–	–	–	–	–	–	–
Energy Efficiency and Demand Side Management Gran		–	–	–	–	–	–	–	–	–
Khayelitsha Urban Renewal		–	–	–	–	–	–	–	–	–
Local Government Financial Management Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Municipal Systems Improvement Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Public Transport Network Grant [Schedule 5B]		–	–	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B]		204	–	19 270	16 730	16 730	16 730	–	–	–
Water Services Infrastructure Grant [Schedule 5B		–	–	–	13 653	9 294	9 294	–	–	–
WIFI Connectivity		–	–	–	–	–	–	–	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B		–	–	–	–	–	–	–	–	–
Aquaponic Project		–	–	–	–	–	–	–	–	–
Restition Settlement		–	–	–	–	–	–	–	–	–
Infrastructure Skills Development Grant [Schedule 5B		–	–	–	–	–	–	–	–	–
Restructuring Seed Funding		–	–	–	–	–	–	–	–	–
Municipal Disaster Relief Grant		–	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		–	–	–	–	–	–	–	–	–
Integrated Urban Development Grant		–	–	–	–	–	–	–	–	–
Provincial Government:		271	33 326	16 432	7 712	27 487	27 487	21 566	–	–
Capacity Building		–	–	–	–	–	–	–	–	–
Capacity Building and Other		–	1 417	667	182	943	943	857	–	–
Disaster and Emergency Services		–	–	–	–	–	–	–	–	–
Health		–	–	–	–	–	–	–	–	–
Housing		–	–	–	–	–	–	–	–	–
Infrastructure		271	31 909	15 764	7 530	26 544	26 544	20 710	–	–
Libraries, Archives and Museums		–	–	–	–	–	–	–	–	–
Other		–	–	–	–	–	–	–	–	–
Public Transport		–	–	–	–	–	–	–	–	–
Road Infrastructure		–	–	–	–	–	–	–	–	–
Sports and Recreation		–	–	–	–	–	–	–	–	–
Waste Water Infrastructure		–	–	–	–	–	–	–	–	–
Water Supply Infrastructure		–	–	–	–	–	–	–	–	–
District Municipality:		–	861	404	500	2 135	2 135	–	–	–
All Grants		–	861	404	500	2 135	2 135	–	–	–
Other Grant Providers:		–	501	–	453	453	453	–	–	300
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	501	–	453	453	453	–	–	300
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue		–	–	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants		13 123	52 852	64 196	60 036	77 978	77 978	46 742	23 541	24 592
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		92 896	108 174	126 145	151 794	166 101	166 101	207 826	193 805	212 497

WC022 Witzenberg - Supporting Table SA20 Reconciliation of transfers, grant receipts and unspent funds

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Operating transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		–	–	(9 267)	(9 499)	(9 499)	–	(1 372)	(375)	618
Current year receipts		(1 550)	(1 550)	(4 167)	(3 787)	(3 787)	–	(4 989)	(1 550)	(1 688)
Conditions met - transferred to revenue		(2 177)	(1 604)	(13 434)	(13 286)	(13 286)	–	(6 361)	(1 925)	(1 070)
Conditions still to be met - transferred to liabilities		627	54	–	–	–	–	–	–	–
Provincial Government:										
Balance unspent at beginning of the year		–	–	(6 900)	(3 364)	(3 364)	–	(5 957)	(5 957)	(5 957)
Current year receipts		(43 814)	(12 793)	(13 370)	(22 504)	(19 066)	–	(15 900)	(12 708)	(16 032)
Conditions met - transferred to revenue		(43 814)	(12 793)	(22 606)	(25 868)	(22 430)	–	(21 857)	(18 665)	(21 989)
Conditions still to be met - transferred to liabilities		–	–	2 335	–	–	–	–	–	–
District Municipality:										
Balance unspent at beginning of the year		–	–	(2 633)	(593)	(593)	–	(2 159)	(2 159)	(2 159)
Current year receipts		(2 552)	(240)	–	–	–	–	–	–	–
Conditions met - transferred to revenue		(2 552)	(240)	(2 633)	(593)	(593)	–	(2 159)	(2 159)	(2 159)
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Other grant providers:										
Balance unspent at beginning of the year		–	–	(4 481)	(3 630)	(3 630)	–	(1 329)	(301)	65
Current year receipts		(3 799)	(1 971)	(668)	–	(2 095)	–	–	–	–
Conditions met - transferred to revenue		(3 799)	(1 971)	(5 149)	(3 630)	(5 725)	–	(1 329)	(301)	65
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Total operating transfers and grants revenue		(52 342)	(16 608)	(43 822)	(43 377)	(42 034)	–	(31 706)	(23 050)	(25 154)
Total operating transfers and grants - CTBM	2	627	54	2 335	–	–	–	–	–	–
Capital transfers and grants:	1,3									
National Government:										
Balance unspent at beginning of the year		–	–	(679)	(5 516)	(5 516)	–	(5 707)	(3 191)	(3 738)
Current year receipts		(45 086)	(32 013)	(76 368)	(60 031)	(60 031)	–	(29 951)	(28 072)	(29 136)
Conditions met - transferred to revenue		(51 527)	(61 092)	(87 387)	(65 547)	(65 547)	–	(35 658)	(31 263)	(32 874)
Conditions still to be met - transferred to liabilities		6 441	29 079	10 340	–	–	–	–	–	–
Provincial Government:										
Balance unspent at beginning of the year		–	–	(2 989)	(16 736)	(16 736)	–	8 730	5 136	5 136
Current year receipts		(7 301)	(29 689)	(7 894)	(2 649)	(27 101)	–	(24 738)	(1 375)	(1 400)
Conditions met - transferred to revenue		(7 301)	(29 689)	(11 713)	(19 385)	(43 837)	–	(16 008)	3 761	3 736
Conditions still to be met - transferred to liabilities		–	–	830	–	–	–	–	–	–
District Municipality:										
Balance unspent at beginning of the year		–	–	(1 110)	(1 241)	(1 241)	–	(818)	(818)	(818)
Current year receipts		(1 000)	(500)	(764)	–	(1 200)	–	–	–	–
Conditions met - transferred to revenue		(1 000)	(500)	(1 874)	(1 241)	(2 441)	–	(818)	(818)	(818)
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Other grant providers:										
Balance unspent at beginning of the year		–	–	501	–	–	–	501	501	501
Current year receipts		–	–	–	–	–	–	–	–	–
Conditions met - transferred to revenue		–	–	501	–	–	–	501	501	501
Conditions still to be met - transferred to liabilities		–	–	–	–	–	–	–	–	–
Total capital transfers and grants revenue		(59 829)	(91 281)	(100 473)	(86 174)	(111 826)	–	(51 982)	(27 818)	(29 454)
Total capital transfers and grants - CTBM	2	6 441	29 079	11 170	–	–	–	–	–	–
TOTAL TRANSFERS AND GRANTS REVENUE		(112 171)	(107 890)	(144 295)	(129 551)	(153 860)	–	(83 688)	(50 868)	(54 608)
TOTAL TRANSFERS AND GRANTS - CTBM		7 068	29 134	13 505	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SA21 Transfers and grants made by the municipality

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Transfers to other municipalities											
Operational	1	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Municipalities:		–	–	–	–	–	–	–	–	–	–
Cash Transfers to Entities/Other External Mechanisms											
Operational	2	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Entities/Ems'		–	–	–	–	–	–	–	–	–	–
Cash Transfers to other Organs of State											
Operational	3	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Other Organs Of State:		–	–	–	–	–	–	–	–	–	–
Cash Transfers to Organisations											
Operational		1 289	6 516	1 906	1 346	1 739	–	–	1 845	1 931	2 019
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Organisations		1 289	6 516	1 906	1 346	1 739	–	–	1 845	1 931	2 019
Cash Transfers to Groups of Individuals											
Operational		24 188	18	718	11 797	5 397	–	–	6 923	5 292	5 558
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Groups Of Individuals:		24 188	18	718	11 797	5 397	–	–	6 923	5 292	5 558
TOTAL CASH TRANSFERS AND GRANTS	6	25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23				2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Pre-audit outcome	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Non-Cash Transfers to other municipalities											
Operational	1	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Transfers To Municipalities:		–	–	–	–	–	–	–	–	–	–
Non-Cash Transfers to Entities/Other External Mechanisms											
Operational	2	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Transfers To Entities/Ems'		–	–	–	–	–	–	–	–	–	–
Non-Cash Transfers to other Organs of State											
Operational	3	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Transfers To Other Organs Of State:		–	–	–	–	–	–	–	–	–	–
Non-Cash Grants to Organisations											
Operational	4	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Grants To Organisations		–	–	–	–	–	–	–	–	–	–
Non-Cash Transfers to Groups of Individuals											
Operational	5	–	–	–	–	–	–	–	–	–	–
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Grants To Groups Of Individuals:		–	–	–	–	–	–	–	–	–	–
TOTAL NON-CASH TRANSFERS AND GRANTS		–	–	–	–	–	–	–	–	–	–
TOTAL TRANSFERS AND GRANTS	6	25 477	6 534	2 624	13 143	7 137	–	–	8 768	7 223	7 577

WC022 Witzenberg - Supporting Table SA22 Summary councillor and staff benefits

Summary of Employee and Councillor remuneration	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
	1	A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)										
Basic Salaries and Wages		7 600	7 617	7 856	8 716	8 716	8 716	9 277	10 093	11 001
Pension and UIF Contributions		1 106	1 076	1 071	1 231	1 073	1 073	1 524	1 658	1 808
Medical Aid Contributions		216	224	122	257	257	257	87	95	103
Motor Vehicle Allowance		702	–	–	0	0	0	0	0	0
Cellphone Allowance		938	938	1 006	1 738	1 738	1 738	1 095	1 192	1 299
Housing Allowances		41	41	15	166	6	6	–	–	–
Other benefits and allowances		–	–	–	0	0	0	0	0	0
Sub Total - Councillors		10 604	9 897	10 070	12 108	11 790	11 790	11 983	13 038	14 211
% increase	4		(6,7%)	1,7%	20,2%	(2,6%)	–	1,6%	8,8%	9,0%
Senior Managers of the Municipality	2									
Basic Salaries and Wages		2 792	3 371	3 901	4 630	4 630	4 630	4 652	5 061	5 516
Pension and UIF Contributions		204	292	343	992	992	992	378	411	448
Medical Aid Contributions		62	56	57	171	171	171	9	9	10
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		721	710	781	1 128	1 128	1 128	850	925	1 008
Motor Vehicle Allowance	3	814	916	990	1 332	1 332	1 332	1 008	1 096	1 195
Cellphone Allowance	3	31	–	(2)	90	176	176	369	401	437
Housing Allowances	3	–	165	282	195	195	195	320	348	380
Other benefits and allowances	3	118	113	115	145	103	103	60	66	71
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Senior Managers of Municipality		4 743	5 623	6 468	8 683	8 726	8 726	7 645	8 317	9 066
% increase	4		18,6%	15,0%	34,3%	0,5%	–	(12,4%)	8,8%	9,0%
Other Municipal Staff										
Basic Salaries and Wages		110 632	116 905	123 814	137 050	132 104	132 104	144 937	153 937	167 580
Pension and UIF Contributions		17 192	19 071	20 197	21 415	21 488	21 488	23 543	25 585	27 888
Medical Aid Contributions		8 071	7 958	8 462	9 867	9 867	9 867	9 946	10 821	11 795
Overtime		10 763	10 535	13 010	7 279	7 282	7 282	18 812	20 470	22 315
Performance Bonus		8 591	8 733	9 382	13 329	13 329	13 329	11 347	12 346	13 457
Motor Vehicle Allowance	3	5 197	5 774	5 922	6 599	6 599	6 599	7 331	7 976	8 694
Cellphone Allowance	3	507	532	503	548	602	602	786	855	932
Housing Allowances	3	1 545	1 654	1 130	1 223	1 223	1 223	1 350	1 469	1 601
Other benefits and allowances	3	7 965	8 851	9 712	8 806	8 806	8 806	14 012	15 245	16 617
Payments in lieu of leave		4 832	1 355	1 859	3 264	3 264	3 264	3 501	3 754	4 092
Long service awards		879	798	966	–	–	–	1 095	1 192	1 299
Post-retirement benefit obligations	6	(1 290)	12 678	(263)	29 023	29 023	29 023	11 483	12 591	13 410
Sub Total - Other Municipal Staff		174 885	194 844	194 694	238 403	233 587	233 587	248 143	266 241	289 681
% increase	4		11,4%	(0,1%)	22,5%	(2,0%)	–	6,2%	7,3%	8,8%
Total Parent Municipality		190 232	210 364	211 232	259 194	254 103	254 103	267 770	287 596	312 958
			10,6%	0,4%	22,7%	(2,0%)	–	5,4%	7,4%	8,8%
Board Members of Entities										
Basic Salaries and Wages		–	–	–	–	–	–	–	–	–
Pension and UIF Contributions		–	–	–	–	–	–	–	–	–
Medical Aid Contributions		–	–	–	–	–	–	–	–	–
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	3	–	–	–	–	–	–	–	–	–
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Board Fees		–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Board Members of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Senior Managers of Entities										
Basic Salaries and Wages		–	–	–	–	–	–	–	–	–
Pension and UIF Contributions		–	–	–	–	–	–	–	–	–
Medical Aid Contributions		–	–	–	–	–	–	–	–	–
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	3	–	–	–	–	–	–	–	–	–

Summary of Employee and Councillor remuneration	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Other Staff of Entities										
Basic Salaries and Wages		–	–	–	–	–	–	–	–	–
Pension and UIF Contributions		–	–	–	–	–	–	–	–	–
Medical Aid Contributions		–	–	–	–	–	–	–	–	–
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	3	–	–	–	–	–	–	–	–	–
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Total Municipal Entities		–	–	–	–	–	–	–	–	–
TOTAL SALARY, ALLOWANCES & BENEFITS		190 232	210 364	211 232	259 194	254 103	254 103	267 770	287 596	312 958
% increase	4		10,6%	0,4%	22,7%	(2,0%)	–	5,4%	7,4%	8,8%
TOTAL MANAGERS AND STAFF	5,7	179 628	200 467	201 161	247 086	242 313	242 313	255 787	274 558	298 747

WC022 Witzenberg - Supporting Table SA23 Salaries, allowances & benefits (political office bearers/councillors/senior managers)

Disclosure of Salaries, Allowances & Benefits 1. Rand per annum	Ref	No.	Salary	Contributions 1.	Allowances	Performance Bonuses	In-kind benefits	Total Package 2.
Councillors	3							
Speaker	4	1	668 160	–	44 840	–	–	713 000
Chief Whip		–	–	–	–	–	–	–
Executive Mayor		1	771 669	–	44 840	–	–	816 509
Deputy Executive Mayor		1	685 957	–	44 840	–	–	730 797
Executive Committee		–	2 432 679	–	179 355	–	–	2 612 034
Total for all other councillors		–	4 718 103	1 611 270	781 383	–	–	7 110 756
Total Councillors	8	3	9 276 568	1 611 270	1 095 258			11 983 096
Senior Managers of the Municipality	5							
Municipal Manager (MM)		1	890 450	237 220	598 126	232 804	–	1 958 600
Chief Finance Officer		1	1 082 679	132 096	196 000	190 285	–	1 601 060
Director Corporate Services		1	1 082 679	132 096	196 000	190 285	–	1 601 060
Director Technical Services		1	1 082 679	132 096	196 000	190 285	–	1 601 060
Director Community Services (Vacant)		1	313 680	38 272	56 786	55 130	–	463 868
		–	–	–	–	–	–	–
List of each offical with packages >= senior manager								
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
Total Senior Managers of the Municipality	8,10	5	4 452 167	671 780	1 242 912	858 789		7 225 648
A Heading for Each Entity	6,7							
List each member of board by designation								
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
Total for municipal entities	8,10	–	–	–	–	–		–
TOTAL COST OF COUNCILLOR, DIRECTOR and EXECUTIVE REMUNERATION	10	8	13 728 735	2 283 050	2 338 170	858 789		19 208 744

WC022 Witzenberg - Supporting Table SA24 Summary of personnel numbers

Summary of Personnel Numbers	Ref	2021/22			Current Year 2022/23			Budget Year 2023/24		
Number	1,2	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees	Positions	Permanent employees	Contract employees
Municipal Council and Boards of Municipal Entities										
Councillors (Political Office Bearers plus Other Councillors)		23	–	23	23	–	23	23	–	23
Board Members of municipal entities	4	–	–	–	–	–	–	–	–	–
Municipal employees	5									
Municipal Manager and Senior Managers	3	4	–	4	4	–	4	4	–	4
Other Managers	7	20	20	–	20	20	–	20	20	–
Professionals		*36*	*36*	–	*36*	*36*	–	*36*	*36*	–
Finance		4	4	–	4	4	–	4	4	–
Spatial/town planning		–	–	–	–	–	–	–	–	–
Information Technology		–	–	–	–	–	–	–	–	–
Roads		–	–	–	–	–	–	–	–	–
Electricity		1	1	–	1	1	–	1	1	–
Water		–	–	–	–	–	–	–	–	–
Sanitation		–	–	–	–	–	–	–	–	–
Refuse		–	–	–	–	–	–	–	–	–
Other		31	31	–	31	31	–	31	31	–
Technicians		*75*	*65*	*10*	*75*	*65*	*10*	*75*	*65*	*10*
Finance		5	5	–	5	5	–	5	5	–
Spatial/town planning		4	4	–	4	4	–	4	4	–
Information Technology		2	2	–	2	2	–	2	2	–
Roads		1	1	–	1	1	–	1	1	–
Electricity		7	7	–	7	7	–	7	7	–
Water		2	2	–	2	2	–	2	2	–
Sanitation		–	–	–	–	–	–	–	–	–
Refuse		–	–	–	–	–	–	–	–	–
Other		54	44	10	54	44	10	54	44	10
Clerks (Clerical and administrative)		132	105	27	132	105	27	132	105	27
Service and sales workers		–	–	–	–	–	–	–	–	–
Skilled agricultural and fishery workers		–	–	–	–	–	–	–	–	–
Craft and related trades		–	–	–	–	–	–	–	–	–
Plant and Machine Operators		82	82	–	82	82	–	82	82	–
Elementary Occupations		245	215	30	245	215	30	245	215	30
TOTAL PERSONNEL NUMBERS	9	617	523	94	617	523	94	617	523	94
% increase					–	–	–	–	–	–
Total municipal employees headcount	6, 10	–	–	–	–	–	–	–	–	–
Finance personnel headcount	8, 10	60	54	6	60	54	6	60	54	6
Human Resources personnel headcount	8, 10	10	7	3	10	7	3	10	7	3

WC022 Witzenberg - Supporting Table SA25 Budgeted monthly revenue and expenditure

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue																
Exchange Revenue																
Service charges - Electricity		33 259	33 259	33 259	33 259	33 259	33 259	33 259	33 259	33 259	33 259	33 259	33 259	399 102	458 243	534 211
Service charges - Water		4 417	4 417	4 417	4 417	4 417	4 417	4 417	4 417	4 417	4 417	4 417	4 417	53 000	56 000	59 000
Service charges - Waste Water Management		2 755	2 755	2 755	2 755	2 755	2 755	2 755	2 755	2 755	2 755	2 755	2 755	33 059	34 743	36 890
Service charges - Waste Management		2 610	2 610	2 610	2 610	2 610	2 610	2 610	2 610	2 610	2 610	2 610	2 610	31 315	32 449	34 396
Sale of Goods and Rendering of Services		439	439	439	439	439	439	439	439	439	439	439	439	5 272	5 536	5 813
Agency services		372	372	372	372	372	372	372	372	372	372	372	372	4 461	4 684	4 918
Interest		1	1	1	1	1	1	1	1	1	1	1	1	10	11	11
Interest earned from Receivables		1 959	1 959	1 959	1 959	1 959	1 959	1 959	1 959	1 959	1 959	1 959	1 959	23 503	24 678	25 912
Interest earned from Current and Non Current Assets		1 037	1 037	1 037	1 037	1 037	1 037	1 037	1 037	1 037	1 037	1 037	1 037	12 444	13 066	13 719
Dividends		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Rent on Land		2	2	2	2	2	2	2	2	2	2	2	2	26	27	29
Rental from Fixed Assets		387	387	387	387	387	387	387	387	387	387	387	387	4 648	5 084	5 563
Licence and permits		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Operational Revenue		140	140	140	140	140	140	140	140	140	140	140	140	1 679	1 761	1 847
Non-Exchange Revenue		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Property rates		8 779	8 779	8 779	8 779	8 779	8 779	8 779	8 779	8 779	8 779	8 779	8 779	105 353	111 714	118 456
Surcharges and Taxes		607	607	607	607	607	607	607	607	607	607	607	607	7 290	3 978	4 138
Fines, penalties and forfeits		933	933	933	933	933	933	933	933	933	933	933	933	11 194	11 254	11 816
Licences or permits		194	194	194	194	194	194	194	194	194	194	194	194	2 327	2 444	2 566
Transfer and subsidies - Operational		13 220	13 220	13 220	13 220	13 220	13 220	13 220	13 220	13 220	13 220	13 220	13 220	158 643	165 440	185 784
Interest		297	297	297	297	297	297	297	297	297	297	297	297	3 566	3 744	3 932
Fuel Levy		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Operational Revenue		62	62	62	62	62	62	62	62	62	62	62	62	739	770	816
Gains on disposal of Assets		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Gains		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Discontinued Operations		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		71 469	71 469	71 469	71 469	71 469	71 469	71 469	71 469	71 469	71 469	71 469	71 469	857 631	935 626	1 049 818

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure																
Employee related costs		21 426	21 426	21 426	21 426	21 426	21 426	21 426	21 426	21 426	21 426	21 426	21 426	257 116	276 004	300 323
Remuneration of councillors		999	999	999	999	999	999	999	999	999	999	999	999	11 983	13 038	14 211
Inventory consumed		30 045	30 045	30 045	30 045	30 045	30 045	30 045	30 045	30 045	30 045	30 045	30 045	360 544	412 757	489 336
Debt impairment		1 543	1 543	1 543	1 543	1 543	1 543	1 543	1 543	1 543	1 543	1 543	1 543	18 512	18 778	19 711
Depreciation and amortisation		–	–	–	–	–	–	–	–	–	–	–	64 475	64 475	67 570	70 745
Bulk purchases - electricity		4 531	4 531	4 531	4 531	4 531	4 531	4 531	4 531	4 531	4 531	4 531	4 531	54 369	39 319	39 319
Interest		798	798	798	798	798	798	798	798	798	798	798	759	9 535	10 011	10 510
Contracted services		5 371	5 371	5 371	5 371	5 371	5 371	5 371	5 371	5 371	5 371	5 371	5 371	64 452	66 823	69 859
Transfers and subsidies		731	731	731	731	731	731	731	731	731	731	731	731	8 768	7 223	7 577
Irrecoverable debts written off		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Operational costs		4 696	4 696	4 696	4 696	4 696	4 696	4 696	4 696	4 696	4 696	4 696	4 735	56 396	59 458	62 935
Losses on disposal of Assets		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other Losses		520	520	520	520	520	520	520	520	520	520	520	520	6 237	3 497	635
Total Expenditure		70 659	70 659	70 659	70 659	70 659	70 659	70 659	70 659	70 659	70 659	70 659	135 134	912 387	974 475	1 085 161
Surplus/(Deficit)		810	810	810	810	810	810	810	810	810	810	810	(63 664)	(54 755)	(38 849)	(35 343)
Transfers and subsidies - capital (monetary allocations)		3 860	3 860	3 860	3 860	3 860	3 860	3 860	3 860	3 860	3 860	3 860	3 860	46 321	24 922	25 536
Transfers and subsidies - capital (in-kind)		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit) after capital transfers & contributions		–	–	–	–	–	–	–	–	–	–	–	(8 435)	(8 435)	(13 927)	(9 807)
Income Tax		4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	(68 239)	(16 869)	(27 855)	(19 614)
Surplus/(Deficit) after income tax		–	–	–	–	–	–	–	–	–	–	–	(8 435)	(8 435)	(13 927)	(9 807)
Surplus/(Deficit) attributable to municipality		–	–	–	–	–	–	–	–	–	–	–	(8 435)	(8 435)	(13 927)	(9 807)
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit)	1	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	4 670	(68 239)	(16 869)	(27 855)	(19 614)

References

1. Surplus (Deficit) must reconcile with Budgeted Financial Performance

WC022 Witzenberg - Supporting Table SA26 Budgeted monthly revenue and expenditure (municipal vote)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue by Vote																
Vote 1 - Financial Services		11 093	11 093	11 093	11 093	11 093	11 093	11 093	11 093	11 093	11 093	11 093	11 093	133 121	137 004	145 093
Vote 2 - Community Services		13 684	13 684	13 684	13 684	13 684	13 684	13 684	13 684	13 684	13 684	13 684	13 684	164 212	171 619	192 111
Vote 3 - Corporate Services		1 418	1 418	1 418	1 418	1 418	1 418	1 418	1 418	1 418	1 418	1 418	1 418	17 016	17 515	18 376
Vote 4 - Technical Services		49 013	49 013	49 013	49 013	49 013	49 013	49 013	49 013	49 013	49 013	49 013	49 013	588 153	632 941	717 893
Vote 5 - Municipal Manager		121	121	121	121	121	121	121	121	121	121	121	121	1 451	1 470	1 881
Total Revenue by Vote		75 329	75 329	75 329	75 329	75 329	75 329	75 329	75 329	75 329	75 329	75 329	75 329	903 952	960 548	1 075 354
Expenditure by Vote to be appropriated																
Vote 1 - Financial Services		5 242	5 242	5 242	5 242	5 242	5 242	5 242	5 242	5 242	5 242	5 242	5 242	62 909	67 382	72 104
Vote 2 - Community Services		8 988	8 988	8 988	8 988	8 988	8 988	8 988	8 988	8 988	8 988	8 988	8 988	107 855	108 258	115 905
Vote 3 - Corporate Services		10 482	10 482	10 482	10 482	10 482	10 482	10 482	10 482	10 482	10 482	10 482	10 482	125 779	131 513	137 738
Vote 4 - Technical Services		49 970	49 970	49 970	49 970	49 970	49 970	49 970	49 970	49 970	49 970	49 970	49 970	599 643	649 893	740 634
Vote 5 - Municipal Manager		1 350	1 350	1 350	1 350	1 350	1 350	1 350	1 350	1 350	1 350	1 350	1 350	16 201	17 428	18 780
Total Expenditure by Vote		76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	912 387	974 475	1 085 161
Surplus/(Deficit) before assoc.		(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(8 435)	(13 927)	(9 807)
Surplus/(Deficit) after income tax		(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(8 435)	(13 927)	(9 807)
Surplus/(Deficit) attributable to municipality		(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(8 435)	(13 927)	(9 807)
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit)	1	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(703)	(8 435)	(13 927)	(9 807)

WC022 Witzenberg - Supporting Table SA27 Budgeted monthly revenue and expenditure (functional classification)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Revenue - Functional																
Governance and administration		11 377	11 377	11 377	11 377	11 377	11 377	11 377	11 377	11 377	11 377	11 377	11 377	136 529	140 698	149 128
Executive and council		3	3	3	3	3	3	3	3	3	3	3	3	31	31	31
Finance and administration		11 375	11 375	11 375	11 375	11 375	11 375	11 375	11 375	11 375	11 375	11 375	11 375	136 498	140 667	149 097
Internal audit		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Community and public safety		15 008	15 008	15 008	15 008	15 008	15 008	15 008	15 008	15 008	15 008	15 008	15 008	180 091	187 785	209 115
Community and social services		12 479	12 479	12 479	12 479	12 479	12 479	12 479	12 479	12 479	12 479	12 479	12 479	149 753	160 621	177 588
Sport and recreation		580	580	580	580	580	580	580	580	580	580	580	580	6 956	7 499	8 090
Public safety		1 433	1 433	1 433	1 433	1 433	1 433	1 433	1 433	1 433	1 433	1 433	1 433	17 193	16 654	17 486
Housing		516	516	516	516	516	516	516	516	516	516	516	516	6 189	3 012	5 950
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		3 766	3 766	3 766	3 766	3 766	3 766	3 766	3 766	3 766	3 766	3 766	3 766	45 191	27 446	28 548
Planning and development		250	250	250	250	250	250	250	250	250	250	250	250	2 997	3 267	3 749
Road transport		3 515	3 515	3 515	3 515	3 515	3 515	3 515	3 515	3 515	3 515	3 515	3 515	42 183	24 168	24 788
Environmental protection		1	1	1	1	1	1	1	1	1	1	1	1	10	11	11
Trading services		45 106	45 106	45 106	45 106	45 106	45 106	45 106	45 106	45 106	45 106	45 106	45 845	542 009	604 480	688 416
Energy sources		33 392	33 392	33 392	33 392	33 392	33 392	33 392	33 392	33 392	33 392	33 392	33 392	400 702	457 056	532 683
Water management		5 289	5 289	5 289	5 289	5 289	5 289	5 289	5 289	5 289	5 289	5 289	5 289	63 463	66 986	70 535
Waste water management		3 197	3 197	3 197	3 197	3 197	3 197	3 197	3 197	3 197	3 197	3 197	3 197	38 364	40 310	42 731
Waste management		3 228	3 228	3 228	3 228	3 228	3 228	3 228	3 228	3 228	3 228	3 228	3 967	39 480	40 128	42 467
Other		11	11	11	11	11	11	11	11	11	11	11	11	133	139	146
Total Revenue - Functional		75 268	75 268	75 268	75 268	75 268	75 268	75 268	75 268	75 268	75 268	75 268	76 007	903 952	960 548	1 075 354

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Expenditure - Functional																
Governance and administration		13 488	13 488	13 488	13 488	13 488	13 488	13 488	13 488	13 488	13 488	13 488	13 487	161 851	170 212	179 152
Executive and council		2 492	2 492	2 492	2 492	2 492	2 492	2 492	2 492	2 492	2 492	2 492	2 492	29 907	32 232	34 797
Finance and administration		10 745	10 745	10 745	10 745	10 745	10 745	10 745	10 745	10 745	10 745	10 745	10 745	128 942	134 733	140 837
Internal audit		250	250	250	250	250	250	250	250	250	250	250	250	3 002	3 247	3 518
Community and public safety		11 293	11 293	11 293	11 293	11 293	11 293	11 293	11 293	11 293	11 293	11 293	11 293	135 513	138 082	148 113
Community and social services		2 733	2 733	2 733	2 733	2 733	2 733	2 733	2 733	2 733	2 733	2 733	2 733	32 794	30 765	32 825
Sport and recreation		3 344	3 344	3 344	3 344	3 344	3 344	3 344	3 344	3 344	3 344	3 344	3 344	40 127	42 149	45 240
Public safety		4 244	4 244	4 244	4 244	4 244	4 244	4 244	4 244	4 244	4 244	4 244	4 244	50 926	54 756	58 958
Housing		972	972	972	972	972	972	972	972	972	972	972	972	11 667	10 411	11 090
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		3 682	3 682	3 682	3 682	3 682	3 682	3 682	3 682	3 682	3 682	3 682	3 682	44 187	46 584	49 524
Planning and development		1 214	1 214	1 214	1 214	1 214	1 214	1 214	1 214	1 214	1 214	1 214	1 214	14 566	15 396	16 649
Road transport		2 350	2 350	2 350	2 350	2 350	2 350	2 350	2 350	2 350	2 350	2 350	2 350	28 202	29 671	31 252
Environmental protection		118	118	118	118	118	118	118	118	118	118	118	118	1 419	1 516	1 623
Trading services		47 486	47 486	47 486	47 486	47 486	47 486	47 486	47 486	47 486	47 486	47 486	47 486	569 832	618 546	707 270
Energy sources		33 610	33 610	33 610	33 610	33 610	33 610	33 610	33 610	33 610	33 610	33 610	33 610	403 319	458 053	537 303
Water management		4 252	4 252	4 252	4 252	4 252	4 252	4 252	4 252	4 252	4 252	4 252	4 252	51 024	53 758	56 673
Waste water management		3 712	3 712	3 712	3 712	3 712	3 712	3 712	3 712	3 712	3 712	3 712	3 712	44 548	47 207	50 096
Waste management		5 912	5 912	5 912	5 912	5 912	5 912	5 912	5 912	5 912	5 912	5 912	5 912	70 941	59 528	63 198
Other		84	84	84	84	84	84	84	84	84	84	84	84	1 004	1 052	1 101
Total Expenditure - Functional		76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	76 032	912 387	974 475	1 085 161
Surplus/(Deficit) before assoc.		(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(25)	(8 435)	(13 927)	(9 807)
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Surplus/(Deficit)	1	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(765)	(25)	(8 435)	(13 927)	(9 807)

WC022 Witzenberg - Supporting Table SA28 Budgeted monthly capital expenditure (municipal vote)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Multi-year expenditure *to be appropriated*	1															
Vote 1 - Financial Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 2 - Community Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 3 - Corporate Services		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Vote 4 - Technical Services		5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	66 120	32 884	31 179
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Capital multi-year expenditure sub-total	2	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	5 510	66 120	32 884	31 179
Single-year expenditure *to be appropriated*																
Vote 1 - Financial Services		15	15	15	15	15	15	15	15	15	15	15	15	180	30	–
Vote 2 - Community Services		376	376	376	376	376	376	376	376	376	376	376	376	4 514	6 897	8 543
Vote 3 - Corporate Services		71	71	71	71	71	71	71	71	71	71	71	71	850	70	5 150
Vote 4 - Technical Services		–	–	–	–	–	–	–	–	–	–	–	–	–	30	–
Vote 5 - Municipal Manager		–	–	–	–	–	–	–	–	–	–	–	–	–	30	–
Capital single-year expenditure sub-total	2	462	462	462	462	462	462	462	462	462	462	462	462	5 544	7 057	13 693
Total Capital Expenditure	2	5 972	5 972	5 972	5 972	5 972	5 972	5 972	5 972	5 972	5 972	5 972	5 972	71 664	39 941	44 872

WC022 Witzenberg - Supporting Table SA29 Budgeted monthly capital expenditure (functional classification)

Description	Ref	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand		July	August	Sept.	October	Nov.	Dec.	January	Feb.	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital Expenditure - Functional	1															
Governance and administration		–	–	–	–	–	1 000	–	–	180	–	–	1 000	2 180	190	6 650
Executive and council		–	–	–	–	–	–	–	–	–	–	–	–	–	170	500
Finance and administration		–	–	–	–	–	1 000	–	–	180	–	–	1 000	2 180	20	6 150
Internal audit		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Community and public safety		108	108	608	108	608	1 458	108	531	608	108	108	608	5 064	6 867	8 543
Community and social services		–	–	500	–	–	500	–	–	500	–	–	500	2 000	5 257	–
Sport and recreation		36	36	36	36	36	36	36	459	36	36	36	36	858	1 260	8 043
Public safety		71	71	71	71	71	921	71	71	71	71	71	71	1 707	350	500
Housing		–	–	–	–	500	–	–	–	–	–	–	–	500	–	–
Health		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Economic and environmental services		4 000	4 000	4 000	4 174	4 113	2 650	1 900	–	–	–	–	586	25 423	9 118	15 125
Planning and development		–	–	–	–	–	150	–	–	–	–	–	150	300	–	–
Road transport		4 000	4 000	4 000	4 174	4 113	2 500	1 900	–	–	–	–	436	25 123	9 118	15 125
Environmental protection		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Trading services		648	948	7 496	2 948	5 448	1 948	2 448	3 448	3 248	2 948	3 365	4 100	38 997	23 766	14 554
Energy sources		–	–	–	–	2 000	–	500	500	600	500	696	695	5 491	6 970	3 120
Water management		648	448	448	948	1 448	948	948	2 448	2 548	2 448	2 668	3 405	19 358	12 547	1 000
Waste water management		–	–	–	–	–	–	–	–	100	–	–	–	100	4 250	10 435
Waste management		–	500	7 048	2 000	2 000	1 000	1 000	500	–	–	–	–	14 048	–	–
Other		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Capital Expenditure - Functional	2	4 756	5 056	12 104	7 230	10 169	7 056	4 456	3 979	4 036	3 056	3 472	6 294	71 664	39 941	44 872
Funded by:																
National Government		685	485	5 533	985	1 485	985	1 485	2 985	2 985	2 985	3 401	1 180	25 175	23 541	24 292
Provincial Government		4 071	4 071	4 071	4 245	4 184	71	71	494	71	71	71	71	21 566	–	–
District Municipality		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other transfers and grants		–	–	–	–	–	–	–	–	–	–	–	–	–	–	300
Transfers recognised - capital		4 756	4 556	9 604	5 230	5 669	1 056	1 556	3 479	3 056	3 056	3 472	1 251	46 742	23 541	24 592
Public contributions & donations		–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Borrowing		–	500	2 000	2 000	2 000	1 000	1 000	500	–	–	–	–	9 000	–	–
Internally generated funds		–	–	500	–	2 500	5 000	1 900	–	980	–	–	5 043	15 923	16 400	20 280
Total Capital Funding		4 756	5 056	12 104	7 230	10 169	7 056	4 456	3 979	4 036	3 056	3 472	6 294	71 664	39 941	44 872

WC022 Witzenberg - Supporting Table SA30 Budgeted monthly cash flow

MONTHLY CASH FLOWS	Budget Year 2023/24												Medium Term Revenue and Expenditure Framework		
R thousand	July	August	Sept.	October	November	December	January	February	March	April	May	June	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Cash Receipts By Source													1		
Property rates	7 597	7 597	7 597	7 597	7 597	7 597	7 597	7 597	7 597	7 597	7 597	7 597	91 170	101 135	108 088
Service charges - electricity revenue	30 722	30 722	30 722	30 722	30 722	30 722	30 722	30 722	30 722	30 722	30 722	30 722	368 663	427 309	495 051
Service charges - water revenue	3 555	3 555	3 555	3 555	3 555	3 555	3 555	3 555	3 555	3 555	3 555	3 555	42 665	45 080	47 495
Service charges - sanitation revenue	994	994	994	994	994	994	994	994	994	994	994	994	11 931	10 006	11 135
Service charges - refuse revenue	2 150	2 150	2 150	2 150	2 150	2 150	2 150	2 150	2 150	2 150	2 150	2 150	25 803	24 831	28 346
Rental of facilities and equipment	0	0	0	0	0	0	0	0	0	0	0	0	5	5	6
Interest earned - external investments	2 501	2 501	2 501	2 501	2 501	2 501	2 501	2 501	2 501	2 501	2 501	2 500	30 006	31 506	33 082
Interest earned - outstanding debtors	298	298	298	298	298	298	298	298	298	298	298	298	3 576	3 755	3 943
Dividends received	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Fines, penalties and forfeits	365	365	365	365	365	365	365	365	365	365	365	365	4 380	4 469	4 693
Licences and permits	203	203	203	203	203	203	203	203	203	203	203	203	2 436	2 558	2 685
Agency services	363	363	363	363	363	363	363	363	363	363	363	363	4 353	4 570	4 799
Transfers and Subsidies - Operational	12 922	12 922	12 922	12 922	12 922	12 922	12 922	12 922	12 922	12 922	12 922	14 472	156 618	164 082	184 039
Other revenue	431	431	431	431	431	431	431	431	431	431	431	431	5 168	5 426	5 698
Cash Receipts by Source	62 102	62 102	62 102	62 102	62 102	62 102	62 102	62 102	62 102	62 102	62 102	63 652	746 774	824 734	929 059
Other Cash Flows by Source															
Transfers and subsidies - capital (monetary allocations)	4 522	4 522	4 522	4 522	4 522	4 522	4 522	4 522	4 522	4 522	4 522	4 945	54 689	29 447	30 536
Transfers and subsidies - capital (in-kind)	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on Disposal of Fixed and Intangible Assets	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Short term loans	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Borrowing long term/refinancing	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Increase (decrease) in consumer deposits	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current receivables	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Total Cash Receipts by Source	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	66 624	68 597	801 463	854 181	959 595
Cash Payments by Type															
Employee related costs	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	(21 407)	3 415	(232 064)	(248 704)	(270 879)
Remuneration of councillors	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Finance charges	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases - Electricity	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(34 552)	(414 626)	(474 670)	(540 167)
Bulk purchases - Water & Sewer	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other materials	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(154)	(1 853)	(1 937)	(2 028)
Contracted services	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(4 657)	(13 225)	(64 452)	(18 666)	(39 859)
Transfers and grants - other municipalities	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Transfers and grants - other	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–
Other expenditure												(50 586)	(50 586)	(39 458)	(32 935)
Cash Payments by Type	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(60 771)	(95 103)	(763 580)	(783 435)	(885 867)
Other Cash Flows/Payments by Type															
Capital assets	–	–	–	–	–	–	–	–	–	–	–	(66 414)	(66 414)	(39 941)	(44 872)
Repayment of borrowing	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(228)	(2 740)	(2 740)	(2 740)
Other Cash Flows/Payments												–			
Total Cash Payments by Type	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(60 999)	(161 746)	(832 735)	(826 116)	(933 480)
NET INCREASE/(DECREASE) IN CASH HELD	5 625	5 625	5 625	5 625	5 625	5 625	5 625	5 625	5 625	5 625	5 625	(93 149)	(31 271)	28 065	26 115
Cash/cash equivalents at the month/year begin:	227 290	232 916	238 541	244 166	249 791	255 416	261 042	266 667	272 292	277 917	283 542	289 168	227 290	196 019	224 084
Cash/cash equivalents at the month/year end:	232 916	238 541	244 166	249 791	255 416	261 042	266 667	272 292	277 917	283 542	289 168	196 019	196 019	224 084	250 199

WC022 Witzenberg - NOT REQUIRED - municipality does not have entities

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R million		Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Financial Performance										
Property rates		–	–	–	–	–	–	–	–	–
Service charges		–	–	–	–	–	–	–	–	–
Investment revenue		–	–	–	–	–	–	–	–	–
Transfer and subsidies - Operational		–	–	–	–	–	–	–	–	–
Other own revenue		–	–	–	–	–	–	–	–	–
Total Revenue (excluding capital transfers and contributions)		–	–	–	–	–	–	–	–	–
Employee costs		–	–	–	–	–	–	–	–	–
Remuneration of Board Members		–	–	–	–	–	–	–	–	–
Depreciation and amortisation		–	–	–	–	–	–	–	–	–
Finance charges		–	–	–	–	–	–	–	–	–
Inventory consumed and bulk purchases		–	–	–	–	–	–	–	–	–
Transfers and subsidies		–	–	–	–	–	–	–	–	–
Other expenditure		–	–	–	–	–	–	–	–	–
Total Expenditure		–	–	–	–	–	–	–	–	–
Surplus/(Deficit)		–	–	–	–	–	–	–	–	–
Capital expenditure & funds sources										
Capital expenditure										
Transfers recognised - capital		–	–	–	–	–	–	–	–	–
Public contributions & donations		–	–	–	–	–	–	–	–	–
Borrowing		–	–	–	–	–	–	–	–	–
Internally generated funds		–	–	–	–	–	–	–	–	–
Total sources		–	–	–	–	–	–	–	–	–
Financial position										
Total current assets		–	–	–	–	–	–	–	–	–
Total non current assets		–	–	–	–	–	–	–	–	–
Total current liabilities		–	–	–	–	–	–	–	–	–
Total non current liabilities		–	–	–	–	–	–	–	–	–
Community wealth/Equity		–	–	–	–	–	–	–	–	–
Cash flows										
Net cash from (used) operating		–	–	–	–	–	–	–	–	–
Net cash from (used) investing		–	–	–	–	–	–	–	–	–
Net cash from (used) financing		–	–	–	–	–	–	–	–	–
Cash/cash equivalents at the year end		–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SA32 List of external mechanisms

External mechanism Name of organisation	Yrs/ Mths	Period of agreement 1. Number	Service provided	Expiry date of service delivery agreement or contract	Monetary value of agreement 2. R thousand

References

1. Total agreement period from commencement until end

2. Annual value

WC022 Witzenberg - Supporting Table SA33 Contracts having future budgetary implications

Description	Ref	Preceding Years	Current Year 2022/23	2023/24 Medium Term Revenue & Expenditure Framework			Forecast 2026/27	Forecast 2027/28	Forecast 2028/29	Forecast 2029/30	Forecast 2030/31	Forecast 2031/32	Forecast 2032/33	Total Contract Value
R thousand	1,3	Total	Original Budget	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate	Estimate
Parent Municipality:														
Revenue Obligation By Contract	2													
Rental of Kliprivier Park (subject to section 33 process)														–
Total Operating Revenue Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Expenditure Obligation By Contract	2													
Banking Services				927	971	1 017	1 078	1 142	1 211	1 284	1 361	1 442	1 529	11 961
Valuation Services				1 580	50	50	100	1 947	50	50	50	50	2 606	6 533
Financial System (subject to section 33 process)														–
Telephony System (subject to section 33 process)														–
Total Operating Expenditure Implication		–	–	2 506	1 021	1 067	1 178	3 090	1 261	1 334	1 411	1 492	4 135	18 494
Capital Expenditure Obligation By Contract	2													
Total Capital Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Total Parent Expenditure Implication		–	–	2 506	1 021	1 067	1 178	3 090	1 261	1 334	1 411	1 492	4 135	18 494
Entities:														
Revenue Obligation By Contract	2													
Total Operating Revenue Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Expenditure Obligation By Contract	2													
Total Operating Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Capital Expenditure Obligation By Contract	2													
Total Capital Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Total Entity Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–

WC022 Witzenberg - Supporting Table SA34a Capital expenditure on new assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure on new assets by Asset Class/Sub-class										
Infrastructure		3 591	91 853	107 426	43 864	36 324	36 324	32 085	7 003	1 920
Roads Infrastructure		1 804	9 528	2 169	10 910	13 194	13 194	436	200	50
Roads		1 656	9 189	1 457	10 910	13 194	13 194	436	–	–
Road Structures		148	339	712	–	–	–	–	200	50
Storm water Infrastructure		3 263	10 607	889	–	–	–	–	–	–
Storm water Conveyance		3 263	10 607	889	–	–	–	–	–	–
Electrical Infrastructure		2 770	1 901	9 041	–	890	890	3 391	870	870
MV Networks		2 296	1 007	7 475	–	890	890	3 391	870	870
LV Networks		474	894	1 565	–	–	–	–	–	–
Water Supply Infrastructure		204	7 103	20 159	22 454	17 773	17 773	19 258	5 934	1 000
Dams and Weirs		204	–	19 270	18 730	16 730	16 730	–	–	–
Reservoirs		–	–	–	2 855	223	223	5 381	4 526	–
Water Treatment Works		–	–	–	–	–	–	–	500	1 000
Bulk Mains		–	476	–	870	820	820	13 876	907	–
Distribution		–	6 627	889	–	–	–	–	–	–
Sanitation Infrastructure		884	7 321	1 053	500	2 266	2 266	–	–	–
Reticulation		–	7 321	889	–	–	–	–	–	–
Toilet Facilities		884	–	164	500	2 266	2 266	–	–	–
Solid Waste Infrastructure		(5 334)	55 393	74 115	10 000	2 200	2 200	9 000	–	–
Landfill Sites		–	–	–	4 000	1 000	1 000	3 000	–	–
Waste Transfer Stations		–	1 359	–	–	–	–	–	–	–
Waste Drop-off Points		–	–	–	6 000	1 200	1 200	6 000	–	–
Waste Separation Facilities		(5 334)	54 034	74 115	–	–	–	–	–	–
Community Assets		76	2 252	736	2 465	989	989	2 000	5 257	930
Community Facilities		76	1 934	736	1 000	500	500	2 000	5 257	500
Libraries		–	–	–	1 000	500	500	2 000	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	4 957	–
Parks		–	–	–	–	–	–	–	300	500
Markets		76	1 934	736	–	–	–	–	–	–
Sport and Recreation Facilities		–	317	–	1 465	489	489	–	–	430
Outdoor Facilities		–	317	–	1 465	489	489	–	–	430
Other assets		–	–	–	–	–	–	1 350	–	–
Operational Buildings		–	–	–	–	–	–	850	–	–
Training Centres		–	–	–	–	–	–	850	–	–
Housing		–	–	–	–	–	–	500	–	–
Social Housing		–	–	–	–	–	–	500	–	–
Intangible Assets		–	–	–	–	348	348	–	–	–
Licences and Rights		–	–	–	–	348	348	–	–	–
Computer Software and Applications		–	–	–	–	348	348	–	–	–
Computer Equipment		825	636	2 091	832	897	897	50	20	3 150
Computer Equipment		825	636	2 091	832	897	897	50	20	3 150
Furniture and Office Equipment		213	(1)	1 436	390	549	549	130	170	1 500
Furniture and Office Equipment		213	(1)	1 436	390	549	549	130	170	1 500
Machinery and Equipment		3 361	2 137	189	420	2 775	2 775	2 857	910	2 000
Machinery and Equipment		3 361	2 137	189	420	2 775	2 775	2 857	910	2 000
Transport Assets		1 043	1 275	1 541	1 193	1 615	1 615	7 048	–	2 900
Transport Assets		1 043	1 275	1 541	1 193	1 615	1 615	7 048	–	2 900
Total Capital Expenditure on new assets	1	9 110	98 151	113 418	49 163	43 497	43 497	45 520	13 360	12 400

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26

References

1. Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) plus Total Capital Expenditure on upgrading of existing assets (SA34e) must reconcile to total capital expend

WC022 Witzenberg - Supporting Table SA34b Capital expenditure on the renewal of existing assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure on renewal of existing assets by Asset Class/Sub-class										
Infrastructure		10 002	2 116	–	5 000	5 210	5 210	200	7 000	6 000
Roads Infrastructure		5 300	1 596	–	2 000	2 000	2 000	–	–	6 000
Roads		5 300	1 596	–	2 000	2 000	2 000	–	–	6 000
Electrical Infrastructure		1 163	–	–	–	–	–	–	1 500	–
MV Networks		1 163	–	–	–	–	–	–	1 500	–
Water Supply Infrastructure		802	–	–	1 500	28	28	100	2 000	–
Distribution		802	–	–	1 500	28	28	100	2 000	–
Sanitation Infrastructure		2 737	520	–	1 500	3 182	3 182	100	3 500	–
Reticulation		1 437	103	–	1 500	3 182	3 182	100	2 250	–
Waste Water Treatment Works		1 300	417	–	–	–	–	–	1 250	–
Community Assets		238	–	–	–	–	–	–	650	250
Community Facilities		238	–	–	–	–	–	–	–	–
Halls		238	–	–	–	–	–	–	–	–
Sport and Recreation Facilities		–	–	–	–	–	–	–	650	250
Outdoor Facilities		–	–	–	–	–	–	–	650	250
Other assets		70	2 839	–	–	–	–	–	–	500
Operational Buildings		70	2 839	–	–	–	–	–	–	500
Municipal Offices		70	2 839	–	–	–	–	–	–	500
Machinery and Equipment		–	–	559	–	–	–	–	–	–
Machinery and Equipment		–	–	559	–	–	–	–	–	–
Total Capital Expenditure on renewal of existing assets	1	10 309	4 955	559	5 000	5 210	5 210	200	7 650	6 750
Renewal of Existing Assets as % of total capex		*121,0%*	*4,2%*	*0,4%*	*5,4%*	*5,2%*	*5,2%*	*0,3%*	*19,2%*	*15,0%*
Renewal of Existing Assets as % of deprecn"		*28,5%*	*14,9%*	*1,5%*	*12,6%*	*9,8%*	*9,9%*	*0,4%*	*19,5%*	*17,2%*

WC022 Witzenberg - Supporting Table SA34c Repairs and maintenance expenditure by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Repairs and maintenance expenditure by Asset Class/Sub-class										
Infrastructure		12 440	17 263	10 602	15 516	22 114	22 114	24 264	25 459	26 695
Roads Infrastructure		6 665	9 066	3 986	7 489	11 157	11 157	12 404	12 961	13 533
Roads		6 154	8 380	3 293	6 538	10 316	10 316	11 561	12 078	12 608
Road Furniture		511	685	694	951	841	841	843	883	925
Storm water Infrastructure		2 118	1 675	1 976	1 351	1 296	1 296	1 766	1 919	2 086
Storm water Conveyance		2 118	1 675	1 976	1 351	1 296	1 296	1 766	1 919	2 086
Electrical Infrastructure		1 649	1 789	1 291	2 568	2 154	2 154	2 269	2 377	2 489
HV Substations		14	–	–	29	29	29	31	32	34
MV Substations		898	679	396	959	932	932	982	1 029	1 077
MV Switching Stations		0	–	–	0	0	0	0	0	0
MV Networks		627	782	337	1 043	656	656	691	724	758
LV Networks		110	328	557	537	537	537	565	592	620
Water Supply Infrastructure		567	1 878	696	1 576	2 713	2 713	2 324	2 435	2 550
Dams and Weirs		–	631	–	213	981	981	1 035	1 085	1 136
Boreholes		43	143	68	161	1 052	1 052	380	398	417
Pump Stations		47	49	–	54	54	54	56	59	62
Water Treatment Works		77	502	247	107	107	107	113	118	124
Bulk Mains		151	190	195	437	296	296	505	529	554
Distribution		249	297	149	331	106	106	111	117	122
Distribution Points		–	49	38	274	117	117	124	130	136
PRV Stations		–	18	–	–	–	–	–	–	–
Sanitation Infrastructure		1 441	2 855	2 652	2 532	4 794	4 794	5 502	5 766	6 037
Reticulation		332	830	1 206	1 401	1 628	1 628	2 450	2 568	2 688
Waste Water Treatment Works		1 081	1 967	1 414	1 032	3 055	3 055	2 990	3 133	3 280
Toilet Facilities		27	57	32	99	111	111	62	65	68
Community Assets		533	742	861	985	578	578	733	688	724
Community Facilities		277	339	430	453	401	401	494	437	461
Halls		141	150	152	163	153	153	161	168	176
Crèches		2	5	54	40	61	61	144	67	70
Libraries		33	5	45	(3)	34	34	30	31	33
Cemeteries/Crematoria		96	83	115	166	37	37	39	40	42
Public Ablution Facilities		3	29	1	15	15	15	44	49	55
Markets		2	68	65	73	103	103	77	81	85
Sport and Recreation Facilities		256	402	431	532	177	177	240	251	263
Indoor Facilities		165	189	186	265	102	102	148	155	162
Outdoor Facilities		91	214	245	267	75	75	92	96	101
Other assets		400	344	390	886	557	557	1 103	1 290	1 428
Operational Buildings		319	152	293	783	345	345	880	1 056	1 183
Municipal Offices		319	152	293	783	345	345	880	1 056	1 183
Housing		81	191	97	103	212	212	224	234	245
Social Housing		81	191	97	103	212	212	224	234	245
Computer Equipment		166	203	104	325	180	180	184	193	202
Computer Equipment		166	203	104	325	180	180	184	193	202
Furniture and Office Equipment		10	3	19	55	36	36	58	61	64
Furniture and Office Equipment		10	3	19	55	36	36	58	61	64
Machinery and Equipment		23	99	89	300	255	255	300	315	329
Machinery and Equipment		23	99	89	300	255	255	300	315	329
Transport Assets		1 472	1 882	2 169	2 237	2 843	2 843	2 699	2 829	2 962
Transport Assets		1 472	1 882	2 169	2 237	2 843	2 843	2 699	2 829	2 962

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Total Repairs and Maintenance Expenditure	1	15 044	20 536	14 233	20 306	26 564	26 564	29 343	30 835	32 404
R&M as a % of PPE		*1,7%*	*2,1%*	*1,3%*	*1,9%*	*2,5%*	*2,5%*	*2,6%*	*2,7%*	*2,8%*
R&M as % Operating Expenditure		*2,5%*	*3,2%*	*2,1%*	*2,5%*	*3,2%*	*3,2%*	*3,6%*	*3,4%*	*3,3%*

References

1. Total Repairs and Maintenance Expenditure by Asset Category must reconcile to total repairs and maintenance expenditure on Table SA1

WC022 Witzenberg - Supporting Table SA34d Depreciation by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Depreciation by Asset Class/Sub-class										
Infrastructure		22 532	22 161	30 233	23 494	36 894	36 894	38 394	23 494	23 494
Roads Infrastructure		4 946	5 079	5 475	4 758	4 758	4 758	4 758	4 758	4 758
Roads		4 946	5 079	5 475	558	558	558	558	558	558
Road Structures		–	–	–	2 100	2 100	2 100	2 100	2 100	2 100
Road Furniture		–	–	–	2 100	2 100	2 100	2 100	2 100	2 100
Storm water Infrastructure		2 046	2 054	2 389	2 091	2 091	2 091	2 091	2 091	2 091
Drainage Collection		2 046	2 054	2 389	507	507	507	507	507	507
Storm water Conveyance		–	–	–	1 077	1 077	1 077	1 077	1 077	1 077
Attenuation		–	–	–	507	507	507	507	507	507
Electrical Infrastructure		4 016	3 289	3 424	3 912	3 912	3 912	3 912	3 912	3 912
HV Substations		–	–	–	474	474	474	474	474	474
HV Switching Station		–	–	–	474	474	474	474	474	474
HV Transmission Conductors		–	–	–	474	474	474	474	474	474
MV Substations		–	–	–	474	474	474	474	474	474
MV Switching Stations		–	–	–	474	474	474	474	474	474
MV Networks		3 886	2 998	3 105	591	591	591	591	591	591
LV Networks		130	290	319	474	474	474	474	474	474
Capital Spares		–	–	–	474	474	474	474	474	474
Water Supply Infrastructure		4 792	4 838	4 880	5 434	5 434	5 434	5 434	5 434	5 434
Dams and Weirs		–	–	–	407	407	407	407	407	407
Boreholes		77	68	42	407	407	407	407	407	407
Reservoirs		831	829	817	407	407	407	407	407	407
Pump Stations		104	104	104	407	407	407	407	407	407
Water Treatment Works		–	–	–	407	407	407	407	407	407
Bulk Mains		–	–	–	100	100	100	100	100	100
Distribution		3 779	3 837	3 918	1 100	1 100	1 100	1 100	1 100	1 100
Distribution Points		–	–	–	1 100	1 100	1 100	1 100	1 100	1 100
PRV Stations		–	–	–	1 100	1 100	1 100	1 100	1 100	1 100
Sanitation Infrastructure		3 952	4 103	3 770	5 559	5 559	5 559	5 559	5 559	5 559
Pump Station		207	141	(226)	100	100	–	100	100	100
Reticulation		137	136	137	1 200	1 200	1 200	1 200	1 200	1 200
Waste Water Treatment Works		3 608	3 826	3 859	1 200	1 200	1 200	1 200	1 200	1 200
Outfall Sewers		–	–	–	1 200	1 200	1 200	1 200	1 200	1 200
Toilet Facilities		–	–	–	1 859	1 859	1 859	1 859	1 859	1 859
Solid Waste Infrastructure		2 688	2 499	10 116	1 740	15 140	15 140	16 640	1 740	1 740
Landfill Sites		2 688	2 499	10 116	100	13 500	–	15 000	100	100
Waste Transfer Stations		–	–	–	328	328	328	328	328	328
Waste Processing Facilities		–	–	–	328	328	328	328	328	328
Waste Drop-off Points		–	–	1	328	328	328	328	328	328
Waste Separation Facilities		–	–	–	328	328	328	328	328	328
Electricity Generation Facilities		–	–	–	328	328	328	328	328	328
Information and Communication Infrastructure		93	299	178	–	–	–	–	–	–
Data Centres		93	299	178	–	–	–	–	–	–
Community Assets		5 166	2 164	2 727	3 527	3 527	3 527	3 527	3 527	3 527
Community Facilities		2 033	1 191	1 244	2 079	2 079	2 079	2 079	2 079	2 079
Halls		–	–	–	1 422	1 422	1 422	1 422	1 422	1 422
Centres		196	365	285	–	–	–	–	–	–
Fire/Ambulance Stations		8	12	12	–	–	–	–	–	–
Libraries		1 189	170	260	385	385	385	385	385	385
Cemeteries/Crematoria		9	9	5	13	13	13	13	13	13
Public Open Space		7	7	7	260	260	260	260	260	260
Public Ablution Facilities		594	597	645	–	–	–	–	–	–
Markets		29	30	29	–	–	–	–	–	–
Airports		1	1	1	–	–	–	–	–	–
Sport and Recreation Facilities		3 134	974	1 483	1 448	1 448	1 448	1 448	1 448	1 448
Outdoor Facilities		3 134	974	1 483	1 448	1 448	1 448	1 448	1 448	1 448
							–			
							–			
Investment properties		280	281	281	742	742	556	742	742	742
Revenue Generating		–	–	–	371	371	185	371	371	371
Improved Property		–	–	–	185	185	–	185	185	185
Unimproved Property		–	–	–	185	185	185	185	185	185

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Non-revenue Generating		280	281	281	371	371	371	371	371	371
Improved Property		280	281	281	185	185	–	185	185	185
Unimproved Property		–	–	–	185	185	185	185	185	185
							–			
Other assets		1 915	2 456	1 080	–	–	–	–	–	–
Operational Buildings		1 915	2 456	1 080	–	–	–	–	–	–
Municipal Offices		1 866	1 758	1 032	–	–	–	–	–	–
Workshops		49	49	49	–	–	–	–	–	–
Capital Spares		–	649	0	–	–	–	–	–	–
Intangible Assets		328	387	78	398	398	398	278	128	128
Licences and Rights		328	387	78	398	398	398	278	128	128
Water Rights		–	–	–	17	17	–	17	17	17
Computer Software and Applications		328	387	78	381	381	381	261	111	111
							–			
Computer Equipment		1 063	776	376	2 373	2 373	2 373	2 373	2 373	2 373
Computer Equipment		1 063	776	376	2 373	2 373	2 373	2 373	2 373	2 373
Furniture and Office Equipment		773	883	451	630	630	630	630	630	630
Furniture and Office Equipment		773	883	451	630	630	630	630	630	630
Machinery and Equipment		1 854	1 822	1 134	1 505	1 505	1 505	1 505	1 505	1 505
Machinery and Equipment		1 854	1 822	1 134	1 505	1 505	1 505	1 505	1 505	1 505
Transport Assets		2 319	2 292	1 970	6 921	6 921	6 921	6 921	6 921	6 921
Transport Assets		2 319	2 292	1 970	6 921	6 921	6 921	6 921	6 921	6 921
Total Depreciation	1	36 232	33 224	38 331	39 589	52 989	52 803	54 369	39 319	39 319

References

1. Depreciation based on write down values. Not including Depreciation resulting from revaluation.

WC022 Witzenberg - Supporting Table SA34e Capital expenditure on the upgrading of existing assets by asset class

Description	Ref	2019/20	2020/21	2021/22	Current Year 2022/23			2023/24 Medium Term Revenue & Expenditure Framework		
R thousand	1	Audited Outcome	Audited Outcome	Audited Outcome	Original Budget	Adjusted Budget	Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure on upgrading of existing assets by Asset Class/Sub-class										
Infrastructure		4 458	6 812	11 081	30 670	44 080	44 080	24 787	18 431	21 510
Roads Infrastructure		571	4 315	10 231	12 017	30 876	30 876	24 687	8 868	9 075
Roads		–	–	–	–	–	–	–	8 368	9 075
Road Structures		571	4 315	10 231	12 017	30 876	30 876	24 687	500	–
Storm water Infrastructure		–	–	–	–	–	–	–	450	–
Storm water Conveyance		–	–	–	–	–	–	–	450	–
Electrical Infrastructure		3 700	2 041	533	4 000	3 848	3 848	100	4 450	2 000
MV Substations		812	960	533	1 000	1 000	1 000	–	1 500	–
MV Networks		1 166	799	–	2 000	1 848	1 848	100	1 600	1 500
LV Networks		1 722	282	–	1 000	1 000	1 000	–	1 350	500
Water Supply Infrastructure		–	–	–	–	–	–	–	4 363	–
Water Treatment Works		–	–	–	–	–	–	–	450	–
Distribution		–	–	–	–	–	–	–	3 913	–
Sanitation Infrastructure		188	456	317	14 653	9 356	9 356	–	300	10 435
Reticulation		–	–	–	–	–	–	–	–	10 435
Waste Water Treatment Works		188	456	317	14 653	9 356	9 356	–	300	–
Community Assets		4 060	7 256	3 084	7 250	7 980	7 980	1 158	300	3 913
Community Facilities		29	–	–	–	–	–	300	300	–
Halls		29	–	–	–	–	–	–	–	–
Cemeteries/Crematoria		–	–	–	–	–	–	–	300	–
Markets		–	–	–	–	–	–	300	–	–
Sport and Recreation Facilities		4 031	7 256	3 084	7 250	7 980	7 980	858	–	3 913
Outdoor Facilities		4 031	7 256	3 084	7 250	7 980	7 980	858	–	3 913
Other assets		–	–	–	60	120	120	–	–	300
Operational Buildings		–	–	–	60	120	120	–	–	300
Workshops		–	–	–	60	120	120	–	–	300
Intangible Assets		–	–	–	–	–	–	–	200	–
Licences and Rights		–	–	–	–	–	–	–	200	–
Computer Software and Applications		–	–	–	–	–	–	–	200	–
Total Capital Expenditure on upgrading of existing assets	1	8 519	14 068	14 165	37 980	52 180	52 180	25 945	18 931	25 723
Upgrading of Existing Assets as % of total capex		*0,0%*	*12,0%*	*11,1%*	*41,2%*	*51,7%*	*51,7%*	*36,2%*	*47,4%*	*57,3%*
Upgrading of Existing Assets as % of deprecn"		*23,5%*	*42,3%*	*37,0%*	*95,9%*	*98,5%*	*98,8%*	*47,7%*	*48,1%*	*65,4%*

References

1. Total Capital Expenditure on upgrading of existing assets (SA34e) plus Total Capital Expenditure on new assets (SA34a) plus Total Capital Expenditure on renewal of existing assets (SA34b) must reconcile to total capital expe

WC022 Witzenberg - Supporting Table SA35 Future financial implications of the capital budget

Vote Description R thousand	Ref	2023/24 Medium Term Revenue & Expenditure Framework Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Capital expenditure	1			
Vote 1 - Financial Services		180	30	–
Vote 2 - Community Services		4 514	6 897	8 543
Vote 3 - Corporate Services		850	70	5 150
Vote 4 - Technical Services		66 120	32 914	31 179
Vote 5 - Municipal Manager		–	30	–
Total Capital Expenditure		71 664	39 941	44 872
Future operational costs by vote	2			
Vote 1 - Financial Services		62 729	67 352	72 104
Vote 2 - Community Services		103 341	101 362	107 362
Vote 3 - Corporate Services		124 929	131 443	132 588
Vote 4 - Technical Services		533 523	616 978	709 455
Vote 5 - Municipal Manager		16 201	17 398	18 780
Total future operational costs		840 722	934 534	1 040 289
Future revenue by source	3			
Exchange Revenue		27 082	458 243	534 211
Service charges - Electricity		399 102	458 243	534 211
Service charges - Water		53 000	56 000	59 000
Service charges - Waste Water Management		33 059	34 743	36 890
Service charges - Waste Management		31 315	32 449	34 396
Agency services		4 461	4 684	4 918
List other revenues sources if applicable				
List entity summary if applicable				
Total future revenue		548 019	1 044 363	1 203 627
Net Financial Implications		364 367	(69 888)	(118 466)

WC022 Witzenberg - Supporting Table SA36 Detailed capital budget

R thousand											2023/24 Medium Term Revenue & Expenditure Framework		
Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Ward Location	GPS Longitude	GPS Lattitude	Current Year 2022/23 Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Parent municipality:													
List all capital projects grouped by Function													
Cemeteries, Funeral Parlours and Crematori	Capex Expanding Of Existing Cemetery	CAP130	Upgrading			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	300	–
Cemeteries, Funeral Parlours and Crematori	Capex New Regional Cemetery	CAP134	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	4 957	–
Community Parks (including Nurseries)	Capex Chainsaws	CAP044	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	90	–
Community Parks (including Nurseries)	Capex Brushcutters	CAP043	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	120	–
Community Parks (including Nurseries)	capex Irrigation Equipment For Parks	CAP149	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	–	500
Community Parks (including Nurseries)	Capex: 1.3 T Truck	CAP055	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	–	1 350
Community Parks (including Nurseries)	Capex Landscaping Of Parks	CAP188	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	300	500
Fire Fighting and Protection	Capex Fire Fighting Equipment	CAP144	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	350	150
Fire Fighting and Protection	Capex Firefighting Response Vehicle	CAP150	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	–	350
Housing	Capex Fencing Trichard Street Flats	CAP194	New			3.1 Provide & maintain facilities that make citizens feel at home.	Ceres	-33,37405	*19,30836*	–	500	–	–
Libraries and Archives	Capex Library Nduli	CAP192	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	N'duli	-33,35434	*19,34291*	500	2 000	–	–
Recreational Facilities	Capex Swimming Pool Nduli	CAP193	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	N'duli	-33,35494	*19,34157*	–	–	–	30
Recreational Facilities	Capex Furniture & Equipment For Chalets	CAP007	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Ceres	-33,37118	*19,30735*	–	–	450	–
Sports Grounds and Stadiums	3x3 M Container	CAP003	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	100	500
Sports Grounds and Stadiums	Capex Vredebes Sportgrounds	CAP185	New			3.1 Provide & maintain facilities that make citizens feel at home.	Vredebes	-33,35314	*19,35505*	–	–	–	–
Sports Grounds and Stadiums	Capex Tulbagh Sports Facilities Upgrade	CAP151	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Tulbagh	-33,2858	*19,35505*	–	–	–	3 913
Roads	Capex Tulbagh Taxi Rank	CAP161	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,35505*	–	174	–	–
Sports Grounds and Stadiums	Capex Sportsground Development & Upgrad	CAP141	Upgrading			3.1 Provide & maintain facilities that make citizens feel at home.	Ceres	-33,37118	*19,30735*	–	–	–	400
Sports Grounds and Stadiums	Capex Resurface Netball Courts	CAP187	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	–	200	250
Sports Grounds and Stadiums	Capex Upgrade Of Sport Facilities	CAP203	Upgrading			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	1 229	423	–	–
Mayor and Council	Capex: Upgrade Council Chambers	CAP062	Upgrading			2.1 Support Institutional Transformation & Development	Ceres	-33,37126	*19,30546*	–	–	–	500
Fianance and Administration	Capex: Access Control - Furniture And Equip	CAP065	Upgrading			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,37126	*19,30546*	–	–	–	1 000
Marketing, Customer Relations, Publicity and	Capex Camera Equipment	CAP189	New			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,37118	*19,30735*	–	–	20	–
Information Technology	Capex: It Equipment	CAP002	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	598	–	–	3 150
Fleet Management	Capex Vehicle Replacement Programme	CAP032	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 422	2 000	–	1 200
Traffic	Capex Test Centre	CAP111	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	–	850	–	–
Finance and Administration	Capex Plant & Equipment	CAP005	Renewal			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,37118	*19,30735*	279	130	170	500
Information Technology	Cpex Computer Hardware	CAP116	Renewal			2.2 Ensure financial viability.	Whole of the Municipality	-33,37118	*19,30735*	50	50	–	–
Electricity	Capex Vredebes Electrical Network	CAP013	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Vredebes	-33,35314	*19,35505*	890	3 391	870	870
Electricity	Capex Mv Substation Equipment	CAP138	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 000	–	1 500	–
Electricity	Capex Upgrade Of Lv Network Cables	CAP139	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 000	–	1 000	–
Electricity	Mv Network Equipment	CAP137	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 000	100	1 000	–
Electricity	Capex Upgrade Of Mv Cables	CAP140	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Wolseley	-33,37118	*19,30735*	848	–	600	1 500
Municipal Manager, Town Secretary and Chi	Capex Tools & Equipment	CAP073	Renewal			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,37118	*19,30735*	290	–	50	–
Electricity	Capex Electrical Network Refurbishment	CAP186	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	1 500	–
Street Lighting and Signal Systems	Capex Upgrade Of Streetlights	CAP142	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	350	500
Fleet Management	Capex Workshop Building Upgrade	CAP200	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Ceres	-33,37118	*19,30735*	60	–	–	300
Roads	Capex Network Street	CAP077	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	2 000	–	–	2 500
Roads	Traffic Calming	CAP020	New			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	200	50
Roads	Capex Rehabilitation - Streets Tulbagh	CAP078	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,4122*	–	–	–	3 500
Roads	Capex Upgrade Van Breda Bridge (own Con	CAP123	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Ceres	-33,37983	*19,31496*	30 876	24 513	–	–
Electricity	Capex: Tools & Equipment	CAP067	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	150	250
Roads	Capex Nmt Sidewalks Ceres, Voortrekker St	CAP157	New			1.1 Sustainable provision & maintenance of basic infrastructure	Ceres	-33,37983	*19,31496*	–	–	500	–
Roads	Capex: Vredebes Acces Collector	CAP091	New			1.1 Sustainable provision & maintenance of basic infrastructure	Vredebes	-33,35314	*19,35505*	10 910	436	–	–
Roands	Capex Road Maintenance & Upgrading	CAP190	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	–	–
Sewerage	Capex Aerator Replacement Programme	CAP075	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	500	–
Sewerage	Capex Refurbishment Wwtw	CAP076	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Wolseley	-33,37118	*19,30735*	–	–	750	–
Sewerage	Capex Sewer Pumps-replacement	CAP072	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	250	–
Sewerage	Sewer Network Replacement	CAP018	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	3 182	100	2 000	–
Sewerage	Capex Security Upgrades Pumpstations	CAP074	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Wolseley	-33,37118	*19,30735*	63	–	300	–
Solid Waste Disposal (Landfill Sites)	Capex Fencing Landfill Site	CAP184	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,27411	*19,32686*	1 000	3 000	–	–
Solid Waste Disposal (Landfill Sites)	Drop Off -transfer Stations	CAP155	New			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 200	6 000	–	–
Storm Water Management	Network - Storm Water Upgrading	CAP019	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	450	–
Water Distribution	Infrastructure Management System	CAP216	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	200	–
Community Parks (including Nurseries)	Plant & Equipment	CAP011	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	40	–	50	600
Water Distribution	Capex Security Upgrades	CAP083	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	450	–
Water Distribution	Network- Water Pipes & Valve Replace	CAP030	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	28	100	2 000	–
Water Distribution	Capex Grey Water System	CAP148	New			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	–	500	1 000
Water Storage	Capex Tulbagh Reservoir	CAP180	New			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,28597	*19,15311*	–	2 701	4 526	–
Roands	Capex Rossouw Straat Upgrade	CAP209	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Tulbagh	-33,2858	*19,4122*	–	–	107	9 075
Water Distribution	Capex Vredebes Bulk Internal Waterpipeline	CAP 211	New			1.1 Sustainable provision & maintenance of basic infrastructure	Vredebes	-33,35314	*19,35505*	–	–	907	–
Water Distribution	Capex Nduli: Upgrade & Replace Water Pipe	CAP212	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	N'duli	-33,35434	*19,34291*	–	–	3 913	–
Roads	Capex Tulbagh Upgrade Roads North Of St	CAP 210	Renewal			3.1 Provide & maintain facilities that make citizens feel at home.	Tulbagh	-33,26962	*19,15393*	–	–	8 261	–
Sewerage	Caapex Refuse Removsal Truck	CAP213	New			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	–	5 048	–	–
Water Distribution	Capex Tierhokskloof Bulk Pipeline	CAP167	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Wolseley	-33,41023	*19,2218*	820	13 876	–	–
Electricity	Capex Fencing Tulbagh	CAP215	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,26962	*19,15393*	–	2 000	–	–
Finance and Administration	Capex Electronic Customer Care System	CAP206	New			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,37118	*19,30735*	348	–	–	–
Finance and Administration	Capex Security Cameras	CAP196	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	230	–	–	–
Civil Services	Capex Fencing Tulbagh	CAP154	Upgrading			2.1 Support Institutional Transformation & Development	Whole of the Municipality	-33,2858	*19,35505*	1 000	–	–	–
Recreational Facilities	Capex Ablution Facilities At Hamlet (breestr	CAP199	New			3.1 Provide & maintain facilities that make citizens feel at home.	PA Hamlet	-33,27411	*19,32686*	435	–	–	–

Function	Project Description	Project Number	Type	MTSF Service Outcome	IUDF	Own Strategic Objectives	Ward Location	GPS Longitude	GPS Lattitude	Current Year 2022/23 Full Year Forecast	Budget Year 2023/24	Budget Year +1 2024/25	Budget Year +2 2025/26
Recreational Facilities	Sportfield Equipment	CAP169	New			3.1 Provide & maintain facilities that make citizens feel at home.	Whole of the Municipality	-33,37118	*19,30735*	30	–	–	–
Recreational Facilities	Ceres Upgrade Of Leyell Str Sport Facilities	CAP145	Upgrading			3.1 Provide & maintain facilities that make citizens feel at home.	Ceres	-33,37118	*19,30735*	6 355	435	–	–
Civil Services	Vehicle Replacement (belguim Funding)	CAP201	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	193	–	–	–
Finance and Administration	Furniture & Office Equipment	CAP202	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	260	–	–	–
Civil Services	Wolseley Public Toilets	CAP183	New			1.1 Sustainable provision & maintenance of basic infrastructure	Wolseley	-33,41023	*19,2218*	1 370	–	–	–
Civil Services	Capex Generators	CAP204	New			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	1 413	–	–	–
Civil Services	Capex Toilets For Informal Settlements	CAP195	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*	957	–	–	–
Civil Services	Upgrade Waste Water Treatment Works	CAP198	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Wolseley	-33,37118	*19,30735*	9 294	–	–	–
Civil Services	Tulbagh Dam	CAP029	New			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,35505*	16 730	–	–	–
Civil Services	Tulbagh Reservoir	CAP207	New			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,35505*	50	–	–	–
Civil Services	Op-die-berg Reservoir	CAP101	New			1.1 Sustainable provision & maintenance of basic infrastructure	Op-die-Berg			2 855	2 681	–	–
Public safety	Firefighting Equipment	CAP218	Renewal			1.1 Sustainable provision & maintenance of basic infrastructure	Whole of the Municipality	-33,37118	*19,30735*		857	–	–
Local Economic Development	Upgrading Busy Bee Building-Tulbagh	CAP219	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,35505*		300	–	–
Civil Services	Tulbagh bulk sewer lowcost housing	CAP217	Upgrading			1.1 Sustainable provision & maintenance of basic infrastructure	Tulbagh	-33,2858	*19,35505*		–	–	10 435
Parent Capital expenditure										100 801	71 664	39 941	44 872
Entities: *List all capital projects grouped by Entity*													
Entity Capital expenditure										–	–	–	–
Total Capital expenditure										100 801	71 664	39 941	44 872

References

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Director: Finance

DATUM / DATE: 16 January 2023

VERW. / REF.: 05/12/1/3

IMPLEMENTATION OF THE DEBT COLLECTION AND CREDIT CONTROL POLICY

Purpose

The purpose of this report is for council to consider the full implementation of the debt collection and credit control policy in an effort to improve on the debt collection percentage.

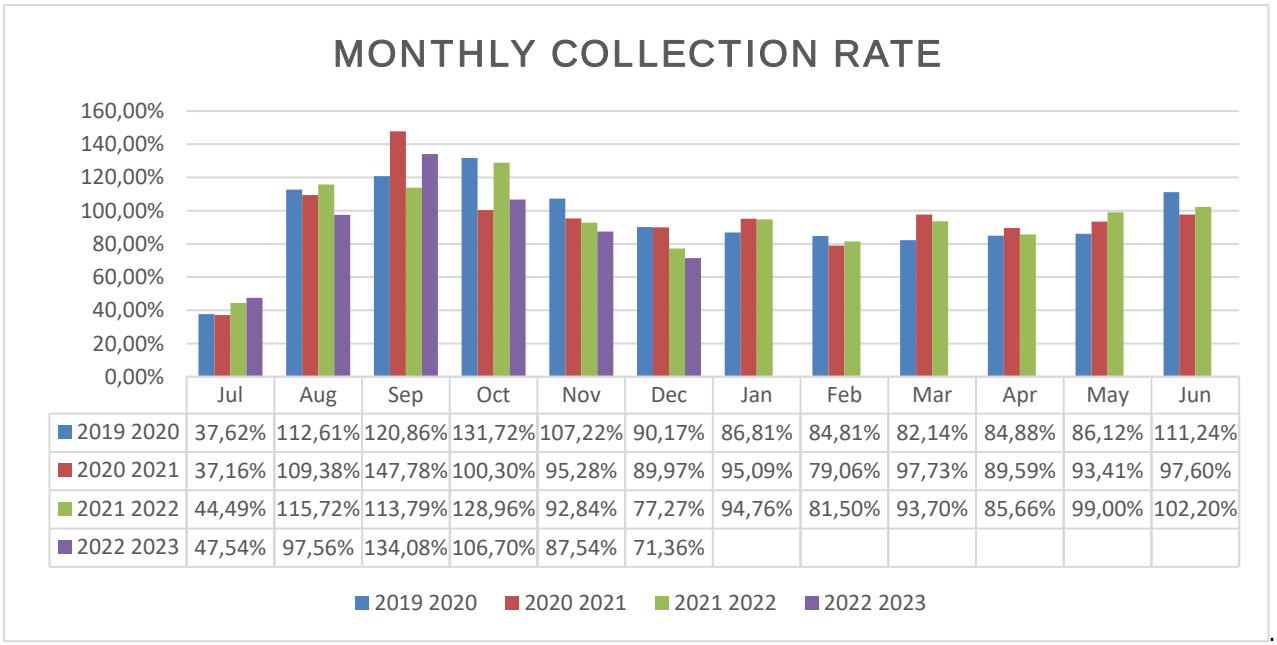
Legislature framework

In terms of Section 96 of the Municipal Systems Act (act 32 of 2000), Council must collect all money that is due and payable to it. Subject to the provisions the Municipal Systems Act. It also allows the municipality to compile and adopt a policy to give effect to this power to collect. Council adopt a credit Control and Debt Collection Policy on 28 May 2009, item 8.1.2(c). Amendments to this policy were approved at subsequent council meetings.

Section 64 (2) of the Municipal Finance Act (56 of 2003) The accounting officer must take all reasonable steps to ensure—*(a)* that the municipality has effective revenue collection systems consistent with section 95 of the Municipal Systems Act and the municipality's credit control and debt collection policy-

Background

The year to date recovery rate for the year excluding traffic fines is 85%. The annual target for debt collection is 94%.



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2019 2020	37,62%	112,61%	120,86%	131,72%	107,22%	90,17%	86,81%	84,81%	82,14%	84,88%	86,12%	111,24%
2020 2021	37,16%	109,38%	147,78%	100,30%	95,28%	89,97%	95,09%	79,06%	97,73%	89,59%	93,41%	97,60%
2021 2022	44,49%	115,72%	113,79%	128,96%	92,84%	77,27%	94,76%	81,50%	93,70%	85,66%	99,00%	102,20%
2022 2023	47,54%	97,56%	134,08%	106,70%	87,54%	71,36%						

The payment percentages for the different areas are as follows:

	Debits Raised	Payments Received	Total Outstanding	Payment Percentage
Ceres	283	276	45	97.6%
Farms	112	115	11	102.6%
Bella Vista	20	18	21	88.7%
Wolseley	49	44	36	90.2%
Tulbagh	35	33	21	94.3%
PA Hamlet	22	10	63	44.8%
Op die Berg	6	2	18	30.7%
Nduli	19	2	88	9.5%

The following table indicates the outstanding amounts as per service

	Total Outstanding
Rates	40
Electricity	31
Other	4
Refuse	73
Sewerage	65
Water	121

The following table list the payment percentage per customer group for the previous financial year:

	Debits Raised	Payments Received	Total Outstanding	Payment Percentage
Business	311	310	35	100%
Government	36	36	8	103%
Residential	199	152	282	76%
Farms	6	5	3	95%

Financial Implications

If the current downward trend of debt collection continues, the provision for impairment of receivables (bad debt) will have to be increased from R 38 million to R82 million for the current financial year. As a result, the expenditure budget will therefore have to be adjusted downward with ±R 44 million. This will have a negative impact on all operations of the municipality including the repair and maintenance of service delivery infrastructure.

Discussion

The current credit control practices of disconnecting and blocking of electricity supply is ineffective in the Eskom supplied areas of Prince Alfred Hamlet, Op die Berg and most rural areas, as indicated above.

Additional credit control measures as per the approved credit control and debt collection policy must be implemented in these areas as an effort to collect outstanding debt and increasing the overall collection rate.

The purpose of debt collection processes including legal action is to convince a debtor to pay his outstanding account and to cultivate a culture of payment.

Recommendation

That the following additional credit control steps be implemented:

1. Cutting or blocking of electricity–
   1.1. Amount equal to two months' debits are payable before restoring connection- (conventional meters)
   1.2. Portion of electricity purchases to be set off against arrear debt. (Auxiliary - 30%)

2. Indigent households-
   2.1. Portion of electricity purchases to be set off against arrear debt. (Auxiliary - 30%)
   2.2. Indigent households be moved from conventional electricity to pre-paid electricity

3. Legal collection process –
   3.1. Section 129 Notice- (in terms of National Credit Act).
   3.2. 14 Days later after Section 129 Notice, Summons is compiled.
   3.3. Clerk of the Court issues the summons.
   3.4. Sheriff of the Court serve the summons on the defendant.
   If there is moveable property that can be attached:
   3.5. If no payment received on summons - Judgement and Warrant of Execution is issued on movable property.
   3.6. Council resolution on process to be followed;
   3.7. Instruction to sheriff to attach and remove movable property and to sell the attached property.
   3.8. Advertisement in newspaper of intention to sell movable property
   3.9. Sale in execution of attached moveable property by sheriff.
   If there is no moveable property that can be attached:
   3.10. Report with Nulla Bona on fixed property with municipal value for less than R 300 000.00 to Council for write off;
   3.11. Municipal fixed property with value more than R 300 000.00, section 66 application compiled by private external attorney and application to sell immovable property in a sale of execution, brought before court;
   3.12. Council resolution on process to be followed;
   3.13. Advertisement in newspaper by attorney of intention to sell immovable property in local newspaper as well as government gazette;
   3.14. Sale in execution of attached immoveable property by sheriff.

4. Pre-Payment Water Meters
   4.1. Installation of pre-paid water meters if other debt collection measures are not successful;
   4.2. That the water consumption can be limited to a maximum of 200 litres per day (6 kilolitres per month);

Yours faithfully

H J KRITZINGER
DIRECTOR: FINANCE

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Quarterly Budget Statement Report {Section 52(d)} for the Period 1 January 2023 to 31 March 2023

Accumulated Information for the period 1 July 2022 to 31 March 2023

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

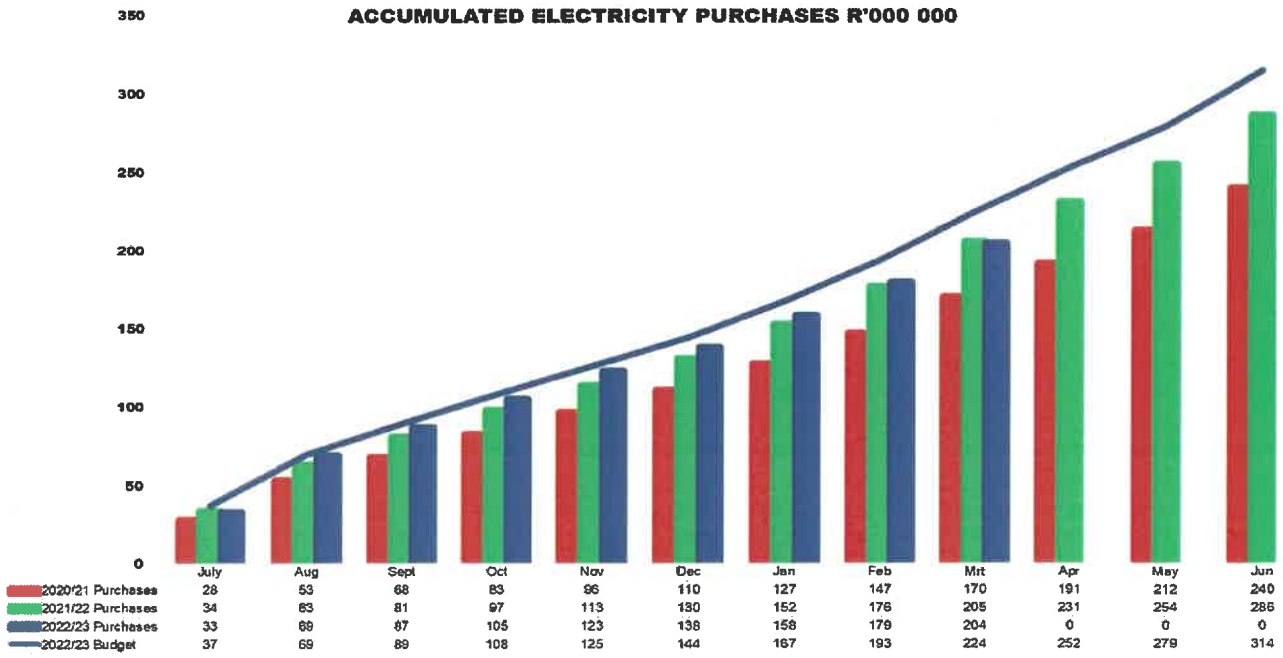
Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Aldermen
Councillors

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 January 2023 to 31 March 2023.

The year-to-date recovery rate for the year excluding traffic fines is 87.5%. The annual target for debt collection is 94%. Unfortunately, some government departments were also late with their payments. Steps must be implemented against defaulters to improve the collection rate.

The ever-increasing hours of load shedding is a major concern as it has a negative effect on the economy of the Witzenberg municipal area.

The electricity purchases from Eskom for the period under review is R 20 million less than budgeted. The decline in electricity purchases can be attributed to the ongoing load shedding, as well as Eskom's inability to expand the electricity supply to the Witzenberg Area. These factors have a direct negative impact on the growth and expansion of the local economy.



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mrt	Apr	May	Jun
2020/21 Purchases	28	53	68	83	96	110	127	147	170	191	212	240
2021/22 Purchases	34	63	81	97	113	130	152	176	205	231	254	286
2022/23 Purchases	33	69	87	105	123	138	158	179	204	0	0	0
2022/23 Budget	37	69	89	108	125	144	167	193	224	252	279	314

We must consider other local sources of electricity to enable economic growth and the resulting job creation, as the current Eskom network cannot transport the needed quantities of electricity.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

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: 19 April 2023

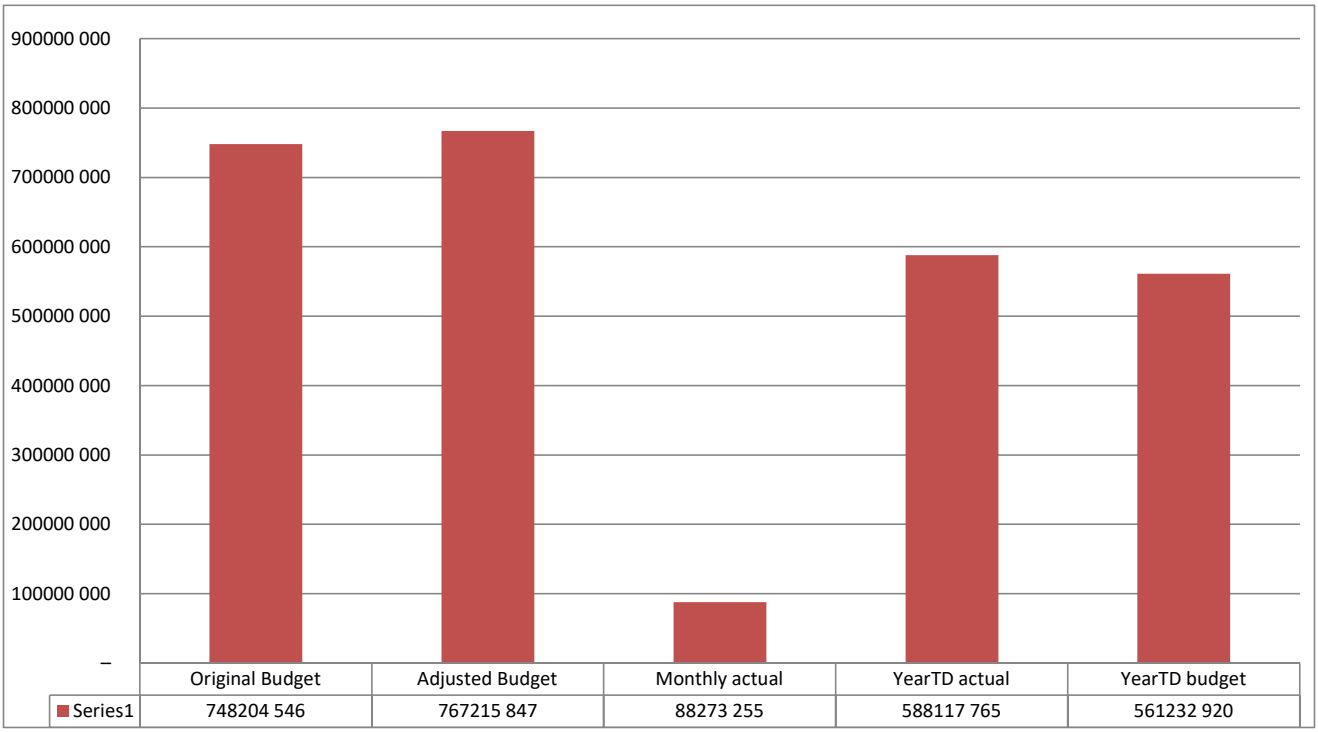
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

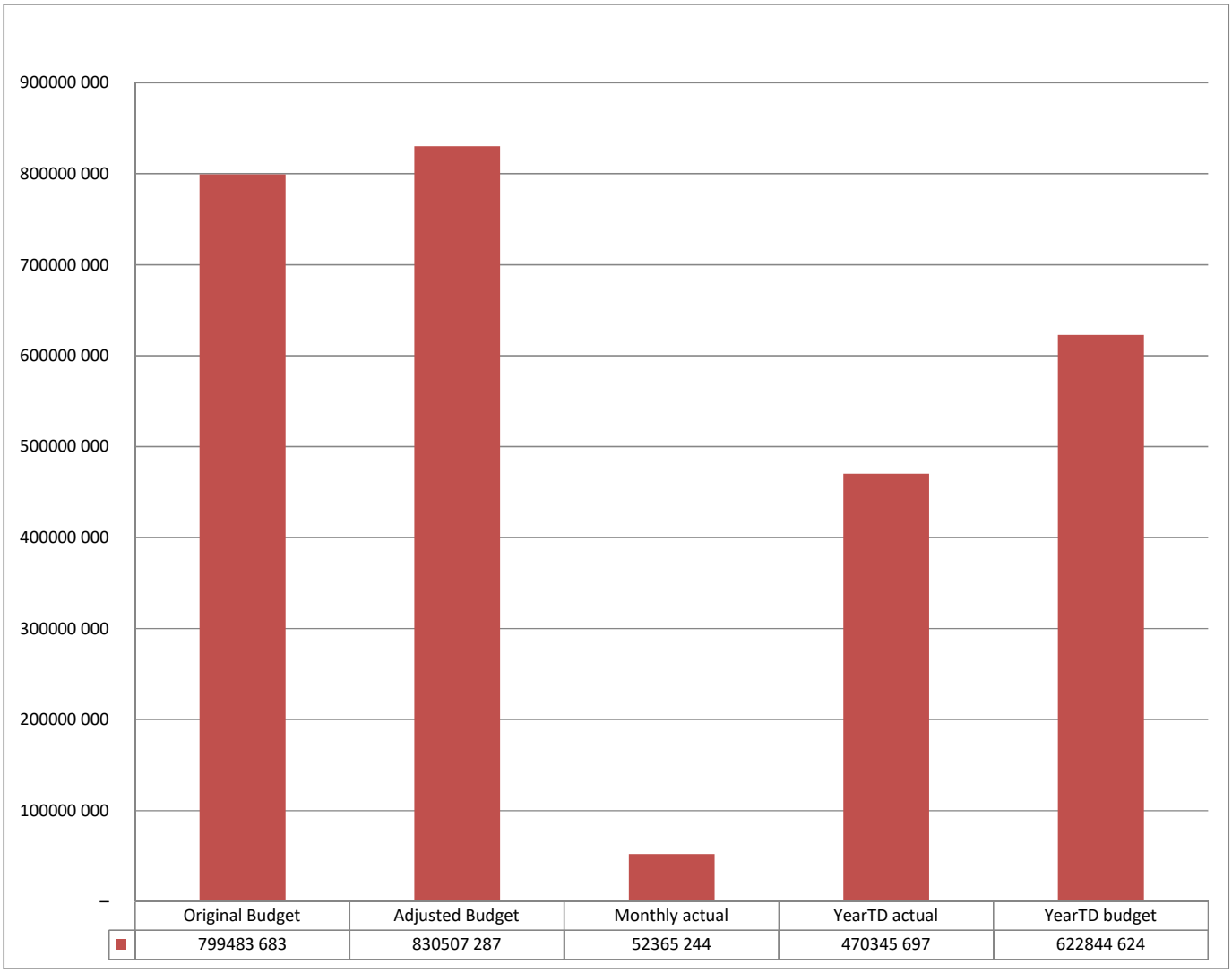
TOTAL OPERATIONAL REVENUE



For the period 1 January 2023 to 31 March 2023, 76.66% of the budgeted operational revenue was raised.

Vir die periode 1 Januarie 2023 to 31 Maart 2023, is 76.66% van die begrote operasionele inkomste gehef.

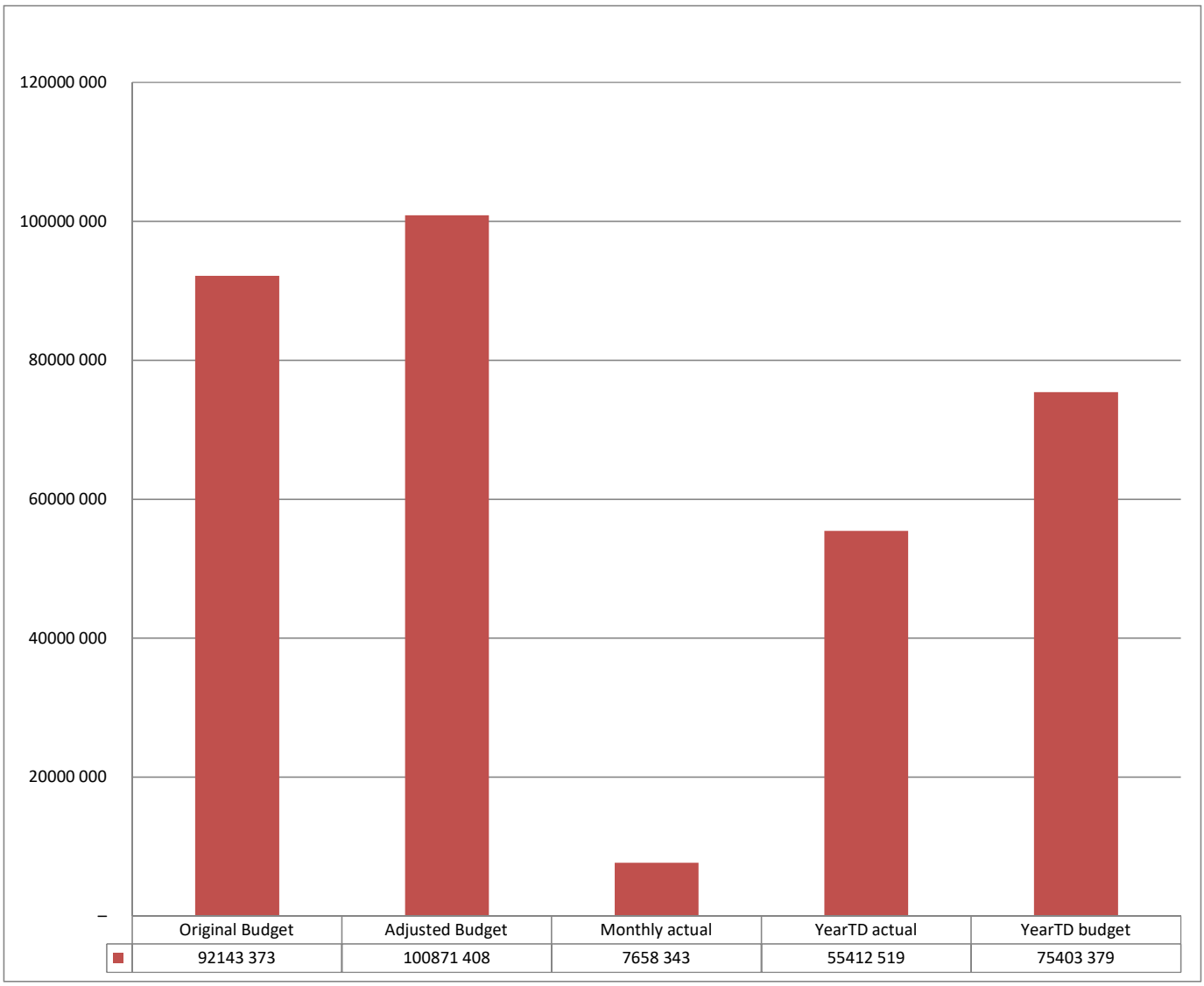
TOTAL OPERATIONAL EXPENDITURE



For the period 1 January 2023 to 31 March 2023, 56.63% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Januarie 2023 to 31 Maart 2023, is 56.63% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 January 2023 to 31 March 2023, 54.93% of the budgeted capital expenditure was incurred.

Vir die periode 1 Januarie 2023 to 31 Maart 2023, is 54.93% 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 March 2023.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q3 Third Quarter

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	4 174	81 088	71 694	9 393	13%	95 592
Service charges	434 782	449 486	449 486	35 205	322 479	322 937	(457)	-0%	449 486
Investment revenue	5 580	5 089	6 020	1 234	9 091	4 515	4 576	101%	28 405
Transfers recognised - operational	124 169	152 300	153 268	42 241	127 451	114 951	12 500	11%	153 268
Other own revenue	62 003	45 738	62 849	5 420	48 008	47 136	872	2%	62 849
transfers and contributions)	715 243	748 205	767 216	88 273	588 118	561 233	26 885	5%	789 601
Employee costs	10 070	247 136	242 212	17 411	166 189	181 659	(15 470)	-9%	242 212
Remuneration of Councillors	10 070	12 108	12 108	895	8 164	9 081	(916)	-10%	12 108
Depreciation & asset impairment	38 331	39 589	52 989	–	–	39 741	(39 741)	-100%	52 989
Finance charges	8 948	9 116	13 707	13	64	10 281	(10 217)	-99%	13 707
Materials and bulk purchases	300 157	330 565	333 081	23 266	191 443	249 810	(58 367)	-23%	333 081
Transfers and grants	2 624	13 143	7 142	88	1 330	5 356	(4 026)	-75%	7 142
Other expenditure	320 309	147 827	169 270	10 693	103 156	126 917	(23 761)	-19%	169 270
Total Expenditure	690 510	799 484	830 507	52 365	470 346	622 845	(152 499)	-24%	830 507
Surplus/(Deficit)	24 734	(51 279)	(63 291)	35 908	117 772	(61 612)	179 384	-291%	(40 907)
Transfers recognised - capital	64 244	53 821	77 343	–	0	58 007	(58 007)	-100%	77 343
Contributions & Contributed assets	449	453	453	–	–	340	(340)	-100%	453
& contributions	89 427	2 995	14 504	35 908	117 772	(3 265)	121 037	-3707%	36 889
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	89 427	2 995	14 504	35 908	117 772	(3 265)	121 037	-3707%	36 889
Capital expenditure & funds sources									
Capital expenditure	75 781	92 143	100 871	7 658	55 413	75 403	(19 991)	-27%	100 871
Capital transfers recognised	64 196	60 036	77 978	6 038	44 733	58 483	(13 751)	-24%	77 978
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	1 000	–	–	500	(500)	-100%	1 000
Internally generated funds	9 398	22 107	21 894	1 620	10 680	16 420	(5 740)	-35%	21 894
Total sources of capital funds	75 072	92 143	100 871	7 658	55 413	75 403	(19 991)	-27%	100 871
Financial position									
Total current assets	271 947	242 916	263 241		454 727				263 241
Total non current assets	1 118 690	1 124 460	1 119 578		1 174 100				1 119 578
Total current liabilities	120 617	137 549	137 156		235 959				137 156
Total non current liabilities	234 105	260 296	264 880		239 190				264 880
Community wealth/Equity	1 035 916	969 530	980 783		1 153 679				980 783
Cash flows									
Net cash from (used) operating	97 075	74 035	113 496	84 771	195 631	85 122	110 510	130%	117 908
Net cash from (used) investing	(63 921)	(92 143)	(100 661)	(70 000)	(147 001)	(75 496)	(71 505)	95%	(100 871)
Net cash from (used) financing	876	9 000	9 000	12	166	6 750	(6 584)	-98%	166
end	149 336	143 632	174 574	–	193 666	169 116	24 550	15%	170 907
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	53 332	6 410	5 791	5 510	5 279	5 115	33 150	265 295	379 883
Creditors Age Analysis									
Total Creditors	1 343	1 502	–	–	–	–	–	–	2 845

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	2021/22	Budget Year 2022/23							
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	121 109	120 607	124 439	7 735	104 809	93 286	11 523	12%	124 204
Executive and council	8 088	260	260	3	24	195	(171)	-88%	24
Finance and administration	113 021	120 347	124 179	7 732	104 784	93 091	11 694	0	124 179
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	169 566	43 215	143 397	127 175	16 222	13%	169 566
Community and social services	121 745	135 103	135 304	42 246	126 614	101 478	25 136	25%	135 304
Sport and recreation	9 438	12 172	12 172	477	5 336	9 129	(3 793)	-42%	12 172
Public safety	14 298	16 035	16 299	621	11 419	12 224	(806)	-7%	16 299
Housing	835	12 165	5 792	(129)	29	4 344	(4 316)	-99%	5 792
Health	–	–	–	–	–	–	–		–
Economic and environmental services	15 086	17 180	41 333	132	1 813	30 999	(29 186)	-94%	41 333
Planning and development	2 643	4 600	3 631	132	1 813	2 723	(910)	-33%	3 631
Road transport	12 443	12 570	35 708	–	0	26 781	(26 781)	-100%	35 708
Environmental protection	0	10	1 993	–	–	1 495	(1 495)	-100%	1 993
Trading services	497 310	489 091	509 547	37 191	337 995	368 025	(30 030)	-8%	509 547
Energy sources	335 811	335 873	338 295	27 791	232 544	239 582	(7 039)	-3%	338 295
Water management	72 814	87 028	93 788	4 848	42 975	70 345	(27 370)	-39%	93 788
Waste water management	37 551	33 120	39 020	2 571	35 718	29 265	6 453	22%	39 020
Waste management	51 135	33 071	38 444	1 982	26 759	28 833	(2 074)	-7%	38 444
Other	116	126	126	(0)	104	95	9	10%	126
Total Revenue - Functional	779 937	802 479	845 012	88 273	588 118	619 580	(31 462)	-5%	844 776
Expenditure - Functional									
Governance and administration	108 349	154 226	167 431	8 597	87 871	125 573	(37 701)	-30%	167 431
Executive and council	23 583	31 784	32 508	2 020	18 437	24 381	(5 944)	-24%	32 508
Finance and administration	82 852	120 211	132 686	6 358	67 566	99 515	(31 948)	-32%	132 686
Internal audit	1 914	2 231	2 237	219	1 868	1 677	191	11%	2 237
Community and public safety	99 148	121 751	113 932	7 083	68 217	85 414	(17 197)	-20%	113 932
Community and social services	27 397	31 831	30 446	2 148	19 385	22 800	(3 415)	-15%	30 446
Sport and recreation	30 250	30 591	30 984	2 496	21 599	23 238	(1 639)	-7%	30 984
Public safety	36 554	42 158	41 925	2 585	24 301	31 443	(7 143)	-23%	41 925
Housing	4 947	17 172	10 577	(147)	2 932	7 933	(5 000)	-63%	10 577
Health	–	–	–	–	–	–	–		–
Economic and environmental services	32 010	37 538	42 808	2 592	24 019	32 106	(8 087)	-25%	42 808
Planning and development	11 200	12 176	12 824	910	8 864	9 618	(754)	-8%	12 824
Road transport	20 001	23 714	26 448	1 570	14 365	19 836	(5 470)	-28%	26 448
Environmental protection	808	1 648	3 537	112	790	2 652	(1 862)	-70%	3 537
Trading services	385 805	424 942	430 610	30 377	255 486	322 957	(67 470)	-21%	430 610
Energy sources	316 479	353 660	352 491	24 645	201 989	264 368	(62 378)	-24%	352 491
Water management	39 383	40 655	46 803	3 314	31 699	35 102	(3 403)	-10%	46 803
Waste water management	29 944	30 628	31 316	2 418	21 798	23 487	(1 689)	-7%	31 316
Waste management	–	–	–	–	–	–	–		–
Other	933	953	953	1	676	715	(39)	-5%	953
Total Expenditure - Functional	626 245	739 411	755 734	48 649	436 270	566 765	(130 495)	-23%	755 734
Surplus/ (Deficit) for the year	153 692	63 068	89 278	39 625	151 848	52 815	99 033		89 042

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	2021/22	Budget Year 2022/23							
	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	121 109	120 607	124 439	7 735	104 809	93 286	11 523	12%	124 204
Executive and council	8 088	260	260	3	24	195 219	(171)	-88%	24
Mayor and Council	8 088	–	–	3	24	-	24		24
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	195	(195)	-100%	–
Finance and administration	113 021	120 347	124 179	7 732	104 784	93 091	11 694	13%	124 179
Administrative and Corporate Support	1	10	10	–	0	7	(7)	-93%	10
Asset Management	–	–	–	–	–	–	–		–
Budget and Treasury Office	112 606	119 453	123 085	7 726	104 470	92 270	12 199	13%	123 085
Finance	–	193	193	–	–	145	(145)	-100%	193
Fleet Management	354	609	809	–	288	607	(318)	-52%	809
Legal Services	–	5	5	–	–	4	(4)	-100%	5
Security Services	60	78	78	7	26	58	(32)	-55%	78
Community and public safety	146 316	175 474	169 566	43 215	143 397	127 175	16 222	13%	169 566
Community and social services	121 745	135 103	135 304	42 246	126 614	101 478	25 136	25%	135 304
Aged Care	110 799	124 036	124 237	34 327	118 321	93 178	25 144	27%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	16	119	181	(62)	-34%	242
Child Care Facilities	–	–	–	–	–	–	–		–
Community Halls and Facilities	186	283	283	16	248	213	35	17%	283
Libraries and Archives	10 498	10 542	10 542	7 886	7 925	7 906	19	0%	10 542
Sport and recreation	9 438	12 172	12 172	477	5 336	9 129	(3 793)	-42%	12 172
Recreational Facilities	6 547	4 869	4 869	462	5 240	3 652	1 588	43%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	15	96	5 477	(5 380)	-98%	7 302
Public safety	14 298	16 035	16 299	621	11 419	12 224	(806)	-7%	16 299
Civil Defence	–	–	264	–	–	198	(198)	-100%	264
Fire Fighting and Protection	25	7	7	1	6	5	1	15%	7
Police Forces, Traffic and Street Parking Control	14 273	16 028	16 028	620	11 413	12 021	(608)	-5%	16 028
Housing	835	12 165	5 792	(129)	29	4 344	(4 316)	-99%	5 792
Housing	835	12 165	5 792	(129)	29	4 344	(4 316)	-99%	5 792
Economic and environmental services	15 086	17 180	41 333	132	1 813	30 999	(29 186)	-94%	41 333
Planning and development	2 643	4 600	3 631	132	1 813	2 723	(910)	-33%	3 631
Economic Development/Planning	902	2 149	780	–	–	585	(585)	-100%	780
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	132	1 813	1 123	690	61%	1 497
Project Management Unit	–	954	1 354	–	–	1 015	(1 015)	-100%	1 354
Road transport	12 443	12 570	35 708	–	0	26 781	(26 781)	-100%	35 708
Roads	12 443	12 570	35 708	–	0	26 781	(26 781)	-100%	35 708
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	0	10	1 993	–	–	1 495	(1 495)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	1 495	(1 495)	-100%	1 993
Trading services	497 310	489 091	509 547	37 191	337 995	368 025	(30 030)	-8%	509 547
Energy sources	335 811	335 873	338 295	27 791	232 544	239 582	(7 039)	-3%	338 295
Electricity	334 246	335 873	338 295	27 791	232 544	239 582	(7 039)	-3%	338 295
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	93 788	4 848	42 975	70 345	(27 370)	-39%	93 788
Water Treatment	–	–	–	–	–	–	–		–
Water Distribution	72 814	70 521	81 640	4 848	42 975	61 233	(18 259)	-30%	81 640
Water Storage	–	16 508	12 148	–	–	9 111	(9 111)	-100%	12 148
Waste water management	37 551	33 120	39 020	2 571	35 718	29 265	6 453	22%	39 020
Public Toilets	164	–	812	–	104	609	(505)	-83%	812
Sewerage	36 498	33 120	38 208	2 571	35 614	28 656	6 958	24%	38 208
Waste management	51 135	33 071	38 444	1 982	26 759	28 833	(2 074)	-7%	38 444
Solid Waste Disposal (Landfill Sites)	16 237	–	–	–	–	–	–		–
Solid Waste Removal	34 897	33 071	38 444	1 982	26 759	28 833	(2 074)	-7%	38 444
Street Cleaning	–	–	–	–	–	–	–		–
Other	116	126	126	(0)	104	95	9	10%	126
Licensing and Regulation	116	126	126	(0)	104	95	9	10%	126
Total Revenue - Functional	779 937	802 479	845 012	88 273	588 118	619 580	(31 462)	-5%	844 776

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - Q3 Third Quarter

Description	2021/22	Budget Year 2022/23							
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	108 349	154 226	167 431	8 597	87 871	125 573	(37 701)	-30%	167 431
Executive and council	23 583	31 784	32 508	2 020	18 437	24 381	(5 944)	-24%	32 508
Mayor and Council	14 331	20 035	20 239	1 187	10 808	15 179	(4 372)	-29%	20 239
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	12 268	833	7 629	9 201	(1 572)	-17%	12 268
Finance and administration	82 852	120 211	132 686	6 358	67 566	99 515	(31 948)	-32%	132 686
Administrative and Corporate Support	10 523	13 079	14 369	963	8 641	10 777	(2 136)	-20%	14 369
Asset Management	31	1 804	1 819	17	35	1 364	(1 329)	-97%	1 819
Finance	34 833	36 843	48 793	2 123	28 619	36 597	(7 978)	-22%	48 793
Fleet Management	4 925	3 146	3 125	334	2 781	2 344	437	19%	3 125
Human Resources	11 708	40 419	40 355	1 319	12 714	30 264	(17 550)	-58%	40 355
Information Technology	3 868	5 135	4 988	398	3 195	3 741	(546)	-15%	4 988
Legal Services	1 368	2 821	2 385	106	1 145	1 789	(644)	-36%	2 385
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 173	308	2 979	3 130	(150)	-5%	4 173
Property Services	4 110	1 687	1 683	76	687	1 262	(575)	-46%	1 683
Risk Management	7	382	382	–	–	286	(286)	-100%	382
Supply Chain Management	7 006	8 381	8 289	685	5 519	6 217	(697)	-11%	8 289
Valuation Service	451	2 325	2 325	27	1 250	1 744	(493)	-28%	2 325
Internal audit	1 914	2 231	2 237	219	1 868	1 677	191	11%	2 237
Governance Function	1 914	2 231	2 237	219	1 868	1 677	191	11%	2 237
Community and public safety	99 148	121 751	113 932	7 083	68 217	85 414	(17 197)	-20%	113 932
Community and social services	27 397	31 831	30 446	2 148	19 385	22 800	(3 415)	-15%	30 446
Aged Care	6 887	7 985	6 418	473	4 098	4 814	(716)	-15%	6 418
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	4 122	294	2 895	3 057	(163)	-5%	4 122
Child Care Facilities	36	167	170	–	5	127	(123)	-96%	170
Community Halls and Facilities	5 875	6 675	6 673	484	4 136	5 005	(869)	-17%	6 673
Disaster Management	118	69	69	1	34	52	(18)	-35%	69
Education	1	136	134	–	–	101	(101)	-100%	134
Libraries and Archives	10 969	12 874	12 859	896	8 218	9 644	(1 426)	-15%	12 859
Sport and recreation	30 250	30 591	30 984	2 496	21 599	23 238	(1 639)	-7%	30 984
Community Parks (including Nurseries)	8 412	8 646	8 921	742	6 879	6 690	189	3%	8 921
Recreational Facilities	15 126	15 400	15 306	1 296	10 352	11 479	(1 127)	-10%	15 306
Sports Grounds and Stadiums	6 712	6 544	6 758	457	4 367	5 069	(701)	-14%	6 758
Public safety	36 554	42 158	41 925	2 585	24 301	31 443	(7 143)	-23%	41 925
Fire Fighting and Protection	9 108	10 820	10 827	768	6 647	8 120	(1 473)	-18%	10 827
Police Forces, Traffic and Street Parking Control	27 350	31 338	31 098	1 817	17 653	23 323	(5 670)	-24%	31 098
Pounds	–	–	–	–	–	–	–		–
Housing	4 947	17 172	10 577	(147)	2 932	7 933	(5 000)	-63%	10 577
Housing	4 917	16 888	10 293	(151)	2 881	7 720	(4 839)	-63%	10 293
Informal Settlements	30	284	284	4	51	213	(162)	-76%	284
Economic and environmental services	32 010	37 538	42 808	2 592	24 019	32 106	(8 087)	-25%	42 808
Planning and development	11 200	12 176	12 824	910	8 864	9 618	(754)	-8%	12 824
Billboards	–	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 680	159	1 635	2 010	(375)	-19%	2 680
Economic Development/Planning	1 669	1 778	2 137	121	1 344	1 603	(259)	-16%	2 137
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	413	3 932	3 757	175	5%	5 009
Project Management Unit	2 473	2 998	2 998	217	1 953	2 248	(295)	-13%	2 998
Road transport	20 001	23 714	26 448	1 570	14 365	19 836	(5 470)	-28%	26 448
Roads	20 001	23 714	26 448	1 570	14 365	19 836	(5 470)	-28%	26 448
Environmental protection	808	1 648	3 537	112	790	2 652	(1 862)	-70%	3 537
Biodiversity and Landscape	808	1 648	3 537	112	790	2 652	(1 862)	-70%	3 537
Trading services	385 805	424 942	430 610	30 377	255 486	322 957	(67 470)	-21%	430 610
Energy sources	316 479	353 660	352 491	24 645	201 989	264 368	(62 378)	-24%	352 491
Electricity	313 742	347 622	348 568	24 174	200 469	261 425	(60 956)	-23%	348 568
Street Lighting and Signal Systems	2 737	6 038	3 924	471	1 520	2 943	(1 422)	-48%	3 924
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	39 383	40 655	46 803	3 314	31 699	35 102	(3 403)	-10%	46 803
Water Treatment	201	1 406	1 406	13	149	1 054	(906)	-86%	1 406
Water Distribution	36 316	34 239	41 435	3 287	29 767	31 076	(1 309)	-4%	41 435
Water Storage	2 866	5 010	3 962	14	1 783	2 971	(1 189)	-40%	3 962
Waste water management	29 944	30 628	31 316	2 418	21 798	23 487	(1 689)	-7%	31 316
Public Toilets	1 712	1 995	1 990	112	1 261	1 493	(231)	-16%	1 990
Sewerage	28 232	28 633	29 326	2 306	20 537	21 994	(1 457)	-7%	29 326

Description	2021/22	Budget Year 2022/23							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	21 147	15 368	33 219	615	1 599	24 914	(23 315)	-94%	33 219
Solid Waste Removal	35 105	35 220	32 347	2 738	27 743	24 260	3 483	14%	32 347
Street Cleaning	174	566	566	2	38	424	(387)	-91%	566
Other	933	953	953	1	676	715	(39)	-5%	953
Licensing and Regulation	33	53	53	1	1	40	(39)	-98%	53
Tourism	900	900	900	–	675	675	(0)	0%	900
Total Expenditure - Functional	626 245	739 411	755 734	48 649	436 270	566 765	(130 495)	-23%	755 734
Surplus/ (Deficit) for the year	153 692	63 068	89 278	39 625	151 848	52 815	99 033	188%	89 042

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	2021/22	Budget Year 2022/23							
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	110 999	116 830	121 132	7 582	103 694	90 848	12 847	14,1%	121 132
Vote 2 - Community Services	133 319	161 869	156 312	42 611	132 233	117 234	14 999	12,8%	156 312
Vote 3 - Corporate Services	22 716	16 652	17 116	623	11 726	12 837	(1 111)	-8,7%	17 116
Vote 4 - Technical Services	512 276	505 741	548 665	37 416	340 081	397 321	(57 241)	-14,4%	548 665
Vote 5 - Municipal Manager	611	1 386	1 786	52	479	1 340	(861)	-64,3%	1 786
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	845 012	88 284	588 212	619 580	(31 367)	-5,1%	845 012
Expenditure by Vote									
Vote 1 - Financial Services	34 002	51 044	62 270	2 082	29 021	46 704	(17 683)	-37,9%	62 270
Vote 2 - Community Services	74 791	96 548	91 221	5 541	53 283	68 381	(15 098)	-22,1%	91 221
Vote 3 - Corporate Services	75 105	118 517	119 535	6 244	58 722	89 649	(30 927)	-34,5%	119 535
Vote 4 - Technical Services	481 478	519 140	542 881	36 578	312 270	407 161	(94 891)	-23,3%	542 881
Vote 5 - Municipal Manager	11 383	14 235	14 600	1 037	9 573	10 950	(1 377)	-12,6%	14 600
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	676 759	799 484	830 507	51 481	462 869	622 845	(159 975)	-25,7%	830 507
Surplus/ (Deficit) for the year	103 162	2 995	14 504	36 803	125 343	(3 265)	128 608	-3939,1%	14 504

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q3 Third Quarter

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	121 132	7 582	103 694	90 848	12 847	14%	121 132
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	79 462	95 786	95 786	4 165	81 655	71 840	9 815	14%	95 786
1.3 - Treasury: Debtors	31 477	20 708	25 010	3 412	22 015	18 756	3 259	17%	25 010
1.4 - Treasury: Credit controle	–	258	258	(2)	(2)	193	(195)	-101%	258
1.5 - Supply Chain Management	60	78	78	7	26	58	(32)	-55%	78
1.6 - Director: Finance	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	133 319	161 869	156 312	42 611	132 233	117 234	14 999	13%	156 312
2.1 - Director: Community Services	–	–	–	–	–	–	–		–
2.2 - Cemetries	262	242	242	16	119	181	(62)	-34%	242
2.3 - Housing	1 029	12 260	5 888	(113)	173	4 416	(4 242)	-96%	5 888
2.4 - Libraries	10 575	10 757	10 757	7 887	8 018	8 068	(50)	-1%	10 757
2.5 - Resorts & Swimmng Pools	6 547	4 869	4 869	462	5 240	3 652	1 588	43%	4 869
2.6 - Social Services	110 799	124 036	124 237	34 327	118 321	93 178	25 144	27%	124 237
2.7 - Fire Services & Disaster Management	25	7	7	1	6	5	1	15%	7
2.8 - Environment & Licencing	116	136	2 120	(0)	104	1 590	(1 486)	-93%	2 120
2.9 - Community Halls and Amenities	3 064	7 413	7 413	30	252	5 560	(5 308)	-95%	7 413
2.10 - Local Economic Development	902	2 149	780	–	–	585	(585)	-100%	780
Vote 3 - Corporate Services	22 716	16 652	17 116	623	11 726	12 837	(1 111)	-9%	17 116
3.1 - Director: Corporate Services	–	–	–	–	–	–	–		–
3.2 - Human Resources	354	609	809	–	288	607	(318)	-52%	809
3.3 - Administration	1	10	10	–	0	7	(7)	-93%	10
3.4 - Information Technology	–	–	–	–	–	–	–		–
3.5 - Marketing & Communication	–	5	5	–	–	4	(4)	-100%	5
3.6 - Thusong Centre	–	–	–	–	–	–	–		–
3.7 - Traffic and Protection Services	14 273	16 028	16 292	620	11 413	12 219	(806)	-7%	16 292
3.8 - Tourism	–	–	–	–	–	–	–		–
3.9 - Council Cost	8 088	–	–	3	24	–	24	#DIV/0!	–
3.10 - [Name of sub-vote]	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	512 276	505 741	548 665	37 416	340 081	397 321	(57 241)	-14%	548 665
4.1 - Director: Technical Services	–	260	260	–	–	195	(195)	-100%	260
4.2 - Electro Technical Services	336 868	337 945	339 698	27 897	233 003	240 592	(7 589)	-3%	339 698
4.3 - Water Storage & Distribution	72 814	87 028	93 788	4 848	42 975	70 345	(27 370)	-39%	93 788
4.4 - Waste Water Management	36 498	33 469	38 558	2 571	35 614	28 918	6 696	23%	38 558
4.4 - Waste Management	51 071	33 004	38 377	1 982	26 759	28 783	(2 024)	-7%	38 377
4.5 - Roads	12 443	12 570	35 708	–	0	26 781	(26 781)	-100%	35 708
4.7 - Storm Water Management	889	–	–	–	–	–	–		–
4.8 - Town Planning & Building Control	1 530	1 272	1 272	119	1 626	954	673	71%	1 272
4.9 - Public Toilets	164	–	812	–	104	609	(505)	-83%	812
4.10 - Mechanical Workshop	–	193	193	–	–	145	(145)	-100%	193
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	611	1 386	1 786	52	479	1 340	(861)	-64%	1 786
5.1 - Municipal Manager	–	–	–	–	–	–	–		–
5.2 - Performance & Project Management	–	954	1 354	–	–	1 015	(1 015)	-100%	1 354
5.3 - Property & Legal Services	611	432	432	52	479	324	154	48%	432
5.4 - Internal Audit	–	–	–	–	–	–	–		–
5.5 - IDP	–	–	–	–	–	–	–		–
5.6 - [Name of sub-vote]	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	845 012	88 284	588 212	619 580	(31 367)	-5%	845 012

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	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	4 174	81 088	71 694	9 393	13%	95 592
Service charges - electricity revenue	326 894	337 388	337 388	27 804	232 629	238 859	(6 231)	-3%	337 388
Service charges - water revenue	46 201	49 810	49 810	3 927	35 828	37 361	(1 533)	-4%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 070	31 749	24 040	7 710	32%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	1 404	22 274	22 677	(403)	-2%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	383	3 752	2 562	1 190	46%	3 416
Interest earned - external investments	5 580	5 089	6 020	1 234	9 091	4 515	4 576	101%	6 020
Interest earned - outstanding debtors	17 251	9 111	22 385	2 247	18 381	16 789	1 592	9%	22 385
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	103	6 955	8 353	(1 398)	-17%	11 137
Licences and permits	1 198	2 216	2 216	127	894	1 662	(768)	-46%	2 216
Agency services	4 415	4 249	4 249	408	3 691	3 187	504	16%	4 249
Transfers recognised - operational	124 169	152 300	153 268	42 241	127 451	114 951	12 500	11%	153 268
Other revenue	16 804	15 609	19 446	2 151	14 335	14 584	(249)	-2%	19 446
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 243	748 205	767 216	88 273	588 118	561 233	26 885	5%	767 216
Expenditure By Type									
Employee related costs	202 247	247 136	242 212	17 411	166 189	181 659	(15 470)	-9%	242 212
Remuneration of councillors	10 070	12 108	12 108	895	8 164	9 081	(916)	-10%	12 108
Debt impairment	50 764	46 031	61 230	2 727	41 969	45 922	(3 953)	-9%	61 230
Depreciation & asset impairment	38 331	39 589	52 989	–	–	39 741	(39 741)	-100%	52 989
Finance charges	8 948	9 116	13 707	13	64	10 281	(10 217)	-99%	13 707
Bulk purchases	285 708	314 411	314 411	21 236	179 394	235 808	(56 413)	-24%	314 411
Other materials	14 449	16 154	18 670	2 030	12 049	14 002	(1 953)	-14%	18 670
Contracted services	33 782	52 776	54 985	4 681	27 723	41 239	(13 515)	-33%	54 985
Transfers and grants	2 624	13 143	7 142	88	1 330	5 356	(4 026)	-75%	7 142
Other expenditure	40 337	49 019	53 054	3 285	33 463	39 756	(6 293)	-16%	53 054
Loss on disposal of PPE	3 248	0	0	–	–	0	(0)	-100%	0
Total Expenditure	690 510	799 484	830 507	52 365	470 346	622 845	(152 499)	-24%	830 507
Surplus/(Deficit)	24 734	(51 279)	(63 291)	35 908	117 772	(61 612)	179 384	(0)	(63 291)
Transfers recognised - capital	64 244	53 821	77 343	–	0	58 007	(58 007)	-100%	77 343
Contributions recognised - capital	449	453	453	–	–	340	(340)	-100%	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	89 427	2 995	14 504	35 908	117 772	(3 265)	121 037	–	14 504
Surplus/(Deficit) attributable to	89 427	2 995	14 504	35 908	117 772	(3 265)			14 504
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	89 427	2 995	14 504	35 908	117 772	(3 265)			14 504

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 R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	–	1 000	500	–	–	375	(375)	-100%	500
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	64 366	6 834	38 046	48 275	(10 229)	-21%	64 366
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	53 353	56 390	64 866	6 834	38 046	48 650	(10 604)	-22%	64 866
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 974	180	189	68	138	142	(4)	-3%	189
Vote 2 - Community Services	4 487	9 126	8 461	665	803	6 345	(5 543)	-87%	8 461
Vote 3 - Corporate Services	685	650	1 163	33	522	872	(350)	-40%	1 163
Vote 4 - Technical Services	14 282	25 797	26 192	58	15 904	19 394	(3 490)	-18%	26 192
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	22 428	35 753	36 005	824	17 367	26 754	(9 387)	-35%	36 005
Total Capital Expenditure	75 781	92 143	100 871	7 658	55 413	75 403	(19 991)	-27%	100 871

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q3 Third Quarter

Vote Description R thousands	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	4 719	2 180	3 229	139	810	2 422	(1 611)	-67%	3 229
Executive and council	–	340	430	38	257	322	(66)	-20%	430
Finance and administration	4 719	1 840	2 799	101	554	2 099	(1 546)	-74%	2 799
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	3 991	9 976	8 706	628	691	6 529	(5 839)	-89%	8 706
Community and social services	667	1 222	722	–	20	541	(521)	-96%	722
Sport and recreation	3 084	8 754	7 754	628	670	5 816	(5 145)	-88%	7 754
Public safety	240	–	230	–	–	172	(172)	-100%	230
Housing	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	44 785	4 543	33 876	33 589	286	1%	44 785
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	44 785	4 543	33 876	33 589	286	1%	44 785
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	44 151	2 348	20 036	32 863	(12 828)	-39%	44 151
Energy sources	9 573	4 000	4 739	817	3 042	3 554	(512)	-14%	4 739
Water management	20 159	23 954	20 482	449	9 771	15 361	(5 590)	-36%	20 482
Waste water management	2 448	16 653	16 278	1 083	7 211	12 208	(4 997)	-41%	16 278
Waste management	21 754	10 453	2 653	–	12	1 740	(1 728)	-99%	2 653
Other	–	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cla	75 781	92 143	100 871	7 658	55 413	75 403	(19 991)	-27%	100 871
Funded by:									
National Government	47 360	51 371	47 902	1 915	27 177	35 927	(8 750)	-24%	47 902
Provincial Government	16 432	7 712	27 487	4 123	16 853	20 615	(3 763)	-18%	27 487
District Municipality	404	500	2 135	–	691	1 601	(910)	-57%	2 135
Other transfers and grants	–	453	453	–	12	340	(328)	-97%	453
Transfers recognised - capital	64 196	60 036	77 978	6 038	44 733	58 483	(13 751)	-24%	77 978
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	1 000	–	–	500	(500)	-100%	1 000
Internally generated funds	9 398	22 107	21 894	1 620	10 680	16 420	(5 710)	-35%	21 894
Total Capital Funding	75 072	92 143	100 871	7 658	55 413	75 403	(19 991)	-27%	100 871

References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for
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 in Table SA17

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q3 Third Quarter

Vote Description	2021/22	Budget Year 2022/23							
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	(0)	–	–	–	–	–	–		–
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	(0)	–	–	–	–	–	–		–
1.4 - Treasury: Credit controle	–	–	–	–	–	–	–		–
1.5 - Supply Chain Management	–	–	–	–	–	–	–		–
1.6 - Director: Finance	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	–	1 000	500	–	–	375	(375)	-100%	500
2.1 - Director: Community Services	–	–	–	–	–	–	–		–
2.2 - Cemetries	–	–	–	–	–	–	–		–
2.3 - Housing	–	–	–	–	–	–	–		–
2.4 - Libraries	–	1 000	500	–	–	375	(375)	-100%	500
2.5 - Resorts & Swimmng Pools	–	–	–	–	–	–	–		–
2.6 - Social Services	–	–	–	–	–	–	–		–
2.7 - Fire Services & Disaster Management	–	–	–	–	–	–	–		–
2.8 - Environment & Licencing	–	–	–	–	–	–	–		–
2.9 - Community Halls and Amenities	–	–	–	–	–	–	–		–
2.10 - Local Economic Development	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
3.1 - Director: Corporate Services	–	–	–	–	–	–	–		–
3.2 - Human Resources	–	–	–	–	–	–	–		–
3.3 - Administration	–	–	–	–	–	–	–		–
3.4 - Information Technology	–	–	–	–	–	–	–		–
3.5 - Marketing & Communication	–	–	–	–	–	–	–		–
3.6 - Thusong Centre	–	–	–	–	–	–	–		–
3.7 - Traffic and Protection Services	–	–	–	–	–	–	–		–
3.8 - Tourism	–	–	–	–	–	–	–		–
3.9 - Council Cost	–	–	–	–	–	–	–		–
3.10 - [Name of sub-vote]	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	64 366	6 834	38 046	48 275	(10 229)	-21%	64 366
4.1 - Director: Technical Services	–	–	–	–	–	–	–		–
4.2 - Electro Technical Services	2 098	4 000	3 848	817	2 172	2 886	(714)	-25%	3 848
4.3 - Water Storage & Distribution	19 270	18 730	16 779	449	9 095	12 584	(3 490)	-28%	16 779
4.4 - Waste Water Management	–	14 643	11 663	1 025	5 213	8 747	(3 534)	-40%	11 663
4.4 - Waste Management	21 754	6 000	1 200	–	–	900	(900)	-100%	1 200
4.5 - Roads	10 231	12 017	30 876	4 543	21 566	23 157	(1 591)	-7%	30 876
4.7 - Storm Water Management	–	–	–	–	–	–	–		–
4.8 - Town Planning & Building Control	–	–	–	–	–	–	–		–
4.9 - Public Toilets	–	–	–	–	–	–	–		–
4.10 - Mechanical Workshop	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
5.1 - Municipal Manager	–	–	–	–	–	–	–		–
5.2 - Performance & Project Management	–	–	–	–	–	–	–		–
5.3 - Property & Legal Services	–	–	–	–	–	–	–		–
5.4 - Internal Audit	–	–	–	–	–	–	–		–
5.5 - IDP	–	–	–	–	–	–	–		–
5.6 - [Name of sub-vote]	–	–	–	–	–	–	–		–
							–		
Total multi-year capital expenditure	53 353	56 390	64 866	6 834	38 046	48 650	(10 604)	-22%	64 866

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	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	144 880	143 632	178 787	193 666	178 787
Call investment deposits	–	–	931	80 000	931
Consumer debtors	99 615	63 769	48 571	106 713	48 571
Other debtors	18 418	26 034	26 034	62 200	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	8 919	12 148	8 919
Total current assets	271 947	242 916	263 241	454 727	263 241
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 076 398	1 128 595	1 076 398
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	674	2 113	674
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 119 578	1 174 100	1 119 578
TOTAL ASSETS	1 390 637	1 367 376	1 382 819	1 628 827	1 382 819
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	2 058	611
Consumer deposits	11 549	8 732	8 732	11 960	8 732
Trade and other payables	61 869	99 286	98 893	180 756	98 893
Provisions	45 302	28 921	28 921	41 184	28 921
Total current liabilities	120 617	137 549	137 156	235 959	137 156
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	252 660	238 662	252 660
Total non current liabilities	234 105	260 296	264 880	239 190	264 880
TOTAL LIABILITIES	354 721	397 846	402 036	475 148	402 036
NET ASSETS	1 035 916	969 530	980 783	1 153 679	980 783
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	970 341	1 141 139	970 341
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	980 783	1 153 679	980 783

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

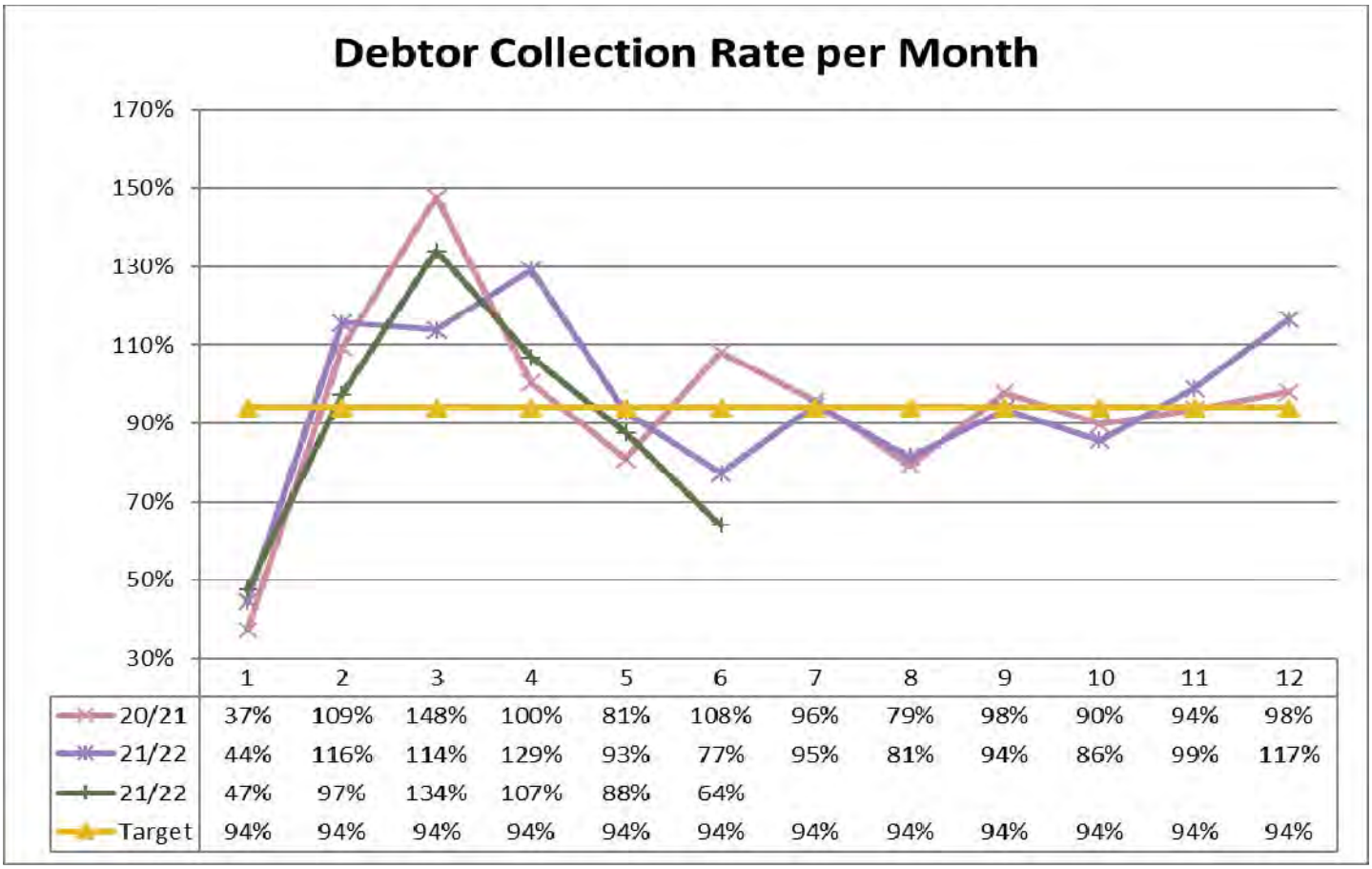
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	5 753	76 835	70 709	6 126	9%	94 278
Service charges	376 330	469 912	469 912	39 991	345 384	352 434	(7 050)	-2%	469 912
Other revenue	32 529	14 898	14 898	2 510	17 819	11 173	6 646	59%	14 898
Government - operating	102 407	149 721	146 616	34 851	133 299	109 962	23 337	21%	146 616
Government - capital	66 276	62 680	91 971	54 149	110 227	68 978	41 249	60%	96 383
Interest	22 831	14 200	27 474	1 109	8 485	20 605	(12 121)	-59%	27 474
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(53 505)	(495 069)	(548 740)	(53 671)	10%	(731 653)
Finance charges	(226)	–	–	–	(10)	–	10		–
Transfers and Grants	–	–	–	(88)	(1 338)	–	1 338		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	113 496	84 771	195 631	85 122	5 864	7%	117 908
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	(70 000)	(80 000)	–	(80 000)		–
Payments									
Capital assets	(63 921)	(92 143)	(100 661)	–	(67 014)	(75 496)	(8 482)	11%	(100 871)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(63 921)	(92 143)	(100 661)	(70 000)	(147 001)	(75 496)	71 505	-95%	(100 871)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	7 500	(7 500)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	12	273	–	273		–
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	(107)	(750)	(643)	86%	(1 000)
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	12	166	6 750	6 584	98%	166
									–
NET INCREASE/ (DECREASE) IN CASH HELD	34 031	(9 108)	21 834	14 783	48 796	16 376			26 037
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	149 336	143 632	174 574		193 666	169 116			170 907

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

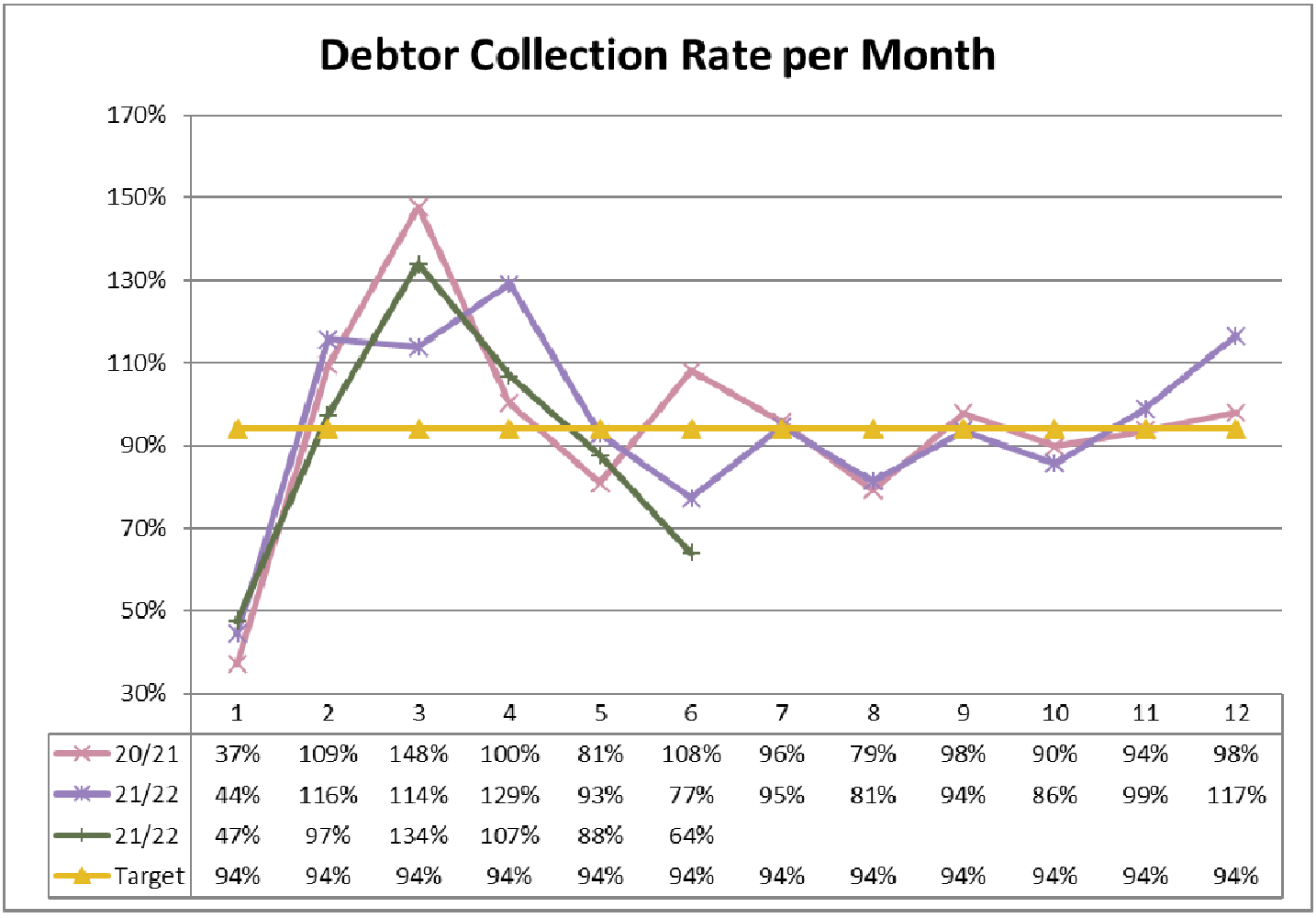
Description	NT Code	Budget Year 2022/23									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	12 207	2 260	1 795	1 813	1 741	1 639	9 473	82 025	112 951	96 690
Electricity	1300	21 164	622	590	471	468	466	2 727	4 000	30 509	8 132
Property Rates	1400	5 596	638	535	480	425	407	6 117	21 624	35 822	29 053
Waste Water Management	1500	8 123	1 213	1 155	1 120	1 063	1 040	5 592	42 123	61 430	50 939
Waste Management	1600	9 337	1 488	1 495	1 357	1 294	1 247	6 456	45 419	68 094	55 774
Property Rental Debtors	1700	166	13	13	14	14	13	78	1 338	1 648	1 456
Interest on Arrear Accounts	1810	1 397	144	187	220	250	285	2 394	67 244	72 122	70 394
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 658)	32	20	34	24	18	314	1 523	(2 692)	1 914
Total By Income Source	2000	53 332	6 410	5 791	5 510	5 279	5 115	33 150	265 295	379 883	314 350
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 152	408	387	379	308	268	855	5 292	9 049	7 102
Commercial	2300	19 537	547	576	463	457	423	5 526	15 375	42 905	22 245
Households	2400	32 191	5 244	4 664	4 489	4 343	4 255	25 621	237 820	318 627	276 528
Other	2500	452	211	164	178	172	169	1 148	6 807	9 302	8 474
Total By Customer Group	2600	53 332	6 410	5 791	5 510	5 279	5 115	33 150	265 295	379 883	314 350



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	64%						
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 December 2022 amounts to 64% in comparison to the previous year 77%.

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 Desember 2022 64% beloop in vergelyking met die vorige jaar 77%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	64%						
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 64%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 64% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Description R thousands	NT Code	Budget Year 2022/23									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	1 343	1 502	–	–	–	–	–	–	2 845	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 343	1 502	–	–	–	–	–	–	2 845	–

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 - Q3 Third 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								
Nedbank Ltd	Fixed deposit - 7 months					–	–	25 000
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	15 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	20 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	20 000
TOTAL INVESTMENTS AND INTEREST				–		–	–	80 000

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 2022/23							
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:	3 787	3 787	–	3 568	2 840	728	25,6%	3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5	2 237	2 237	–	2 018	1 678	341	20,3%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	1 163	387	33,3%	1 550
Provincial Government:	24 266	19 066	900	12 758	14 299	(1 541)	-10,8%	19 066
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	700	700	700	525	175	33,3%	700
Specify (Add grant description)	10 517	10 517	–	10 517	7 888	2 629	33,3%	10 517
Specify (Add grant description)	131	131	–	131	98	33	33,3%	131
Specify (Add grant description)	–	–	200	200	–	200		–
Specify (Add grant description)	256	2 018	–	1 210	1 513	(303)	-20,1%	2 018
Specify (Add grant description)	–	500	–	–	375	(375)	-100,0%	500
Specify (Add grant description)	–	200	–	–	150	(150)	-100,0%	200
Specify (Add grant description)	13 362	5 000	–	–	3 750	(3 750)	-100,0%	5 000
District Municipality:	–	–	–	–	–	–		200
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	2 095	583	2 434	1 572	862	54,8%	2 095
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	112	107	942	84	858	1023,1%	112
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	1 984	476	1 491	1 488	4	0,2%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	24 948	1 483	18 760	18 711	48	0,3%	25 148
Capital Transfers and Grants						– –		
National Government:	60 031	60 031	42 547	83 586	45 023	38 563	85,7%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	3 285	25 091	18 818	6 273	33,3%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	34 764	46 794	14 429	32 365	224,3%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	4 498	11 701	11 776	(75)	-0,6%	15 701
Provincial Government:	2 649	27 101	12 577	27 616	20 326	7 290	35,9%	27 101
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	500	500	–	500	375	125	33,3%	500
Specify (Add grant description)	1 029	1 029	–	1 029	772	258	33,4%	1 029
Specify (Add grant description)	–	475	475	475	356	119	33,3%	475
Specify (Add grant description)	–	400	400	400	300	100	33,3%	400
Specify (Add grant description)	–	–	500	500	–	500		–
Specify (Add grant description)	1 120	24 697	11 202	24 711	18 523	6 189	33,4%	24 697
District Municipality:	–	1 200	–	500	900	(400)	-44,4%	1 200
All Grants	–	1 200	–	500	900	(400)	-44,4%	1 200
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	88 332	55 124	111 702	66 249	45 453	68,6%	88 332
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	113 280	56 607	130 462	84 960	– 45 501	53,6%	113 480

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 2022/23							
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:	–	–	214	3 126	–	3 126		–
Agriculture Research and Technology	–	–	181	1 738	–	1 738		–
Arts and Culture Sustainable Resource Management	–	–	34	1 388	–	1 388		–
Provincial Government:	–	–	7 965	7 965	–	7 965		–
Specify (Add grant description)	–	–	7 880	7 880	–	7 880		–
Specify (Add grant description)	–	–	85	85	–	85		–
Specify (Add grant description)	–	–	–	–	–	–		–
All Grants	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:	–	–	8 179	11 091	–	11 091	#VALUE!	–
Capital expenditure of Transfers and Grants								
National Government:	–	–	154	4 236	–	4 236		–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	–	–	–	1 734	–	1 734		–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	1 297	–	1 297		–
Water Services Infrastructure Grant [Schedule 5B]	–	–	154	1 205	–	1 205		–
Provincial Government:	–	–	590	2 077	–	2 077		–
Specify (Add grant description)	–	–	590	2 077	–	2 077		–
Specify (Add grant description)	–	–	–	104	–	104		–
All Grants	–	–	–	104	–	104		–
Specify (Add grant description)	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	–	–	744	6 416	–	6 416		–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	8 923	17 507	–	17 507		–

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 2022/23				
		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:		–	–	–	–	
None		–	–	–	–	
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 2022/23							
	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	8 716	8 716	687	6 314	6 537	(223)	-3%	8 716
Pension and UIF Contributions	1 231	1 231	121	1 046	923	123	13%	1 231
Medical Aid Contributions	257	257	9	61	193	(131)	-68%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	743	1 303	(561)	-43%	1 738
Housing Allowances	166	166	–	–	125	(125)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	895	8 164	9 081	(916)	-10%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	331	3 058	3 473	(415)	-12%	4 630
Pension and UIF Contributions	992	992	28	249	744	(495)	-66%	992
Medical Aid Contributions	171	171	–	5	128	(123)	-96%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	63	561	846	(285)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	70	660	999	(339)	-34%	1 332
Cellphone Allowance	90	176	25	241	132	109	83%	176
Housing Allowances	195	195	23	211	146	65	45%	195
Other benefits and allowances	145	103	4	40	77	(37)	-49%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	545	5 025	6 545	(1 520)	-23%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	131 953	10 506	96 021	98 965	(2 943)	-3%	131 953
Pension and UIF Contributions	21 415	21 487	1 217	15 607	16 115	(508)	-3%	21 487
Medical Aid Contributions	9 867	9 867	759	6 589	7 400	(811)	-11%	9 867
Overtime	11 713	11 196	1 778	17 581	8 397	9 184	109%	11 196
Performance Bonus	13 329	13 329	782	7 432	9 997	(2 565)	-26%	13 329
Motor Vehicle Allowance	6 599	6 599	528	4 825	4 949	(125)	-3%	6 599
Cellphone Allowance	548	602	59	528	451	77	17%	602
Housing Allowances	1 223	1 223	97	889	917	(29)	-3%	1 223
Other benefits and allowances	4 422	4 942	567	4 749	3 706	1 042	28%	4 942
Payments in lieu of leave	3 264	3 264	(384)	(1 659)	2 448	(4 107)	-168%	3 264
Long service awards	–	–	80	722	–	722	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	7 881	21 767	(13 886)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	233 486	16 866	161 164	175 114	(13 951)	-8%	233 486
TOTAL SALARY, ALLOWANCES &	259 244	254 319	18 306	174 353	190 740	(16 387)	-9%	254 319
% increase								
TOTAL MANAGERS AND STAFF	247 136	242 212	17 411	166 189	181 659	(15 470)	-9%	242 212

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 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	5 433	5 934	7 815	5 753	–	–	17 444
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	22 792	25 412	26 071	31 525	–	–	110 771
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	3 107	3 755	3 839	3 981	–	–	11 187
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	1 689	7 906	2 062	2 679	–	–	(7 434)
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	1 738	2 450	2 274	2 423	–	–	4 190
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	1 518	(2 551)	(989)	(617)	–	–	5 813
Rental of facilities and equipment		268	170	383	210	452	173	433	496	234	–	–	(2 815)
Interest earned - external investments		443	385	366	668	975	350	1 617	2 572	1 109	–	–	16 975
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	61	164	138	102	–	–	3 273
Licences and permits		129	1 400	102	84	1 004	(793)	(388)	926	464	–	–	(608)
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	287	282	454	408	–	–	142 941
Other revenue		48 658	5 627	2 611	3 893	1 781	35 760	2 271	3 918	36 153	–	–	(136 540)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	72 116	47 286	49 576	84 214	–	–	171 357
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	23 555	–	4 092	54 149	–	–	(13 844)
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	(49)	69	51	12	–	–	8 459
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	(20 000)	25 000	–	35 000	50 000	(70 000)	–	–	80 000
Total Cash Receipts by Source		1 103	75 410	82 823	29 137	73 789	95 623	82 355	103 719	68 375	–	–	254 959
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	17 059	17 603	17 096	16 471	–	–	36 484
Remuneration of councillors		1 189	971	1 027	1 008	998	998	1 037	998	1 013	–	–	(9 239)
Interest paid		–	–	–	–	–	10	–	–	–	–	–	(10)
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	20 580	17 306	23 339	24 420	–	–	120 589
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	1 686	1 350	1 147	3 174	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	3 702	4 055	4 770	5 284	–	–	23 978
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	225	114	88	–	–	97 262
General expenses		3 933	4 763	6 005	3 513	5 459	5 207	3 023	3 866	3 609	–	–	(39 379)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	49 241	44 599	51 330	54 059	–	–	245 538
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	3 609	3 199	7 939	9 237	–	–	33 857
Repayment of borrowing		–	–	–	(2)	–	109	–	–	–	–	–	(1 107)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	2 276	148	1 382	(466)	–	–	4 457
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	55 235	47 945	60 651	62 830	–	–	282 745
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	(23 366)	11 605	40 388	34 410	43 069	5 545	–	–	(27 786)
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	58 649	70 254	110 642	145 052	188 121	193 666	193 666	193 666
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	58 649	70 254	110 642	145 052	188 121	193 666	193 666	193 666	165 880

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q3 Third Quarter

Month	2021/22	Budget Year 2022/23							
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	1	7 679	8 201	6 124	6 124	8 201	2 077	25,3%	7%
August	4 632	7 679	8 201	5 634	11 758	16 402	4 644	28,3%	13%
September	3 700	7 679	8 565	7 586	19 344	24 968	5 623	22,5%	21%
October	217	7 679	8 201	10 705	30 049	33 169	3 120	9,4%	33%
November	2 677	7 679	8 201	4 630	34 679	41 370	6 691	16,2%	38%
December	5 676	7 679	9 065	3 105	37 784	50 436	12 652	25,1%	41%
January	8 436	7 679	8 201	2 769	40 554	58 637	18 083	30,8%	44%
February	6 403	7 679	8 201	7 201	47 754	66 838	19 084	28,6%	52%
March	7 601	7 679	8 565	7 658	55 413	75 403	19 991	26,5%	60%
April	10 559	7 679	8 201	–	55 413	83 605	28 192	33,7%	
May	6 816	7 679	8 201	–	55 413	91 806	36 393	39,6%	60%
June	71 424	7 679	9 066	–	55 413	100 871	45 459	45,1%	0
Total Capital expenditure	128 142	92 143	100 871	55 413					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending March 2023
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 January 2023**	**Income transactions February 2023**	**Income transactions March 2023**	**Expenditure transactions January 2023**	**Expenditure transactions February 2023**	**Expenditure transactions March 2023**	**Income YTD transactions Quarter 3**	**Expenditure YTD transactions Quarter 3**	**Total YTD Income**	**Total YTD 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	-	-	-	3 167 679	4 123 021	4 558 218	-	11 848 917	-	40 622 806
	- 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	-146 990	-164 502	-128 357	71 609	141 727	97 445	-439 849	310 781	-1 300 164	835 509
		-146 990	**-164 502**	**-128 357**	**3 239 288**	**4 264 748**	**4 655 663**	**-439 849**	**12 159 698**	**-1 300 164**	**41 458 316**

		Transactions January 2023	**Transactions February 2022**	**Transactions March 2023**	**YTD Transactions Quarter 3**
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-35 000 000	-50 000 000	-10 000 000	-165 000 000
	- Made	-	-	80 000 000	220 000 000
	- Nett movement	**-35 000 000**	**-50 000 000**	**70 000 000**	**55 000 000**

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 2022/2023	Amended Budget 2022/2023	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	141 681 286	136 158 549	99 078 815	72,77%
66(b)	Contributions to pension funds and medical aid	32 442 638	32 434 061	22 449 672	69,22%
66(c)	Travel, accomodation and subsistence	7 675 624	7 675 624	5 485 047	71,46%
66(d)	Housing benefits and allowances	1 418 051	1 418 051	1 099 729	77,55%
66(e)	Overtime	11 712 811	11 196 099	17 581 172	157,03%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	52 206 074	52 302 456	20 494 264	39,18%
	Sub - Total (Staff Benefits)	**R 247 136 484**	**R 241 184 840**	**R 166 188 699**	**68,91%**
Councillor Benefits					
MAY	Mayor	989 621	989 621	557 228	56,31%
DM	Deputy Mayor	775 195	775 195	498 734	64,34%
SP	Speaker	774 854	774 854	486 588	62,80%
MCM	Mayoral Committee members	2 813 276	2 813 276	1 789 808	63,62%
CLLR	Other Councillors	5 267 327	5 267 327	3 724 452	70,71%
MED	Medical aid contributions	256 670	256 670	61 349	23,90%
PEN	Pension fund contributions	1 230 713	1 230 713	1 046 132	85,00%
WARD	Ward Committee Alllowance	1 053 713	1 053 713	1 075 000	102,02%
	Sub - Total (Councillors' Benefits)	**13 161 369**	**R 13 161 369**	**R 9 239 291**	**70,20%**
Total Councillor and Staff Benefits		**R 260 297 853**	**R 254 346 209**	**R 175 427 990**	**68,97%**

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3rd QUARTER 2022/23

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

Performance Report (Section 52D)

1. INTRODUCTION AND OVERVIEW 1

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Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services 13

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Strategic Objective: 2.1 Support Institutional Transformation and Development 14

Strategic Objective: 2.2 Ensure Financial Stability 15

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KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES 16

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home 16

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES 17

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy 17

Strategic Objective: 4.2 Create an enabling environment to support local economy 17

1. INTRODUCTION AND OVERVIEW

1.1 Purpose of the Service Delivery & Budget Implementation Plan

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

1.2 Approval of 2022/23 SDBIP

- Draft 2022/23 Top Layer SDBIP tabled at Council 30 March 2022
- 2022/23 Top Layer SDBIP approved by Mayor 22 June 2022
- 2022/23 Top Layer SDBIP tabled at Council 24 August 2022
- 2022/23 Adjusted Top Layer SDBIP approved by Mayor 17 March 2023

1.3 Quarterly Reporting

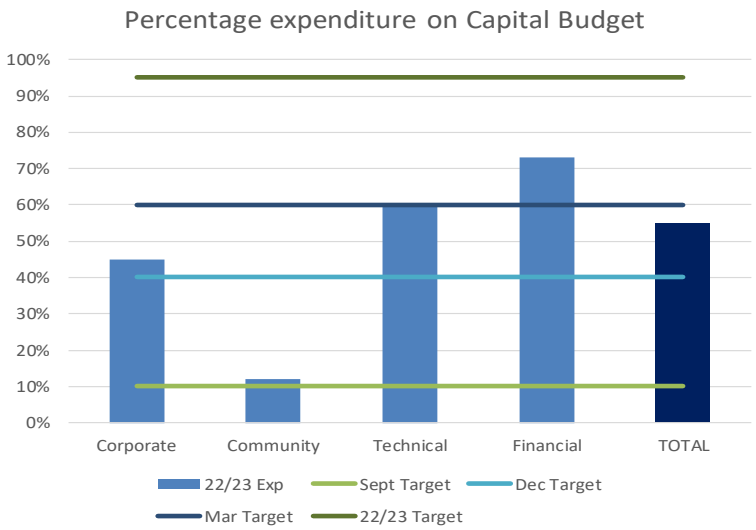
The MFMA in terms of Section 52(d) oblige the Mayor to submit quarterly reports on the implementation of the budget and financial state of affairs of the Municipality.

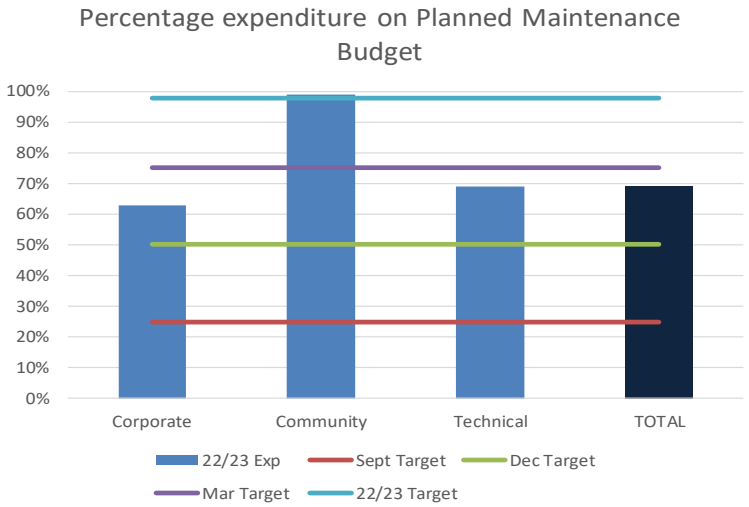
The service delivery indicators and targets in the SDBIP need to be evaluated and reported on to Council. The quarterly report should thus report on the achievement of outcomes against financial and non-financial indicators.

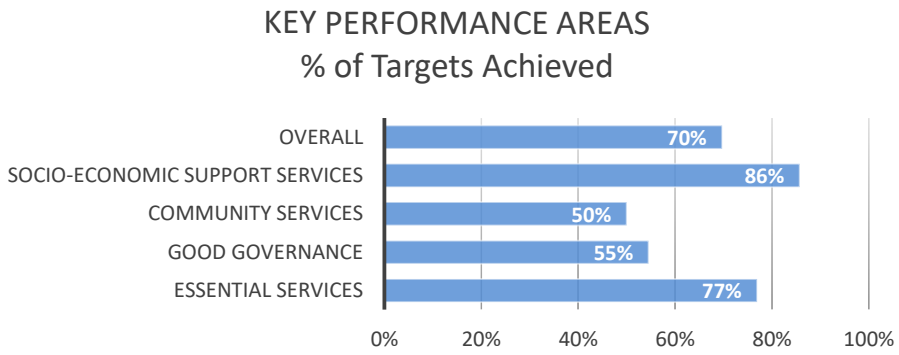
2. STRATEGIC MAP

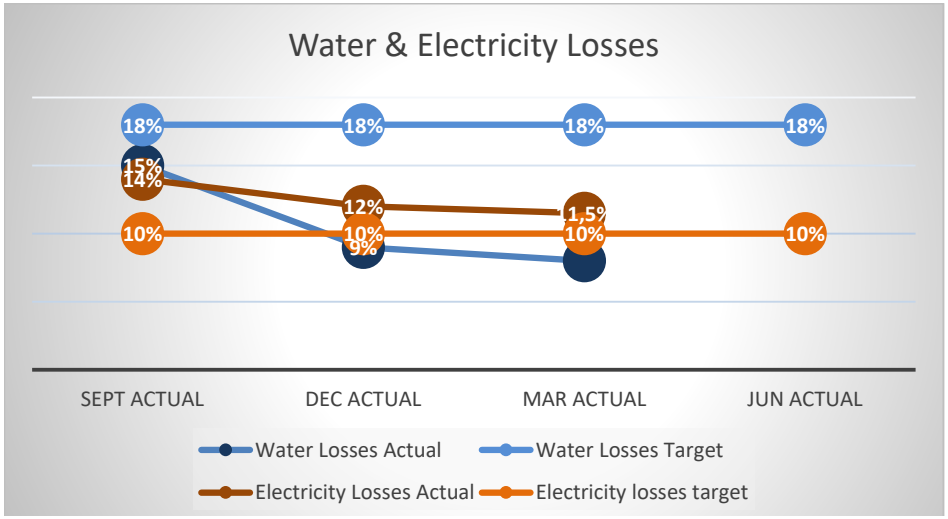
WITZENBERG MUNICIPALITY: STRATEGIC MAP 2022/23					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

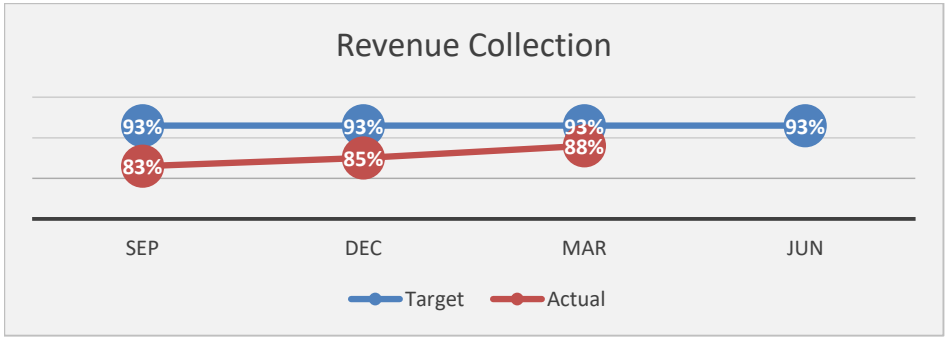
3. SUMMARY OF 2nd QUARTER RESULTS











4. 2nd QUARTER RESULTS PER KEY PERFORMANCE AREA

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department.	Preventative- & corrective planned maintenance budget of the Technical Department.	98%	*R15 810 460*	75%	69%	Additional funding were moved to the opex vote, as original budget was not sufficient for all opex activities	Based on original budget, the 75% target was met.
		Aqctual expenditure on budget		*R10 899 210*				
TecDir3	Percentage expenditure on capital budget by Technical Directorate.	Capital budget for Technical Department	95%	*R90 558 712*	60%	60%		
		Actual expenditure on budget		*R54 149 243*				
TecEl37	Percentage of unaccounted electricity losses.	Total sales accumulative (kwh)(streetlights usage included)	10%	*99 488 389*	10%	11,5%	This usually evens out by the end of the 12 month period	Expect further decrease towards year-end.
		Eskom energy total accumulative		*112 439 397*				
TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	Number of valid applications	95%	*34*	95%	100%		
		Number of connections		*34*				

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Number of properties	13 465	*13481*	13 465	13481		
TecRo7	Kilometres of roads upgraded & rehabilitated.		2	0	1	0	Preparation work in progress.	To be completed within planned timeframe.
TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	Number of valid applications	95%	*7*	95%	100%		
		Number of connections		*7*				
TecWat20	Percentage of unaccounted water losses.	kl water supplied	18%	*4 383 895*	18%	8%		
		kl water billed		*4 027 968*				
TecWat21	Percentage compliance with drinking water quality standards		98%	*100%*	98%	100%		
TecWat36	Percentage of valid water connection applications connected by reporting period end	Number of valid applications	95%	*16*	95%	100%		
		Number of connections		*16*				

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecWat22	Percentage of households in demarcated informal areas with access to a water point (tap).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal water point.		*1979*				

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecSan13	Percentage of households in demarcated informal areas with access to a communal toilet facility. services points (toilets).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal toilet facility.		*1979*				
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	Number of households in demarcated informal areas	95%	*1979*	95%	100%		
		Number of households in demarcated informal areas with access		*1979*				
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Number of valid applications	95%	*0*	95%		No applications received.	
		Number of connections		*0*				
TecDir2	Number of subsidised serviced sites developed.						No target set	

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Number of reports	4	3	3	3		
CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	Budget as at period end R	96%	*R749 647*	75%	50%	Awaiting certificates before payments can be processed.	An amount of R 234 389 committed on orders to be paid.
		Expenditure as period end R		*R374 327*				

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.		1 Unqualified Report	1	1	1		
FinFAdm10	Financial viability expressed as Debt-Coverage ratio		350	873	350	873		
FinFAdm11	Financial viability expressed outstanding service debtors		60%	82%	60%	82%	Inability of consumers to pay. Non payment culture of consumers	Implement strict credit control. Ensure all those eligible for Indigent Relief apply for it. Scrapping of December holiday on credit control measures. Propose change to Indigent Policy to ensure all those that should pay for services, must pay.
FinFAdm9	Financial viability expressed as Cost-Coverage ratio		2,8	3	2,8	3		
FinInc15	Percentage revenue collection		93%	88%	93%	88%	Service collection remaims a challenge.	Review and strengen Credit Control Policy
MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	Budget for preventative- & corrective planned maintenance	98%	*R16 257 257*	75%	69%	Additional funding were moved to the opex vote, as original budget was not sufficient for all opex activities	Based on original budget, the 75% target was met.
		Actual expenditure on budget		*R11 262 705*				
MM2	Percentage spend on Capital Budget for the whole municipality.	Capital Budget	95%	*R100 871 408*	60%	55%	Tender for spectator seating had to be re-advertised for 3rd time as no responsive bids was received. Tender for ablution facilities at Lyellstr sports field awarded and construction has commenced. Tender for ablution facilities at Prince Alfred's Hamlet cancelled as no responsive bids was	Seating tender re-advertised. Tender for Hamlet ablution facilities will not be readvertised, existing clubhouse to be upgraded internally to include ablution facilities..
		Actual expenditure on budget		*R55 412 519*				

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComSoc49	Number of meetings with intergovernmental partners.	Number of meetings	12	9	9	9		
MMIDP9	Number of IDP community engagements held.		14	7	7	7		

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComAm34	Report on annual customer satisfaction survey on community facilities.	Number of Reports	1				Not due yet	
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Preventative- & corrective planned maintenance budget of the Community Department.	98%	*R227 837*	75%	99%		
		Aqctual expenditure on budget		*R225 463*				
ComDir2	Percentage expenditure on capital budget by Community Directorate.	Capital budget for Community Directorate	95%	*R8 960 633*	60%	12,0%	Tender for spectator seating had to be re-advertised for 3rd time as no responsive bids was received. Tender for ablution facilities at Lyellstr sports field awarded and construction has commenced. Tender for ablution facilities at Prince Alfred's Hamlet cancelled as no responsive bids was received for 2nd time.	Seating tender re-advertised. Tender for Hamlet ablution facilities will not be readvertised, existing clubhouse to be upgraded internally to include ablution facilities..
		Actual expenditure on budget		*R1 077 726*				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	March Accumulative Monthly Target	March Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComHS14	Number of housing opportunities provided per year - top structures.	Number of top structures	0				No target set	
ComHS15	Number of rental stock transferred.	Number of transfers	30	18	20	18	According to attorney they expierence delays at deeds office and they are struggling to get the original deeds and documents of mother erven	Attorney requested to expidite the registrations
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Number of indigents	4500	3155	4500	3155		
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	Number engagements	20	23	15	23		

Strategic Objective: 4.2 Create an enabling environment to support local economy

ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs created	400	300	300	300		
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Number of reports	4	3	3	3		
ComLed19	Quarterly report on investment incentives implemented.	Number of reports	4	3	3	3		
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Number of reports	4	3	3	3		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for June 2022

Financial data is in respect of the period 1 July 2021 to 30 June 2022

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

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R6.34 million in comparison to the prior month figure of R7.36 million.

The monthly billing was also done as scheduled and during this process 19 550 accounts amounting to
R 37.1 million was printed and distributed to consumers. The prepaid electricity sales amounted to R 5.9 million in comparison to a cost of R5.2 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.75 million in comparison to the prior month figure of R1.75 millon

The accumulated debtor's collection target for the year is 91%, and the actual accumulated year to date debtor's collection is 91% in comparison to a rate of 90% for the same month in the previous year.

The municipality issued orders to the value of R 18.2 million of which R94 thousand was in terms of deviations.

The municipality currently has R 145 million in its primary bank account and no investments. The bank balance at the end of the previous month was R162 million with no investments.

The calculated cost coverage ratio of the municipality as at the end of June 2022 is 3.4 months.

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R6.34miljoen in vergelyking met die vorige maand syfer van R7.36 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 550 rekeninge ten bedrae van R 37.1 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R 5.9 miljoen en was R5.2 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.75 miljoen in vergelyking met die vorige maand syfer van R1.75 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 91%, en die werklike jaar tot op datum invordering is 91% in vergelyking met 90% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 18.2 miljoen uitgereik, waarvan R94 duisend ten opsigte van afwykings is.

Die munisipaliteit het R 145 miljoen in die primêre bankrekening met geen beleggings. Die bankbalans aan die einde van die vorige maand was R162 miljoen en daar was geen beleggings.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van Junie 2022 is 3.4 maande.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of June 2022 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Junie 2022 .

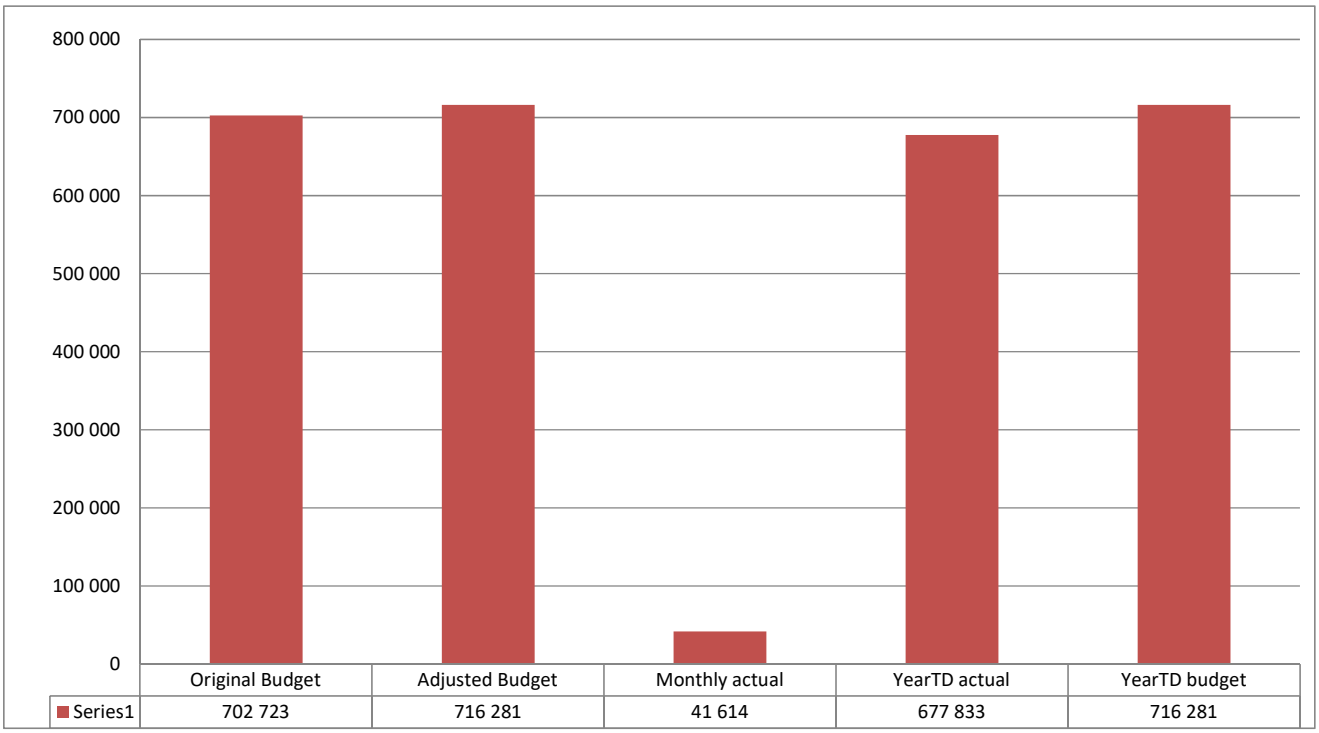
C EXECUTIVE SUMMARY

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 R'000

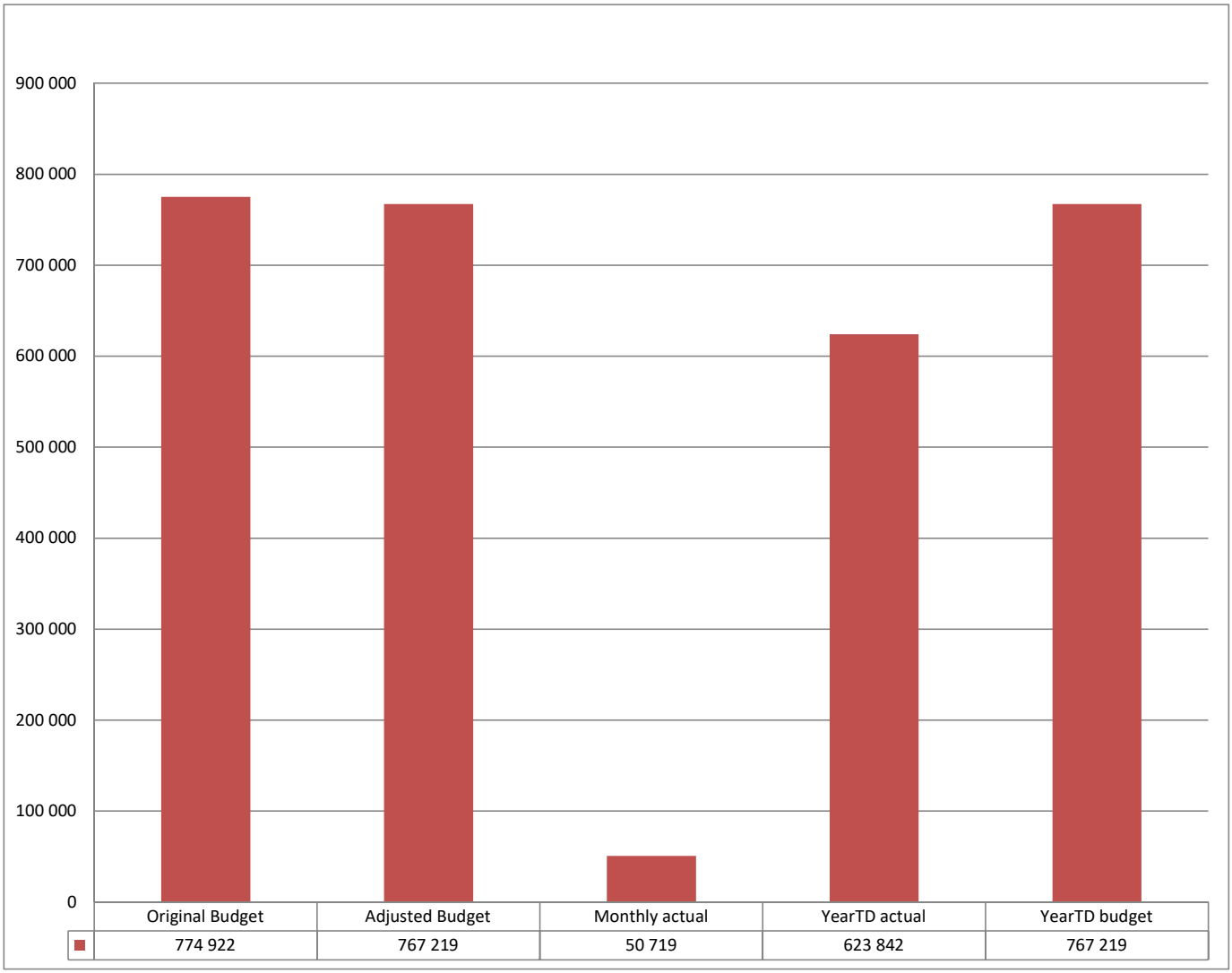


	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget
Series1	702 723	716 281	41 614	677 833	716 281

For the period 1 July 2021 to 30 June 2022, 94.63% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2021 tot 30 Junie 2022, is 94.63% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



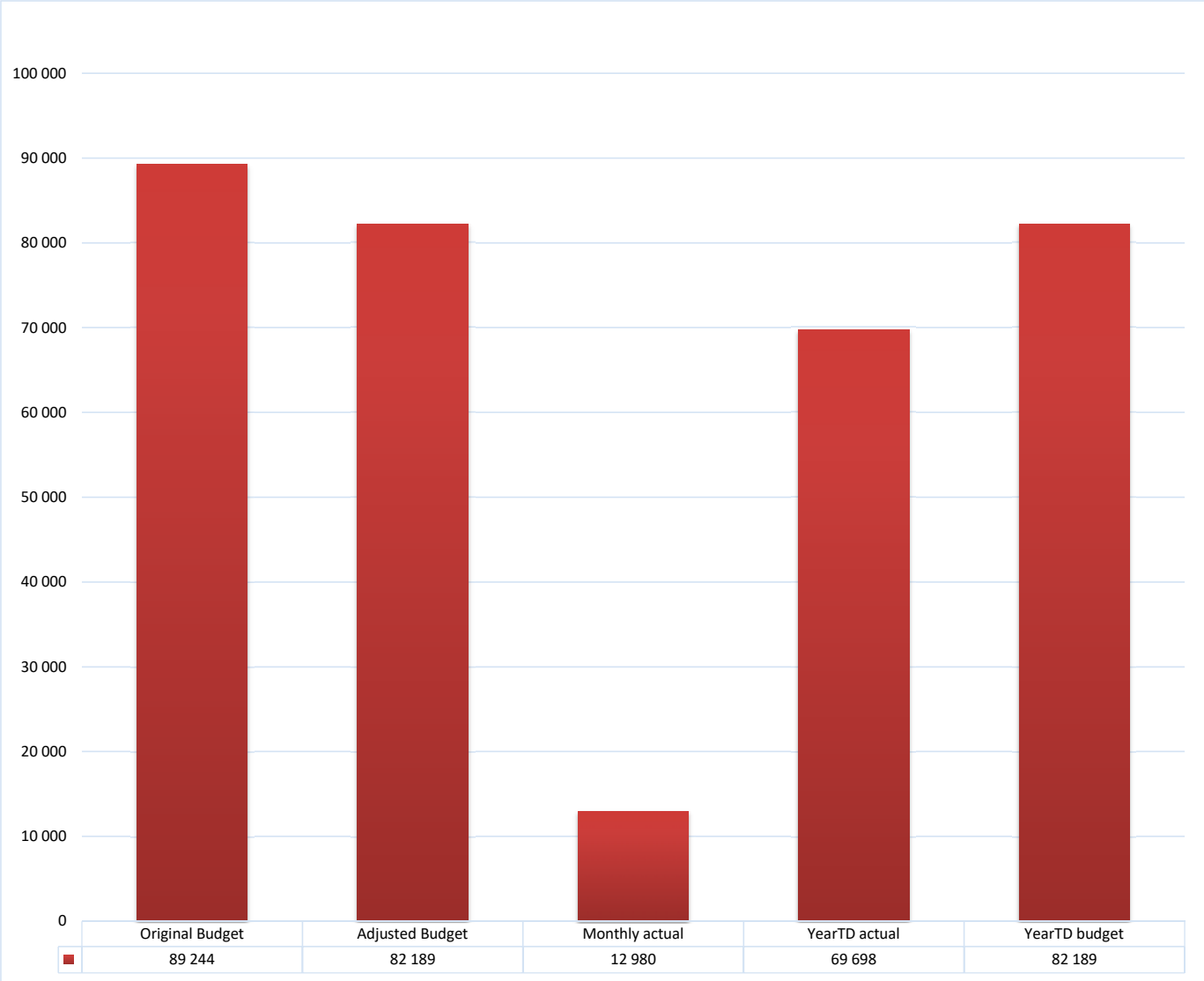
For the period 1 July 2021 to 30 June 2022, 81.31% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2021 tot 30 Junie 2022, is 81.31% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2021 to 30 June 2022, 84.8% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2021 tot 30 Junie 2022, is 84.8% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

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 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M12 June

Description	2020/21	Budget Year 2021/22							
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	80 674	83 290	83 290	4 469	88 709	83 290	5 418	7%	83 290
Service charges	376 201	413 772	422 672	31 433	425 229	422 672	2 557	1%	422 672
Investment revenue	3 079	6 990	6 990	429	5 365	6 990	(1 625)	-23%	6 990
Transfers recognised - operational	131 244	145 903	148 292	54	108 156	148 292	(40 136)	-27%	148 292
Other own revenue	31 961	52 768	55 037	5 229	50 374	55 037	(4 663)	-8%	55 037
transfers and contributions)	623 159	702 723	716 281	41 614	677 833	716 281	(38 447)	-5%	716 281
Employee costs	201 544	237 025	233 837	15 900	211 169	233 837	(22 669)	-10%	233 837
Remuneration of Councillors	9 897	12 007	11 007	830	9 925	11 007	(1 082)	-10%	11 007
Depreciation & asset impairment	33 231	39 729	39 729	–	22 351	39 729	(17 378)	-44%	39 729
Finance charges	4 522	8 696	8 690	12	178	8 690	(8 512)	-98%	8 690
Materials and bulk purchases	252 216	300 766	305 485	25 882	269 806	305 485	(35 679)	-12%	305 485
Transfers and grants	6 534	25 603	23 948	188	2 627	23 948	(21 321)	-89%	23 948
Other expenditure	139 238	151 096	144 523	7 907	107 786	144 523	(36 737)	-25%	144 523
Total Expenditure	647 182	774 922	767 219	50 719	623 842	767 219	(143 377)	-19%	767 219
Surplus/(Deficit)	(24 023)	(72 199)	(50 938)	(9 105)	53 991	(50 938)	104 929	-206%	(50 938)
Transfers recognised - capital	52 267	74 937	70 331	–	36 895	70 331	(33 436)	-48%	70 331
Contributions & Contributed assets	898	170	170	53	450	170	280	165%	170
& contributions	29 141	2 908	19 563	(9 052)	91 337	19 563	71 774	367%	19 563
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	29 141	2 908	19 563	(9 052)	91 337	19 563	71 774	367%	19 563
Capital expenditure & funds sources									
Capital expenditure	66 944	89 244	82 189	12 980	69 698	82 189	(12 491)	-15%	82 189
Capital transfers recognised	52 768	74 937	70 543	9 135	60 938	70 543	(9 605)	-14%	70 543
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	14 175	14 307	11 646	3 845	8 760	11 646	(2 886)	-25%	11 836
Total sources of capital funds	66 944	89 244	82 189	12 980	69 698	82 189	(12 491)	-15%	82 379
Financial position									
Total current assets	217 352	181 281	253 223		335 049				199 130
Total non current assets	1 028 261	1 041 921	1 072 761		1 062 628				1 083 975
Total current liabilities	126 585	201 668	145 620		172 711				146 339
Total non current liabilities	175 032	131 189	213 111		180 589				174 032
Community wealth/Equity	943 996	890 345	967 252		1 044 376				962 733
Cash flows									
Net cash from (used) operating	51 431	85 636	103 110	(1 373)	104 051	103 110	942	1%	103 110
Net cash from (used) investing	(66 038)	(89 094)	(81 950)	(11 539)	(75 369)	(81 950)	6 581	-8%	(82 189)
Net cash from (used) financing	(482)	(1 000)	–	434	892	–	892		892
end	115 305	133 360	136 465	–	144 870	136 465	8 405	6%	136 217
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	50 574	5 617	5 706	5 201	4 792	4 398	28 856	222 552	327 696
Creditors Age Analysis									
Total Creditors	4 242	434	–	15	1	–	23	–	4 715

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2020/21	Budget Year 2021/22							
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	94 586	110 918	113 109	6 931	107 857	113 109	(5 252)	-5%	113 109
Executive and council	13	–	–	3	27	–	27	#DIV/0!	–
Finance and administration	94 573	110 918	113 109	6 928	107 830	113 109	(5 279)	-5%	113 109
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	155 479	171 710	174 544	996	131 184	174 544	(43 360)	-25%	174 544
Community and social services	128 957	120 006	122 331	53	107 536	122 331	(14 795)	-12%	122 331
Sport and recreation	9 314	1 661	2 734	477	8 141	2 734	5 407	198%	2 734
Public safety	16 929	26 158	26 902	451	15 351	26 902	(11 551)	-43%	26 902
Housing	278	23 884	22 577	15	157	22 577	(22 420)	-99%	22 577
Economic and environmental services	16 878	25 287	19 692	173	9 174	19 692	(10 518)	-53%	19 692
Planning and development	4 244	2 365	2 937	171	1 743	2 937	(1 194)	-41%	2 937
Road transport	12 634	22 907	16 742	2	7 431	16 742	(9 311)	-56%	16 742
Environmental protection	–	14	14	–	0	14	(14)	-98%	14
Trading services	409 304	469 795	479 316	33 567	466 848	479 316	(12 468)	-3%	479 316
Energy sources	274 353	334 664	338 664	28 237	324 735	338 664	(13 929)	-4%	338 664
Water management	52 476	72 201	72 101	3 549	63 930	72 101	(8 171)	-11%	72 101
Waste water management	49 259	27 843	31 465	(1 116)	32 737	31 465	1 272	4%	31 465
Waste management	33 216	35 087	37 087	2 896	45 447	37 087	8 360	23%	37 087
Total Revenue - Functional	676 323	777 830	786 782	41 666	715 179	786 782	(71 603)	-9%	786 782
Expenditure - Functional									
Governance and administration	123 991	145 004	145 880	6 990	110 510	145 880	(35 370)	-24%	145 880
Executive and council	23 838	29 621	28 789	1 918	21 270	28 789	(7 519)	-26%	28 789
Finance and administration	97 644	112 849	115 011	4 918	87 334	115 011	(27 677)	-24%	115 011
Internal audit	2 508	2 534	2 080	154	1 907	2 080	(173)	-8%	2 080
Community and public safety	97 434	133 059	138 164	7 693	93 818	138 164	(44 347)	-32%	138 164
Community and social services	23 943	28 680	29 773	2 277	27 057	29 773	(2 715)	-9%	29 773
Sport and recreation	27 018	32 356	29 981	2 355	29 602	29 981	(379)	-1%	29 981
Public safety	42 004	43 012	51 812	2 713	32 226	51 812	(19 586)	-38%	51 812
Housing	4 469	29 011	26 598	348	4 932	26 598	(21 666)	-81%	26 598
Economic and environmental services	34 813	36 288	32 916	2 023	30 604	32 916	(2 312)	-7%	32 916
Planning and development	10 129	11 280	11 685	897	11 239	11 685	(446)	-4%	11 685
Road transport	24 205	22 910	19 762	1 050	18 549	19 762	(1 213)	-6%	19 762
Environmental protection	479	2 098	1 469	76	816	1 469	(653)	-44%	1 469
Trading services	390 042	459 620	449 318	33 988	387 977	449 318	(61 340)	-14%	449 318
Energy sources	271 820	327 833	323 444	26 894	284 606	323 444	(38 837)	-12%	323 444
Water management	41 092	36 559	37 773	1 640	34 573	37 773	(3 200)	-8%	37 773
Waste water management	36 519	43 400	38 819	2 713	33 685	38 819	(5 133)	-13%	38 819
Waste management	40 611	51 829	49 283	2 741	35 112	49 283	(14 170)	-29%	49 283
Other	902	951	941	25	933	941	(8)	-1%	941
Total Expenditure - Functional	647 182	774 922	767 219	50 719	623 842	767 219	(143 377)	-19%	767 219
Surplus/ (Deficit) for the year	29 141	2 908	19 563	(9 052)	91 337	19 563	71 774		19 563

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) - M12 June

Description	2020/21	Budget Year 2021/22							
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	94 586	110 918	113 109	6 931	107 857	113 109	(5 252)	-5%	113 109
Executive and council	13	–	–	3	27	–	27		–
Mayor and Council	13	–	–	3	27	–	27		–
Municipal Manager, Town Secretary and Chief Execut	–	–	–	–	–	–	–		–
Finance and administration	94 573	110 918	113 109	6 928	107 830	113 109	(5 279)	-5%	113 109
Administrative and Corporate Support	0	9	9	–	1	9	(9)	-93%	9
Finance	94 239	110 250	112 441	6 910	107 415	112 441	(5 026)	-4%	112 441
Human Resources	254	580	580	–	354	580	(226)	-39%	580
Marketing, Customer Relations, Publicity and Media	0	5	5	–	–	5	(5)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	80	74	74	17	60	74	(14)	-19%	74
Community and public safety	155 479	171 710	174 544	996	131 184	174 544	(43 360)	-25%	174 544
Community and social services	128 957	120 006	122 331	53	107 536	122 331	(14 795)	-12%	122 331
Aged Care	118 121	109 415	111 015	6	99 171	111 015	(11 844)	-11%	111 015
Cemeteries, Funeral Parlours and Crematoriums	328	367	367	25	262	367	(106)	-29%	367
Community Halls and Facilities	31	485	485	18	186	485	(299)	-62%	485
Libraries and Archives	10 475	9 739	10 463	4	7 917	10 463	(2 546)	-24%	10 463
Sport and recreation	9 314	1 661	2 734	477	8 141	2 734	5 407	198%	2 734
Recreational Facilities	2 057	1 611	2 684	465	6 547	2 684	3 864	144%	2 684
Sports Grounds and Stadiums	7 257	50	50	12	1 593	50	1 543	3082%	50

Description	2020/21	Budget Year 2021/22							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Public safety	16 929	26 158	26 902	451	15 351	26 902	(11 551)	-43%	26 902
Fire Fighting and Protection	2	6	6	3	25	6	19	0	6
Housing	278	23 884	22 577	15	157	22 577	(22 420)	-99%	22 577
Housing	278	23 884	22 577	15	157	22 577	(22 420)	-99%	22 577
Economic and environmental services	16 878	25 287	19 692	173	9 174	19 692	(10 518)	-53%	19 692
Planning and development	4 244	2 365	2 937	171	1 743	2 937	(1 194)	-41%	2 937
Economic Development/Planning	1 892	279	851	–	2	851	(849)	-100%	851
Town Planning, Building Regulations and Enforcemen	1 721	1 426	1 426	171	1 742	1 426	316	22%	1 426
Project Management Unit	630	660	660	–	–	660	(660)	-100%	660
Road transport	12 634	22 907	16 742	2	7 431	16 742	(9 311)	-56%	16 742
Roads	12 634	22 907	16 742	2	7 431	16 742	(9 311)	-56%	16 742
Environmental protection	–	14	14	–	0	14	(14)	-98%	14
Biodiversity and Landscape	–	14	14	–	0	14	(14)	-98%	14
Trading services	409 304	469 795	479 316	33 567	466 848	479 316	(12 468)	-3%	479 316
Energy sources	274 353	334 664	338 664	28 237	324 735	338 664	(13 929)	-4%	338 664
Electricity	274 131	333 099	337 099	28 237	324 245	337 099	(12 854)	-4%	337 099
Street Lighting and Signal Systems	222	1 565	1 565	–	490	1 565	(1 075)	-69%	1 565
Water management	52 476	72 201	72 101	3 549	63 930	72 101	(8 171)	-11%	72 101
Water Distribution	52 476	60 921	60 821	3 549	63 930	60 821	3 108	5%	60 821
Waste water management	49 259	27 843	31 465	(1 116)	32 737	31 465	1 272	4%	31 465
Sewerage	38 651	26 954	30 575	(1 116)	31 847	30 575	1 272	4%	30 575
Storm Water Management	10 607	889	889	–	889	889	–	0%	889
Waste management	33 216	35 087	37 087	2 896	45 447	37 087	8 360	23%	37 087
Solid Waste Removal	30 130	35 087	37 087	2 896	45 447	37 087	8 360	23%	37 087
Other	77	120	120	–	116	120	(5)	-4%	120
Licensing and Regulation	77	120	120	–	116	120	(5)	-4%	120
Total Revenue - Functional	676 323	777 830	786 782	41 666	715 179	786 782	(71 603)	-9%	786 782

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M12 June

Description	2020/21	Budget Year 2021/22							
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	123 991	145 004	145 880	6 990	110 510	145 880	(35 370)	-24%	145 880
Executive and council	23 838	29 621	28 789	1 918	21 270	28 789	(7 519)	-26%	28 789
Mayor and Council	15 898	18 723	17 929	1 168	12 117	17 929	(5 812)	-32%	17 929
Municipal Manager, Town Secretary and Chief Execut	7 941	10 897	10 860	750	9 153	10 860	(1 707)	-16%	10 860
Finance and administration	97 644	112 849	115 011	4 918	87 334	115 011	(27 677)	-24%	115 011
Administrative and Corporate Support	17 899	11 560	12 655	604	10 444	12 655	(2 210)	-17%	12 655
Asset Management	31	5 167	1 591	10	31	1 591	(1 560)	-98%	1 591
Finance	30 327	37 107	38 593	1 854	32 566	38 593	(6 028)	-16%	38 593
Fleet Management	3 406	2 806	2 848	274	3 520	2 848	672	24%	2 848
Human Resources	22 230	36 284	39 106	774	21 764	39 106	(17 342)	-44%	39 106
Information Technology	4 385	3 372	4 924	245	4 367	4 924	(557)	-11%	4 924
Legal Services	5 416	2 279	1 532	114	1 364	1 532	(168)	-11%	1 532
Marketing, Customer Relations, Publicity and Media	3 904	3 900	3 823	345	3 994	3 823	171	4%	3 823
Property Services	2 869	1 268	1 521	70	1 916	1 521	396	26%	1 521
Risk Management	–	497	355	–	7	355	(348)	-98%	355
Supply Chain Management	6 778	7 052	7 200	602	7 003	7 200	(197)	-3%	7 200
Valuation Service	400	1 557	862	26	357	862	(505)	-59%	862
Internal audit	2 508	2 534	2 080	154	1 907	2 080	(173)	-8%	2 080
Governance Function	2 508	2 534	2 080	154	1 907	2 080	(173)	-8%	2 080
Community and public safety	97 434	133 059	138 164	7 693	93 818	138 164	(25 680)	-19%	138 164
Community and social services	23 943	28 680	29 773	2 277	27 057	29 773	(2 715)	-9%	29 773
Aged Care	4 658	4 347	7 542	497	6 750	7 542	(792)	-10%	7 542
Cemeteries, Funeral Parlours and Crematoriums	3 189	3 600	3 575	334	3 489	3 575	(86)	-2%	3 575
Child Care Facilities	8	972	161	29	36	161	(125)	-78%	161
Community Halls and Facilities	5 400	6 608	6 375	540	5 777	6 375	(598)	-9%	6 375
Disaster Management	95	236	208	16	118	208	(90)	-43%	208
Education	1	831	104	–	1	104	(103)	-99%	104
Libraries and Archives	10 591	12 086	11 809	861	10 887	11 809	(922)	-8%	11 809
Sport and recreation	27 018	32 356	29 981	2 355	29 602	29 981	(379)	-1%	29 981
Community Parks (including Nurseries)	8 229	7 228	7 960	794	8 220	7 960	259	3%	7 960
Recreational Facilities	12 759	18 999	15 864	1 029	15 025	15 864	(839)	-5%	15 864
Sports Grounds and Stadiums	6 031	6 129	6 156	532	6 358	6 156	201	3%	6 156
Public safety	42 004	43 012	51 812	2 713	32 226	51 812	(919)	-2%	51 812
Fire Fighting and Protection	8 395	8 118	9 903	859	8 984	9 903	(919)	-9%	9 903
Housing	4 469	29 011	26 598	348	4 932	26 598	(21 666)	-81%	26 598
Housing	4 463	27 003	26 340	337	4 901	26 340	(21 439)	-81%	26 340
Informal Settlements	6	2 009	258	11	30	258	(228)	-88%	258

Description	2020/21	Budget Year 2021/22							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	34 813	36 288	32 916	2 023	30 604	32 916	(2 312)	-7%	32 916
Planning and development	10 129	11 280	11 685	897	11 239	11 685	(446)	-4%	11 685
Corporate Wide Strategic Planning (IDPs, LEDs)	1 686	1 982	2 187	162	2 167	2 187	(20)	-1%	2 187
Economic Development/Planning	1 400	2 115	2 031	176	1 720	2 031	(311)	-15%	2 031
Town Planning, Building Regulations and Enforcement	4 745	4 473	4 667	365	4 881	4 667	214	5%	4 667
Project Management Unit	2 298	2 710	2 799	194	2 470	2 799	(328)	-12%	2 799
Road transport	24 205	22 910	19 762	1 050	18 549	19 762	(1 213)	-6%	19 762
Roads	24 205	22 910	19 762	1 050	18 549	19 762	(1 213)	-6%	19 762
Environmental protection	479	2 098	1 469	76	816	1 469	(653)	-44%	1 469
Biodiversity and Landscape	479	2 098	1 469	76	816	1 469	(653)	-44%	1 469
Trading services	390 042	459 620	449 318	33 988	387 977	449 318	(61 340)	-14%	449 318
Energy sources	271 820	327 833	323 444	26 894	284 606	323 444	(38 837)	-12%	323 444
Electricity	269 233	324 461	320 830	26 642	281 922	320 830	(38 908)	-12%	320 830
Street Lighting and Signal Systems	2 587	3 371	2 613	252	2 684	2 613	71	3%	2 613
Water management	41 092	36 559	37 773	1 640	34 573	37 773	(3 200)	-8%	37 773
Water Treatment	154	1 838	1 278	20	201	1 278	(1 077)	-84%	1 278
Water Distribution	37 997	30 463	32 386	1 515	31 697	32 386	(689)	-2%	32 386
Water Storage	2 941	4 258	4 109	105	2 675	4 109	(1 434)	-35%	4 109
Waste water management	36 519	43 400	38 819	2 713	33 685	38 819	(5 133)	-13%	38 819
Public Toilets	1 566	1 984	1 762	131	1 679	1 762	(83)	-5%	1 762
Sewerage	27 631	30 347	27 702	2 055	24 481	27 702	(3 221)	-12%	27 702
Storm Water Management	7 321	8 141	7 902	527	7 525	7 902	(376)	-5%	7 902
Waste Water Treatment	0	2 928	1 453	–	0	1 453	(1 453)	-100%	1 453
Waste management	40 611	51 829	49 283	2 741	35 112	49 283	(14 170)	-29%	49 283
Solid Waste Disposal (Landfill Sites)	7 599	16 403	14 619	632	3 689	14 619	(10 930)	-75%	14 619
Solid Waste Removal	31 594	33 991	34 144	2 097	31 250	34 144	(2 895)	-8%	34 144
Street Cleaning	1 418	1 436	519	12	174	519	(345)	-66%	519
Other	902	951	941	25	933	941	(8)	-1%	941
Licensing and Regulation	10	51	41	25	33	41	(8)	-19%	41
Tourism	892	900	900	–	900	900	(0)	0%	900
Total Expenditure - Functional	647 182	774 922	767 219	50 719	623 842	767 219	(124 710)	-16%	767 219
Surplus/ (Deficit) for the year	29 141	2 908	19 563	(9 052)	91 337	19 563	71 774	367%	19 563

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) - M12 June

Vote Description	2020/21	Budget Year 2021/22							
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	92 562	107 712	109 575	7 568	105 824	109 575	(3 750)	-3,4%	109 575
Vote 2 - Community Services	13 354	35 720	36 210	522	15 102	36 210	(21 107)	-58,3%	36 210
Vote 3 - Community Services	130 857	131 976	134 320	136	110 459	134 320	(23 861)	-17,8%	134 320
Vote 4 - Community Services	13 503	4 581	5 152	348	5 999	5 152	846	16,4%	5 152
Vote 5 - Corporate Services	267	594	594	3	382	594	(212)	-35,8%	594
Vote 6 - Technical Services	339 012	388 952	390 308	26 593	367 490	390 308	(22 818)	-5,8%	390 308
Vote 7 - Technical Services	85 638	107 224	109 124	6 445	109 312	109 124	188	0,2%	109 124
Vote 8 - Muncipal Manager	1 129	1 072	1 499	51	611	1 499	(889)	-59,3%	1 499
Total Revenue by Vote	676 323	777 830	786 782	41 666	715 179	786 782	(71 603)	-9,1%	786 782
Vote 1 - Financial Services	38 586	52 465	50 075	2 640	41 825	50 075	(8 250)	-16,5%	50 075
Vote 2 - Community Services	36 229	41 879	42 934	3 206	38 825	42 934	(4 109)	-9,6%	42 934
Vote 3 - Community Services	48 070	54 069	59 980	3 469	38 436	59 980	(21 544)	-35,9%	59 980
Vote 4 - Community Services	16 030	43 719	40 914	1 380	20 074	40 914	(20 840)	-50,9%	40 914
Vote 5 - Corporate Services	69 201	77 479	82 019	3 282	56 454	82 019	(25 565)	-31,2%	82 019
Vote 6 - Technical Services	338 159	401 057	389 596	31 124	342 947	389 596	(46 649)	-12,0%	389 596
Vote 7 - Technical Services	86 066	90 791	88 684	4 711	73 889	88 684	(14 795)	-16,7%	88 684
Vote 8 - Muncipal Manager	14 779	13 462	12 767	907	11 392	12 767	(1 375)	-10,8%	12 767
Total Expenditure by Vote	647 120	774 922	766 969	50 719	623 842	766 969	(143 127)	-18,7%	766 969
Surplus/ (Deficit) for the year	29 203	2 908	19 813	(9 052)	91 337	19 813	71 524	361,0%	19 813

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M12 June

Description	2020/21	Budget Year 2021/22							
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	80 674	83 290	83 290	4 469	88 709	83 290	5 418	7%	83 290
Service charges - electricity revenue	274 180	323 478	327 478	28 247	322 344	327 478	(5 134)	-2%	327 478
Service charges - water revenue	43 137	39 677	39 577	2 912	45 848	39 577	6 271	16%	39 577
Service charges - sanitation revenue	30 920	25 043	28 043	(2 233)	27 387	28 043	(656)	-2%	28 043
Service charges - refuse revenue	27 965	25 574	27 574	2 507	29 651	27 574	2 077	8%	27 574
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	1 606	1 470	2 970	407	4 604	2 970	1 634	55%	2 970
Interest earned - external investments	3 079	6 990	6 990	429	5 365	6 990	(1 625)	-23%	6 990
Interest earned - outstanding debtors	5 569	8 677	8 677	1 700	17 251	8 677	8 574	99%	8 677
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	11 593	21 479	21 479	6	9 560	21 479	(11 920)	-55%	21 479
Licences and permits	1 065	2 111	2 111	108	1 286	2 111	(824)	-39%	2 111
Agency services	4 354	4 046	4 046	336	4 326	4 046	280	7%	4 046
Transfers recognised - operational	131 244	145 903	148 292	54	108 156	148 292	(40 136)	-27%	148 292
Other revenue	7 774	14 985	15 754	2 671	13 347	15 754	(2 407)	-15%	15 754
Gains on disposal of PPE	–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	623 159	702 723	716 281	41 614	677 833	716 281	(38 447)	-5%	716 281
Expenditure By Type									
Employee related costs	201 544	237 025	233 837	15 900	211 169	233 837	(22 669)	-10%	233 837
Remuneration of councillors	9 897	12 007	11 007	830	9 925	11 007	(1 082)	-10%	11 007
Debt impairment	50 015	63 750	63 750	16	36 116	63 750	(27 635)	-43%	63 750
Depreciation & asset impairment	33 231	39 729	39 729	–	22 351	39 729	(17 378)	-44%	39 729
Finance charges	4 522	8 696	8 690	12	178	8 690	(8 512)	-98%	8 690
Bulk purchases	239 632	285 789	288 779	24 089	254 656	288 779	(34 124)	-12%	288 779
Other materials	12 584	14 977	16 706	1 793	15 150	16 706	(1 555)	-9%	16 706
Contracted services	51 748	48 390	36 382	4 157	31 950	36 382	(4 432)	-12%	36 382
Transfers and grants	6 534	25 603	23 948	188	2 627	23 948	(21 321)	-89%	23 948
Other expenditure	37 409	38 955	44 391	3 734	39 721	44 391	(4 670)	-11%	44 391
Loss on disposal of PPE	66	0	0	–	–	0	(0)	-100%	0
Total Expenditure	647 182	774 922	767 219	50 719	623 842	767 219	(143 377)	-19%	767 219
Surplus/(Deficit)	(24 023)	(72 199)	(50 938)	(9 105)	53 991	(50 938)	104 929	(0)	(50 938)
Transfers recognised - capital	52 267	74 937	70 331	–	36 895	70 331	(33 436)	(0)	70 331
Contributions recognised - capital	898	170	170	53	450	170	280	0	170
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	29 141	2 908	19 563	(9 052)	91 337	19 563			19 563
Surplus/(Deficit) attributable to	29 141	2 908	19 563	(9 052)	91 337	19 563			19 563
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	29 141	2 908	19 563	(9 052)	91 337	19 563			19 563

The revenue and expenditure figures excludes internal charges

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

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

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description R thousands	2020/21	Budget Year 2021/22							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	206	–	–	–	–	–	–		–
Vote 3 - Community Services	–	–	–	–	–	–	–		–
Vote 4 - Community Services	–	–	–	–	–	–	–		–
Vote 5 - Corporate Services	–	–	–	–	–	–	–		–
Vote 6 - Technical Services	12 425	27 630	15 731	3 108	12 477	15 731	(3 253)	-21%	15 731
Vote 7 - Technical Services	3 913	34 373	39 769	4 315	38 183	39 769	(1 585)	-4%	39 769
Vote 8 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	16 545	62 004	55 499	7 423	50 661	55 499	(4 838)	-9%	55 499
Single Year expenditure appropriation									
Vote 1 - Financial Services	165	180	1 022	216	937	1 022	(85)	-8%	1 022
Vote 2 - Community Services	1 971	–	670	667	667	670	(3)	0%	670
Vote 3 - Community Services	1 126	–	504	–	240	504	(264)	-52%	504
Vote 4 - Community Services	9 507	6 151	4 215	705	2 307	4 215	(1 908)	-45%	4 215
Vote 5 - Corporate Services	3 630	900	472	250	446	472	(26)	-6%	472
Vote 6 - Technical Services	25 539	16 266	18 918	3 719	13 550	18 918	(5 368)	-28%	18 918
Vote 7 - Technical Services	8 462	3 744	889	–	889	889	–		889
Vote 8 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	50 399	27 241	26 690	5 558	19 037	26 690	(7 653)	-29%	26 690
Total Capital Expenditure	66 944	89 244	82 189	12 980	69 698	82 189	(12 491)	-15%	82 189

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M12 June

Vote Description R thousands	2020/21 Audited Outcome	Budget Year 2021/22 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	3 162	2 080	3 275	959	2 841	3 275	(434)	-13%	3 275
Executive and council	(1)	600	–	–	–	–	–		–
Finance and administration	3 163	1 480	3 275	959	2 841	3 275	(434)	-13%	3 275
Community and public safety	10 876	5 456	4 653	1 055	2 896	4 653	(1 757)	-38%	4 653
Community and social services	1 613	–	670	667	667	670	(3)	0%	670
Sport and recreation	7 782	5 456	3 479	388	1 988	3 479	(1 490)	-43%	3 479
Public safety	1 481	–	504	–	240	504	(264)	-52%	504
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	17 177	27 042	16 007	3 275	12 867	16 007	(3 140)	-20%	16 007
Planning and development	1 934	696	736	317	319	736	(417)	-57%	736
Road transport	15 243	26 347	15 272	2 958	12 549	15 272	(2 723)	-18%	15 272
Environmental protection	–	–	–	–	–	–	–		–
Trading services	35 728	54 666	58 254	7 691	51 094	58 254	(7 160)	-12%	58 254
Energy sources	4 054	13 163	13 204	2 796	9 573	13 204	(3 631)	-27%	13 204
Water management	7 954	21 135	18 281	2 035	18 143	18 281	(138)	-1%	18 281
Waste water management	18 448	3 386	4 391	581	2 448	4 391	(1 943)	-44%	4 391
Waste management	5 272	16 982	22 377	2 279	20 930	22 377	(1 448)	-6%	22 377
Total Capital Expenditure - Standard Cla	66 944	89 244	82 189	12 980	69 698	82 189	(12 491)	-15%	82 189
Funded by:									
National Government	18 276	49 637	49 637	5 069	44 371	49 637	(5 266)	-11%	49 637
Provincial Government	33 326	24 801	19 827	3 902	16 163	19 827	(3 664)	-18%	19 827
District Municipality	665	500	1 079	164	404	1 079	(675)	-63%	1 079
Transfers recognised - capital	52 768	74 937	70 543	9 135	60 938	70 543	(9 605)	-14%	70 543
Borrowing	–	–	–	–	–	–	–		–
Internally generated funds	14 175	14 307	11 646	3 845	8 760	11 646	(2 886)	-25%	11 836
Total Capital Funding	66 944	89 244	82 189	12 980	69 698	82 189	(12 491)	-15%	82 379

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M12 June

Description	2020/21	Budget Year 2021/22			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	115 305	133 360	136 515	157 349	114 952
Call investment deposits	–	–	–	–	–
Consumer debtors	82 538	28 353	73 550	108 362	55 673
Other debtors	9 546	7 966	33 463	60 685	18 542
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 963	11 602	9 694	8 653	9 963
Total current assets	217 352	181 281	253 223	335 049	199 130
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	–	9	–	–
Investment property	44 224	43 765	42 688	44 224	43 430
Investments in Associate	–	–	–	–	–
Property, plant and equipment	982 227	996 031	1 028 789	1 016 594	1 038 873
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	1 260	1 576	724	1 260	1 122
Other non-current assets	550	550	550	550	550
Total non current assets	1 028 261	1 041 921	1 072 761	1 062 628	1 083 975
TOTAL ASSETS	1 245 613	1 223 203	1 325 983	1 397 677	1 283 105
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 587	–	598	326	1 587
Consumer deposits	9 080	7 976	8 732	10 433	8 732
Trade and other payables	58 906	115 836	108 489	102 275	110 393
Provisions	57 013	77 857	27 801	59 678	25 627
Total current liabilities	126 585	201 668	145 620	172 711	146 339
Non current liabilities					
Borrowing	1 188	2 588	1 592	1 188	188
Provisions	173 844	128 602	211 519	179 401	173 844
Total non current liabilities	175 032	131 189	213 111	180 589	174 032
TOTAL LIABILITIES	301 617	332 857	358 731	353 301	320 371
NET ASSETS	943 996	890 345	967 252	1 044 376	962 733
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	933 554	879 728	956 810	1 033 934	952 291
Reserves	10 442	10 618	10 442	10 442	10 442
TOTAL COMMUNITY WEALTH/EQUITY	943 996	890 345	967 252	1 044 376	962 733

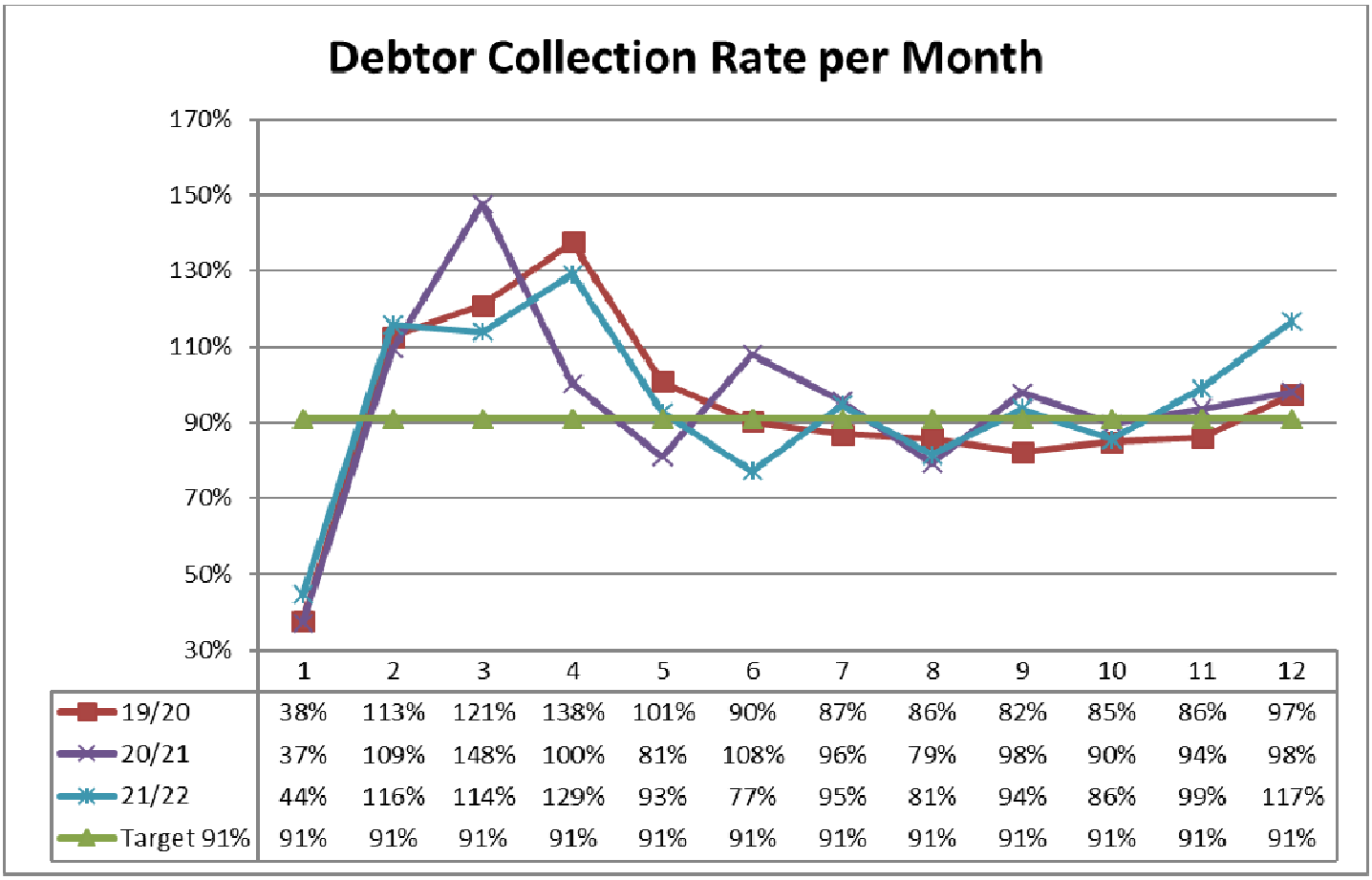
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M12 June

Description	2020/21	Budget Year 2021/22							
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	82 812	79 126	80 384	5 569	84 778	80 384	4 394	5%	80 384
Service charges	345 134	379 151	385 845	43 017	472 571	385 845	86 727	22%	385 845
Other revenue	859	27 756	15 377	3 490	22 784	15 377	7 407	48%	15 377
Government - operating	131 051	145 903	140 667	576	114 856	140 667	(25 811)	-18%	140 667
Government - capital	52 102	75 107	99 150	–	66 401	99 150	(32 749)	-33%	99 150
Interest	8 648	9 593	6 971	429	5 153	6 971	(1 818)	-26%	6 971
Dividends									
Payments									
Suppliers and employees	(546 597)	(604 934)	(624 822)	(54 192)	(659 609)	(624 822)	34 786	-6%	(624 822)
Finance charges	(226)	(461)	(461)	(12)	(29)	(461)	(432)	94%	(461)
Transfers and Grants	(22 351)	(25 603)	–	(252)	(2 854)	–	2 854		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	51 431	85 636	103 110	(1 373)	104 051	103 110	75 359	73%	103 110
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	905	–	–	–	–	–	–		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	–	–	–		–
Payments									
Capital assets	(66 944)	(89 094)	(81 950)	(11 539)	(75 369)	(81 950)	(6 581)	8%	(82 189)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(66 038)	(89 094)	(81 950)	(11 539)	(75 369)	(81 950)	(6 581)	8%	(82 189)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	–	–	–	–	–	–		–
Increase (decrease) in consumer deposits	849	–	–	543	1 129	–	1 129		–
Payments									–
Repayment of borrowing	(1 331)	(1 000)	–	(109)	(237)	–	237		–
NET CASH FROM/(USED) FINANCING ACTIVITIES	(482)	(1 000)	–	434	892	–	(892)		892
									–
NET INCREASE/ (DECREASE) IN CASH HELD	(15 089)	(4 459)	21 160	(12 478)	29 574	21 160			20 921
Cash/cash equivalents at beginning:	130 394	137 819	115 305		115 296	115 305			115 296
Cash/cash equivalents at month/year end:	115 305	133 360	136 465		144 870	136 465			136 217

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M12 June

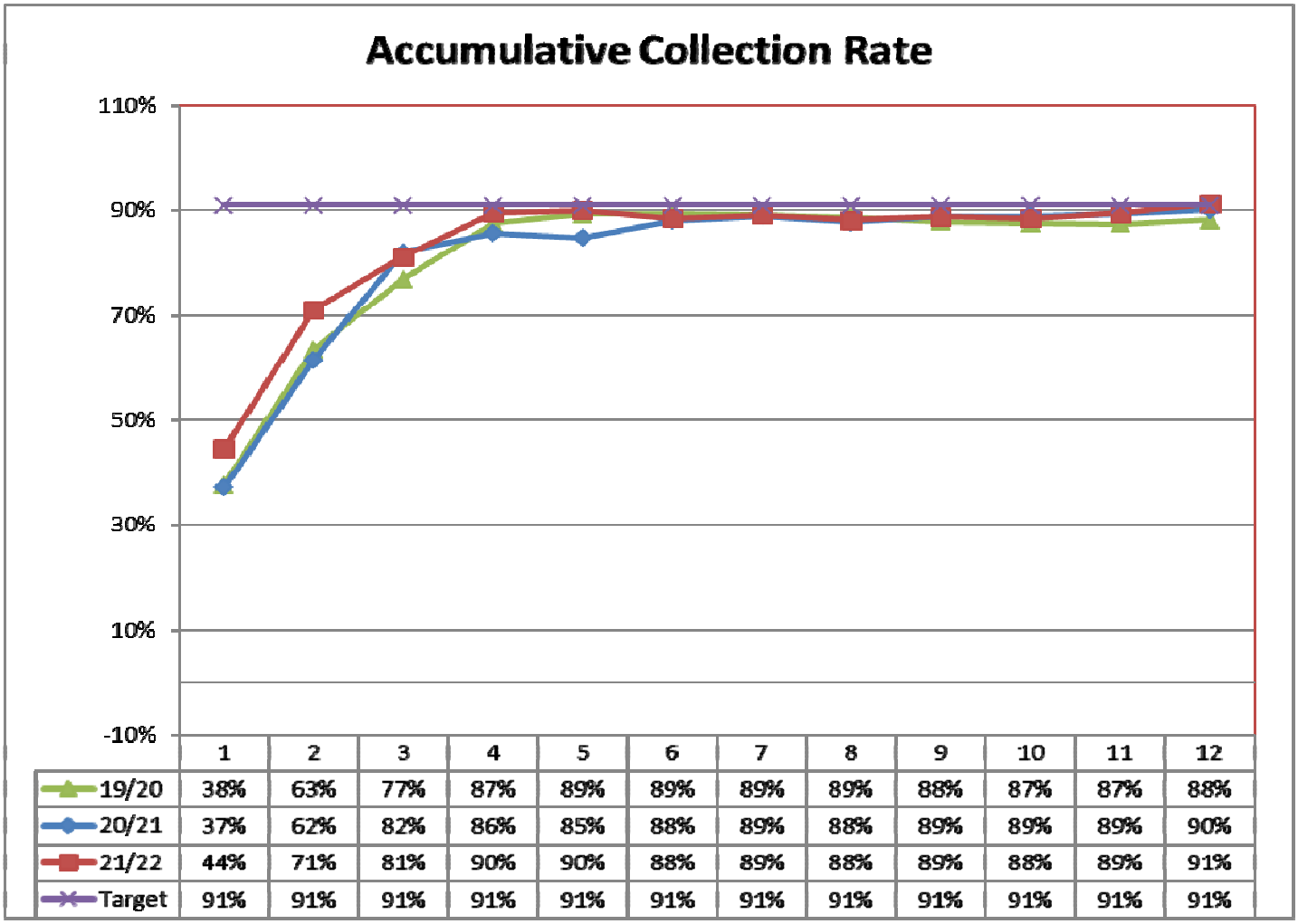
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	5 418	Supplementary Valuation results implemented during April 2022.
	Service charges - electricity revenue	(5 134)	YTD consumption is in line with previous years trends, except for 2020-21 fin year which was an unusual year due to the pandemic.
	Service charges - water revenue	6 271	YTD consumption is sliglhtly higher in comparision with the previous year
	Service charges - sanitation revenue	(656)	Immaterial Variance.
	Service charges - refuse revenue	2 077	Indigent Relief is lower than anticipated
	Service charges - other	–	
	Rental of facilities and equipment	1 634	Increase due to relaxation of Covid 19 Regulations.
	Interest earned - external investments	(1 625)	Lower interest rates resulting in lower interest being earned.
	Interest earned - outstanding debtors	8 574	Increase in oustanding debtors
	Dividends received	–	
	Fines, penalties and forfeits	(11 920)	Information in respect of Provincial Fines still outstanding as well as local fines for June 2022. No service provider appointed.
	Licences and permits	(824)	Immaterial Variance.
	Agency services	280	Immaterial Variance.
	Transfers and subsidies	(40 136)	Delay in expenditure with regards to Housing Top Structures (R19m). Deduction of unspent grants from second equitable share tranch (R10m).
	Other revenue	(2 407)	Recognition of Revenue in terms of Surcharges & Taxes is low due to low capital grant expenditure
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	(3 534)	Vacancies resulting in a reduction of Employee Related Cost
	Post Employment Provisions	(19 135)	Adjustment to be made in line with actuarial report at year-end.
	Remuneration of councillors	(1 082)	Immaterial Variance.
	Debt impairment	(27 635)	Original Estimate of Debt may be higher than expected. Adjustment relating to provision at year end still outstanding.
	Depreciation & asset impairment	(17 378)	Depreciation on Landfill sites done at year end based on report received.
	Finance charges	(8 512)	Finance charges relating to Landfill Sites recognised on annual basis based on report received.
	Bulk purchases	(34 124)	Payment of Bulk Purchases for 11 Months, 1 month outstanding
	Other materials	(1 555)	Immaterial Variance.
	Contracted services	(4 432)	Reduction in Contracted Services in respect of the following material items: Legal Cost, Business and advisory, Maintenance of Unspecificed Assets, Maintenance of Building and Facilities & Infrastructure & Planning.
	Transfers and subsidies	(21 321)	Delay in expenditure with regards to Housing Top Structures.
	Other expenditure	(4 670)	Low spending on the following material items: External Computer Service,Workmen's Compensation Fund,Professional Bodies, Membership,Uniform and Protective Clothing, Hire Charges
	Loss on disposal of PPE	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(12 491)	Delays in capital expenditure of which the most prominent are the Wolseley Public Toilets and the Upgrades to the Van Breda Bridge.
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	4 394	Indigent Relief is lower than anticipated
	Service charges	86 727	YTD consumption is in line with previous years trends, except for 2020-21 fin year which was an unusual year due to the pandemic
	Other revenue	7 407	Immaterial Variance.
	Government - operating	(25 811)	Decrease in operational grant receipts of which Housing is the most prominent (R15m). Deduction of unspent grants from second equitable share tranch (R10m).
	Government - capital	(32 749)	Grants receipts lower than anticipated/expected of which the most prominent is with regards to the Van Breda Bridge and Housing Top Structures.
	Interest	(1 818)	Lower interest rates resulting in lower interest being earned. Collection Rate is currently at 88%.
	Dividends	–	
	Payments		
	Suppliers and employees	34 786	Budget excludes VAT. If VAT is included variance will be in line with the expenditure reasons provided above.
	Finance charges	(432)	Immaterial Variance.
	Transfers and Grants	2 854	Variance due to transfer payments made to support various organisations - requests by organisations cannot be foreseen.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
19/20	38%	113%	121%	138%	101%	90%	87%	86%	82%	85%	86%	97%
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
Target 91%	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%

The purpose of this graph is to illustrate the collection against targets set for the relevant months. The target for the month is 91% while the actual figure for June 2022 amounts to 117% in comparison to the previous year 98%.

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 91%, terwyl die syfer vir Junie 2022 117% beloop in vergelyking met die vorige jaar 98%.



	1	2	3	4	5	6	7	8	9	10	11	12
19/20	38%	63%	77%	87%	89%	89%	89%	89%	88%	87%	87%	88%
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
Target	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%	91%

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 91% while the actual figure is 91%.

The payment culture of consumers are still the same which has a negative impact on collections.

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 91%, terwyl die werklike syfer 91% beloop.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M12 June

Description	NT Code	Budget Year 2021/22									
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	11 080	1 762	1 714	1 683	1 857	1 508	9 133	70 619	99 357	84 801
Electricity	1300	21 614	695	890	496	381	255	1 301	3 552	29 184	5 985
Property Rates	1400	4 681	570	575	643	292	281	5 388	18 223	30 653	24 827
Waste Water Management	1500	8 289	1 085	1 124	989	944	911	5 100	36 829	55 270	44 772
Waste Management	1600	8 948	1 310	1 216	1 158	1 105	1 088	5 739	38 489	59 053	47 579
Property Rental Debtors	1700	184	13	13	13	12	12	72	1 204	1 522	1 313
Interest on Arrear Accounts	1810	1 260	118	138	164	152	194	1 848	52 474	56 347	54 832
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(5 482)	64	36	57	48	149	274	1 163	(3 691)	1 691
Total By Income Source	2000	50 574	5 617	5 706	5 201	4 792	4 398	28 856	222 552	327 696	265 800
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	395	364	425	474	121	118	1 619	2 827	6 344	5 160
Commercial	2300	17 689	627	819	483	449	229	3 090	12 035	35 420	16 286
Households	2400	32 135	4 456	4 300	4 060	4 054	3 895	22 997	200 463	276 359	235 469
Other	2500	356	170	163	184	167	157	1 150	7 227	9 574	8 885
Total By Customer Group	2600	50 574	5 617	5 706	5 201	4 792	4 398	28 856	222 552	327 696	265 800

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M12 June

Description R thousands	NT Code	Budget Year 2021/22								
		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	4 242	434	–	15	1	–	23	–	4 715
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	4 242	434	–	15	1	–	23	–	4 715

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:
-Amounts did not appear on statement
-Account is in dispute

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M12 June

Investments by maturity Name of institution & investment ID	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 - M12 June

Description	Budget Year 2021/22							
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:	2 210	2 210	–	4 167	2 210	–		2 210
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	–	–	–	2 617	–	2 617		–
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	1 550	–		1 550
Municipal Infrastructure Grant [Schedule 5B]	660	660	–	–	660	(660)	-100,0%	660
Provincial Government:	15 902	31 551	–	13 370	31 551	(18 181)	-57,6%	31 551
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	9 703	10 536	–	10 536	10 536	–		10 536
Specify (Add grant description)	2 749	2 749	–	132	2 749	(2 617)	-95,2%	2 749
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	850	250	–	250	250	–		250
Specify (Add grant description)	252	252	–	252	252	–		252
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	1 600	–	1 600	1 600	–		1 600
Specify (Add grant description)	–	–	–	600	–	600		–
Specify (Add grant description)	2 348	14 374	–	–	14 374	(14 374)	-100,0%	14 374
Specify (Add grant description)	–	1 790	–	–	1 790	(1 790)	-100,0%	1 790
District Municipality:	–	240	–	–	240	(240)	-100,0%	1 790
All Grants	–	240	–	–	240	(240)	-100,0%	240
Other grant providers:	–	–	–	668	–	668		–
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	668	–	668		–
Total Operating Transfers and Grants	18 112	34 001	–	18 205	34 001	(15 795)	-46,5%	35 551
Capital Transfers and Grants						–		
National Government:	57 082	57 082	–	57 742	57 082	660	2,7%	57 082
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	12 762	12 762	–	12 762	12 762	–		12 762
Municipal Infrastructure Grant [Schedule 5B]	24 320	24 320	–	24 980	24 320	660	2,7%	24 320
Regional Bulk Infrastructure Grant (Schedule 5B)	20 000	20 000	–	20 000	20 000	–		20 000
Provincial Government:	48 970	33 617	–	7 894	33 617	(25 723)	-76,5%	33 617
Specify (Add grant description)	800	800	–	–	800	(800)	-100,0%	800
Specify (Add grant description)	–	600	–	–	600	(600)	-100,0%	600
Specify (Add grant description)	24 540	4 125	–	2 709	4 125	(1 416)	-34,3%	4 125
Specify (Add grant description)	23 630	28 092	–	4 385	28 092	(23 707)	-84,4%	28 092
District Municipality:	500	1 004	–	764	1 004	(240)	-23,9%	34 001
All Grants	500	1 004	–	764	1 004	(240)	-23,9%	1 004
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	106 552	91 703	–	66 400	91 703	(25 303)	-27,6%	124 700
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	124 664	125 704	–	84 606	125 704	(41 098)	-32,7%	160 251

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M12 June

Description	Budget Year 2021/22							
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:	–	–	56	4 056	–	4 056		–
Agriculture Research and Technology	–	–	6	2 860	–	2 860		–
Agriculture, Conservation and Environmental	–	–	–	–	–	–		–
Arts and Culture Sustainable Resource Management	–	–	50	1 196	–	1 196		–
Provincial Government:	–	–	–	7 856	–	7 856		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	7 856	–	7 856		–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	12 708	–	12 708	#DIV/0!	–
Provincial Government:	–	–	–	9 954	–	9 954		–
Specify (Add grant description)	–	–	–	262	–	262	#DIV/0!	–
Specify (Add grant description)	–	–	–	4 125	–	4 125	#DIV/0!	–
Specify (Add grant description)	–	–	–	2	–	2	#DIV/0!	–
Specify (Add grant description)	–	–	–	5 565	–	5 565	#DIV/0!	–
District Municipality:	–	–	–	438	–	438		–
All Grants	–	–	–	438	–	438		–
Other grant providers:	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants	–	–	–	42 439	–	42 439		–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	56	54 351	–	54 351		–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M12 June

Summary of Employee and Councillor remuneration R thousands	Budget Year 2021/22							
	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	7 980	7 980	633	7 711	7 980	(269)	-3%	7 980
Pension and UIF Contributions	1 787	1 706	105	1 089	1 706	(617)	-36%	1 706
Medical Aid Contributions	335	335	6	122	335	(213)	-64%	335
Motor Vehicle Allowance	817	0	–	–	0	(0)	-100%	0
Cellphone Allowance	985	942	85	988	942	46	5%	942
Housing Allowances	43	43	–	15	43	(29)	-66%	43
Other benefits and allowances	59	0	–	–	0	(0)	-100%	0
Sub Total - Councillors	12 007	11 007	830	9 925	11 007	(1 082)	-10%	11 007
Senior Managers of the Municipality								
Basic Salaries and Wages	4 497	3 788	325	3 901	3 788	114	3%	3 788
Pension and UIF Contributions	925	925	29	343	925	(582)	-63%	925
Medical Aid Contributions	159	159	5	57	159	(102)	-64%	159
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 052	1 052	–	682	1 052	(370)	-35%	1 052
Motor Vehicle Allowance	1 242	1 242	83	990	1 242	(252)	-20%	1 242
Cellphone Allowance	84	94	13	52	94	(42)	-45%	94
Housing Allowances	182	182	23	282	182	101	56%	182
Other benefits and allowances	136	136	4	106	136	(30)	-22%	136
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 276	7 577	482	6 413	7 577	(1 164)	-15%	7 577
Other Municipal Staff								
Basic Salaries and Wages	136 537	131 499	10 282	123 730	131 499	(7 769)	-6%	131 499
Pension and UIF Contributions	20 659	19 967	1 713	20 175	19 967	208	1%	19 967
Medical Aid Contributions	9 200	9 080	702	8 290	9 080	(790)	-9%	9 080
Overtime	10 906	11 131	1 659	18 744	11 131	7 612	68%	11 131
Performance Bonus	9 311	12 428	–	8 717	12 428	(3 711)	-30%	12 428
Motor Vehicle Allowance	5 309	5 915	505	5 928	5 915	13	0%	5 915
Cellphone Allowance	478	511	42	503	511	(8)	-2%	511
Housing Allowances	1 947	1 131	95	1 130	1 131	(1)	0%	1 131
Other benefits and allowances	5 175	3 777	420	4 902	3 777	1 125	30%	3 777
Payments in lieu of leave	1 050	3 043	–	3 109	3 043	65	2%	3 043
Long service awards	–	–	–	886	–	886	#DIV/0!	–
Post-retirement benefit obligations	28 178	27 778	–	8 643	27 778	(19 135)	-69%	27 778
Sub Total - Other Municipal Staff	228 749	226 261	15 418	204 756	226 261	(21 505)	-10%	226 261
TOTAL SALARY, ALLOWANCES &	249 032	244 844	16 730	221 094	244 844	(23 751)	-10%	244 844
% increase								
TOTAL MANAGERS AND STAFF	237 025	233 837	15 900	211 169	233 837	(22 669)	-10%	233 837

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M12 June

Description	Ref	Budget Year 2021/22											
		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		5 769	15 593	11 710	12 132	5 180	4 215	5 166	4 808	4 971	5 249	4 416	1 175
Service charges - electricity revenue		30 337	36 936	33 947	28 552	25 311	21 246	26 243	28 406	34 184	37 386	41 873	(26 420)
Service charges - water revenue		2 880	3 342	2 987	3 128	2 894	2 432	3 734	3 800	4 251	3 310	4 167	(5 084)
Service charges - sanitation revenue		1 789	2 310	1 912	5 727	2 288	1 507	2 414	2 484	1 627	2 376	2 057	(9 876)
Service charges - refuse		2 013	2 089	2 126	2 181	2 208	1 520	2 485	2 221	2 560	1 859	2 162	(4 035)
Service charges - other		–	–	3 044	(2 436)	60	1 525	(3 854)	135	353	(683)	151	2 392
Rental of facilities and equipment		91	77	334	513	374	219	435	320	500	256	194	(3 239)
Interest earned - external investments		221	237	164	136	448	192	665	716	181	262	1 502	2 248
Interest earned - outstanding debtors		0	–	–	–	–	–	–	–	–	–	–	(0)
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		68	53	63	107	176	82	95	195	118	180	131	63
Licences and permits		487	50	325	1 612	3 641	391	88	1 092	99	593	348	(6 516)
Agency services		–	–	–	–	–	–	–	–	–	–	–	3 948
Transfer receipts - operating		–	–	–	–	–	–	251	472	322	243	238	139 140
Other revenue		44 521	6 061	483	4 627	629	26 854	3 489	1 858	29 633	179	402	(111 611)
Cash Receipts by Source		88 177	66 748	57 094	56 277	43 209	60 184	41 213	46 507	78 800	51 209	57 641	(17 816)
Other Cash Flows by Source													–
Transfer receipts - capital		9 333	–	–	7 713	21 264	–	6 550	–	21 276	–	264	32 749
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	–	–	–	–	–	–	–	–	–	–
Short term loans		–	–	–	–	–	–	–	–	–	–	–	(1 000)
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		(10)	21	10	61	93	30	8	240	55	27	50	8 146
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(80 000)	–	–	20 000	20 000	(60 000)	20 000	20 000	–	–	60 000	–
Total Cash Receipts by Source		17 500	66 769	57 104	84 052	84 566	214	67 771	66 746	100 132	51 236	117 955	22 078
Cash Payments by Type													–
Employee related costs		14 974	14 718	15 104	17 148	24 682	15 513	17 480	14 640	17 981	15 897	16 269	38 628
Remuneration of councillors		936	955	938	938	706	871	827	829	836	835	865	(9 534)
Interest paid		–	–	1	–	–	16	0	–	–	–	–	444
Bulk purchases - Electricity		32 051	38 254	33 727	20 676	19 030	18 436	19 488	25 239	27 576	33 071	29 241	(7 000)
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	–
Other materials		1 474	451	1 001	1 736	1 449	1 711	1 846	994	1 441	1 094	1 720	–
Contracted services		2 677	5 053	4 894	756	6 160	1 153	940	1 740	4 084	3 174	2 278	(32 910)
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		54	54	561	279	–	969	(206)	15	124	653	102	109 398
General expenses		8 745	2 054	7 801	8 141	2 691	5 184	2 687	2 986	4 089	3 835	3 765	(51 976)
Cash Payments by Type		60 910	61 539	64 024	49 674	54 719	43 852	43 061	46 443	56 131	58 559	54 240	47 050
Other Cash Flows/Payments by Type													
Capital assets		1 867	4 551	3 912	232	2 924	5 999	5 214	11 378	7 706	12 229	7 819	18 359
Repayment of borrowing		(2)	–	21	–	–	109	–	–	–	–	–	(128)
Other Cash Flows/Payments		(467)	(1 693)	1 461	935	4 680	93	1 084	4 186	1 256	1 998	1 352	(14 885)
Total Cash Payments by Type		62 307	64 397	69 419	50 841	62 323	50 053	49 359	62 007	65 093	72 785	63 410	50 396
NET INCREASE/(DECREASE) IN CASH HELD		(44 807)	2 372	(12 315)	33 211	22 243	(49 839)	18 412	4 740	35 039	(21 549)	54 545	(28 317)
Cash/cash equivalents at the month/year beginning:		115 296	70 489	72 861	60 546	93 757	116 001	66 162	84 574	89 314	124 352	102 804	157 349
Cash/cash equivalents at the month/year end:		70 489	72 861	60 546	93 757	116 001	66 162	84 574	89 314	124 352	102 804	157 349	129 031

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M12 June

Month	2020/21	Budget Year 2021/22							
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	–	3 528	4 680	1	1	4 680	4 679	100,0%	0%
August	970	5 053	5 555	4 632	4 633	10 235	5 602	54,7%	6%
September	2 309	7 122	6 322	3 700	8 333	16 557	8 224	49,7%	10%
October	3 822	10 136	8 474	217	8 550	25 031	16 481	65,8%	10%
November	7 006	10 136	8 474	2 677	11 227	33 504	22 277	66,5%	14%
December	3 969	8 647	7 197	5 676	16 903	40 702	23 799	58,5%	21%
January	4 376	3 528	4 680	8 436	25 339	45 381	20 043	44,2%	28%
February	4 502	5 053	5 555	6 403	31 741	50 937	19 195	37,7%	36%
March	15 227	7 122	6 322	7 601	39 343	57 258	17 916	31,3%	44%
April	2 003	10 136	8 474	10 559	49 902	65 732	15 830	24,1%	0
May	6 929	10 136	8 474	6 816	56 718	74 206	17 488	23,6%	0
June	65 951	8 647	7 983	12 980	69 698	82 189	12 491	15,2%	0
Total Capital expenditure	117 064	89 244	82 189	69 698					

SUPPLY CHAIN MANAGEMENT / VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

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

The following competitive bids are currently in the advertisement stage:

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/19/07	Supply of alarm, monitoring and maintenance system and armed response services	18-Aug-2022
08/2/19/37	Construction of the Waverenskroon Pump Station and Rising Main, Tulbagh	03-Aug-2022
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022
08/2/19/43	Appointment of panel for the rendering of professional legal services	22-Jul-2022
08/2/19/44	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	07-Jul-2022
08/2/19/54	Supply and delivery of road signs and accessories	21-Jul-2022
08/2/19/57	The Supply and dispensing of Fuel (unleaded petrol & 50ppm diesel) for Municipal vehicles and plant from lisenced fuel retail sites / service stations	07-Jul-2022
08/2/19/58	Provision of security services, tactical and crowd control management at Municipal buildings and sites in the Witzenberg municipal area	22-Jul-2022
08/2/19/61	Manufacture and delivery of prefabricated toilet facilities	14-Jul-2022
08/2/19/62	Supply, delivery and manufacturing of 5 Steel Pavilions	25-Jul-2022
08/2/19/68	Supply and delivery of crushed stone aggregate and sand	21-Jul-2022

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality	04-Nov-2021	24-Mar-2022 Referred back	K Dingilizwe / M Grové
08/2/19/15	Supply and delivery of Electrical equipment and cables	07-Dec-2021	15-Feb-2022 15-Mar-2022 Referred back	K Dingilizwe / M Grové

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/42	Leasing of office space to Witzenberg Municipality in Ceres	23-Jun-2022	Awaiting	C Wessels
08/2/19/45	Hiring of Double Axle combination vacuum and jetting truck and 12000 litre super sucker vacuum truck	24-Jun-2022	Awaiting	N Jacobs
08/2/19/46	Maintenance & Upgrading of municipal Geographic Information System	23-Jun-2022	Awaiting	H Taljaard
08/2/19/48	Supply and deliver hot mixed asphalt, all-weather cold mix asphalt bags & bitumen emulsion drums	23-Jun-2022	Awaiting	E Lintnaar
08/2/19/50	Disconnection, reconnection, inspection and replacement of Electricty supply at pole and meter box in Witzenberg Municipal area	24-Jun-2022	Awaiting	C Stevens
08/2/19/51	Cash in Transit (3 year contract)	24-Jun-2022	Awaiting	C Stevens
08/2/19/52	Printing, supply and delivery of a Corporate newsletter to Witzenberg Municipality	22-Jun-2022	28-Jun-2022	R Hendricks

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/25	Supply, delivery and offloading of Water pipe repair items	28-Feb-2022	16-Mar-2022 22-Apr-2022	M Frieslaar
08/2/19/63	Determination of the Rehabilitation costs for waste disposal sites in the Witzenberg municipal area	26-May-2022	29-Jun-2022	WP Mars
08/2/19/66	Engine repairs to Toyota hilux 2.0 vvti including the recovery / tow in of the vehicle from Ceres to bidder's workshop	09-Jun-2022	21-Jun-2022	O Gatyene
08/2/19/69	Renewal of various fortinet licenses for one year	29-Jun-2022	Awaiting	R Rhode
08/2/19/74	Appointment of a service provider to assist with the recruitment and selection process of Section 56 managers	23-Jun-2022	Awaiting	I Barnard
08/2/19/77	Provision of cash in transit services for the period of 1 month	28-Jun-2022	29-Jun-2022	C Stevens

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/62	Professional services for Witzenberg Municipality	08-Jul-2021	11 Feb 2022 13 May 2022 20 May 2022 23 May 2022 25 May 2022 26 May 2022 31 May 2022 01 Jun 2022	30 May 2022 10 Jun 2022 30 Jun 2022
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022
08/2/19/49	Shortterm Insurance	22-Jun-2022	30-Jun-2022	30-Jun-2022

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

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

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

No bids were awarded by the Accounting Officer during the month of June 2022.

Geen tenders was toegeken deur die Rekenpligtige Beampte gedurende Junie 2022 nie.

The following competitive bids were awarded by the Bid Adjudication Committee during the month of June 2022:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Junie 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/19/11	30-June-2022	HCC Energy (Pty) Ltd	Revenue Enhancement: Addressing Illegal Electricity Connections	Bidder scored the highest points	Based on tendered rates to a value not exceeding R 5 000 000.00

The following bids were were cancelled during June 2022: gedurende Junie 2022

Die volgende tenders was gekanselleer

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

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/19/59	17-Jun-2022	Provision of security officers at municipal premises	No acceptable bids were received
08/2/19/67	27-Jun-2022	Appointment of an Independent Investigator with the relevant Legal Qualification (Re-Advertisement)	No bids were received
08/2/19/75	27-Jun-2022	Appointment of a Chairperson with the relevant legal qualification and experience in labour law	No bids were received

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

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

The following written price quotations were approved during the month of June 2022:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Junie 2022:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
173899	06-June-2022	Tredco Marketing Consultants	Supply Provider for the distribution of the external Newsletter	Lowest responsive quotation	R 3 593.75 (Incl. VAT)	Chief Financial Officer
174016	21-June-2022	Parkerson Thomas Technologies	Supply and Delivery of personalised stamps for the councillors.	Lowest responsive quotation	R 15 208.75 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of June 2022:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Junie 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/19/60	07-Jun-2022	Waco Africa (Pty) Ltd t/a Sanitech	Supply and servicing of portable chemical toilets and emptying of septic tanks in the witzenberg area for a period of 3 months	Bidder scored the highest points	R 199 645.00 (Incl. VAT)	Director: Technical Services
08/2/19/64	02-Jun-2022	CHM Vuwani Computer Solutions Pty Ltd	Supply and delivery of laptops	Bidder scored the highest points	R 151 468.80 (Incl. VAT)	Director: Financial Services

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of June 2022.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Junie 2022 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of June 2022 which totals
R 94 591:

3.2.1.9 Afwykings

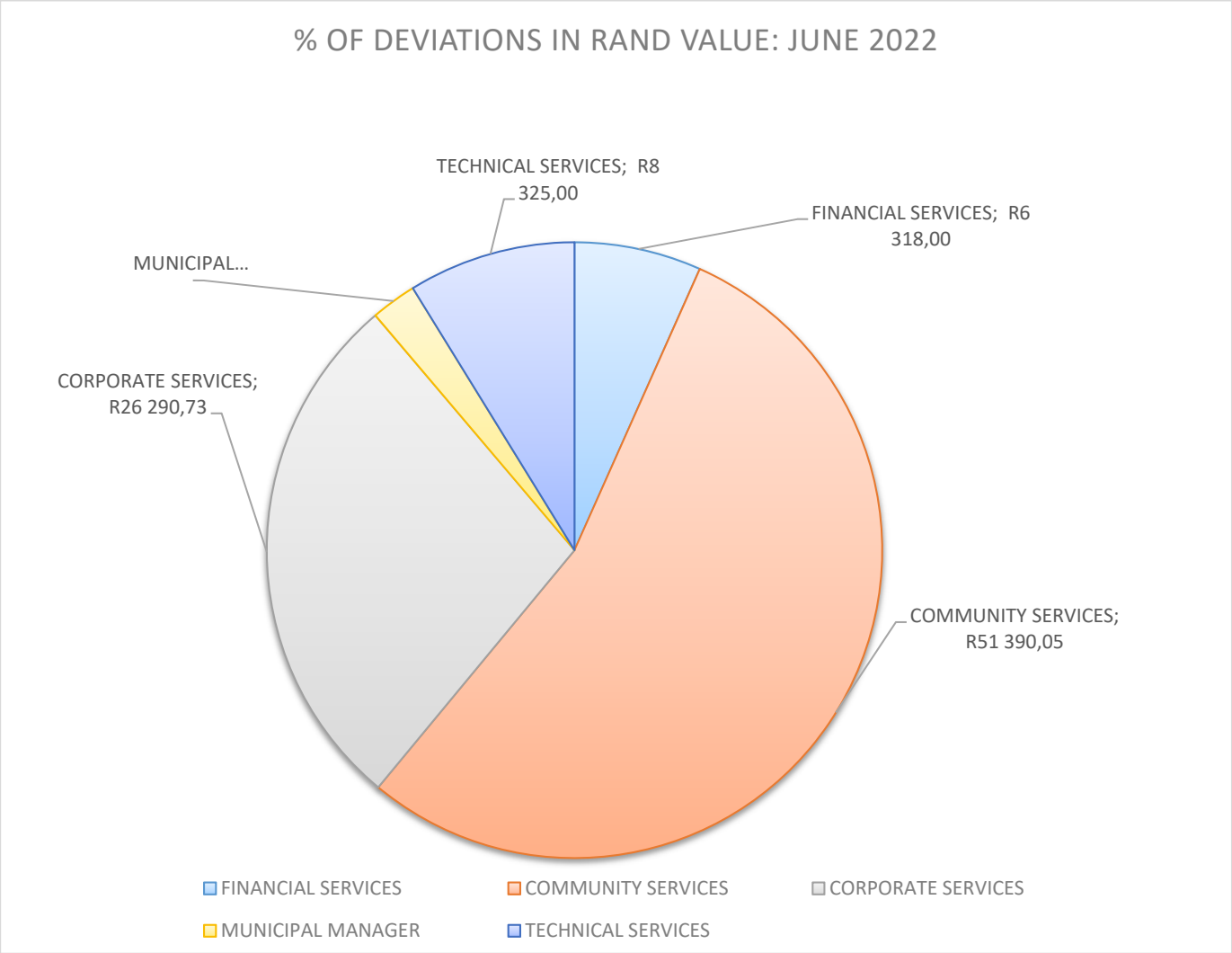
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Junie 2022 wat beloop op die totaal van R 94 591:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
9-Jun-22	Alta Swanepoel & Associates CC	Registration fees: Road Traffic Legislation workshop - MJ Green	Impractical	218	3,400.00
9-Jun-22	Witzenberg Herald	Publish Notice: Revised IDP 2022 - 2027	Single supplier	227	2,268.00
14-Jun-22	ANDIS (Analogue & Digital Systems CC)	Repair testing equipment: Vehicle testing station	Single supplier	258	2,370.00
2-Jun-22	Witzenberg Herald	Publish Notice: 22/23 Budget & 21/22 Adjustment budget	Single supplier	173847	6,318.00
3-Jun-22	Chama General Services (PTY) Ltd	Tow in of Tip truck from Accident Scene CT 10895	Emergency	173859	8,325.00
15-Jun-22	Witzenberg Herald	Public Notice: Special Council Meetinkg 22/06/2022	Single supplier	173996	2,808.00
20-Jun-22	WC Communications SA (PTY) Ltd	Replacement of Switchboard phone at Technical services	Impractical	174003	2,298.85
23-Jun-22	Batsumi Enterprise Solutions (PTY) Ltd	Postage on Franking Machine	Single supplier	174026	11,616.00
27-Jun-22	TagIt Security (Pty) Ltd	Re-Installation of Book Detector Systems	Impractical	174035	51,390.05
27-Jun-22	PVR Services & Supplies CC	Repair Biometric Access control system at traffic services	Emergency	174036	3,797.88

** It should be noted that the above information includes deviations from previous months not reported on.*

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
April 2022	R 2 073 972	R23 621 623.01	8.77%
May 2022	R 1 729 367	R19 418 824.24	8.90%
June 2022	R 94 591	R18 284 917.04	0.52%

DEVIATIONS PER DIRECTORATE:



Logistics

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

Logistieke

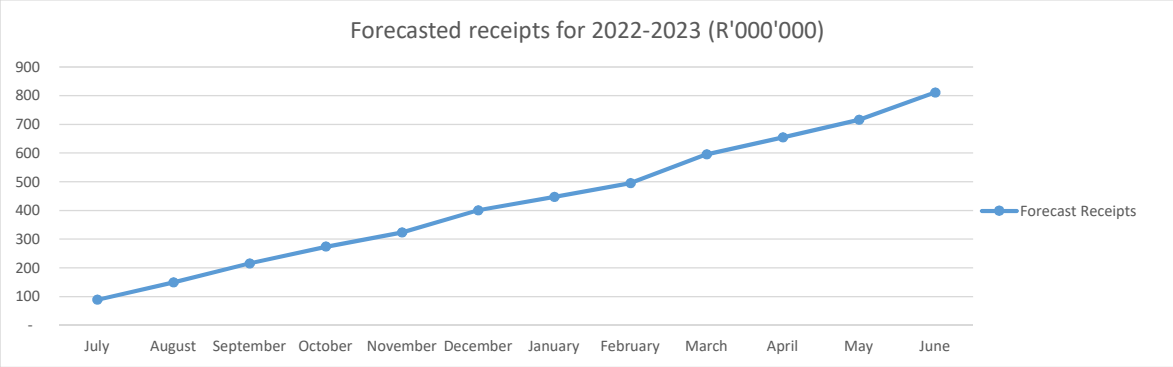
Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	April 2022	May 2022	June 2022
Value of inventory at hand	R 7 341 666	R 7 493 912	R 6 922 679
Turnover rate of total value of inventory	1.22	1.28	1.27
Date of latest stores reconciliation	30 June 2022		
Date of last stock count	29 June 2022		
Date of next stock count	15 Sep 2022		

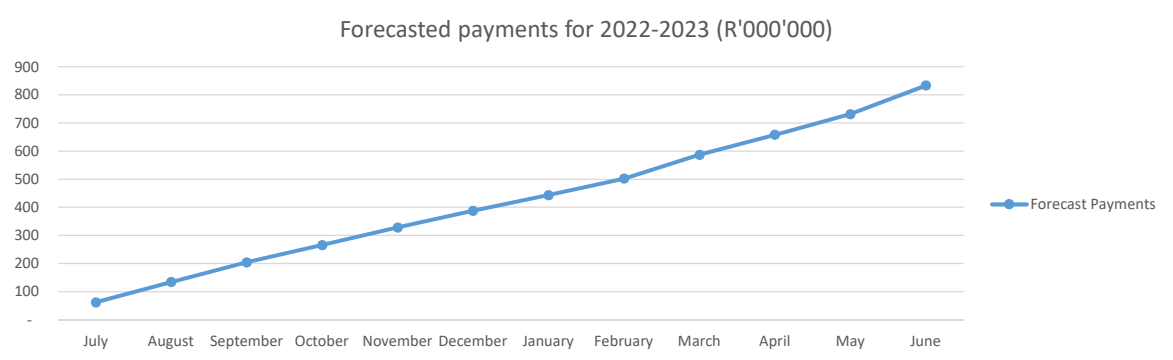
Cash Flow Forecast

Current commitments against cash

Bank Balance	R 144,870,308
Total Commitments	(R142,241,072)
Unspent Grants	(R28,000,000)
Outstanding orders exlcluding grants	(R2,653,192)
Eskom Account	(R41,675,000)
Consumer Deposits	(R11,325,000)
Provision for Rehabilitation	(R32,635,566)
Current Employee Benefits	(R25,952,314)
Uncommitted Cash Balance	R 2,629,236



It is estimated that cash receipts will amount to R835 m for the 2022-2023 Financial Year



It is estimated that cash payments will amount to R834 m for the 2022-2023 Financial Year

INSURANCE REPORT: JUNE 2022

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	4	4	7	45	60
Motor Accident	1	0	7	11	19
Public Liability	3	3	5	37	48
Glass	0	0		2	2
Money loss	0	0	0	0	0
	8	7	19	95	129

High Value Third Party Claims

Claim Description	Value
Third party vehicle damaged by municipal waste truck	R 150 592
Third party Fell into an open manhole	R 2 551 000
Third party fell on pavement after stepping into hole covered by grass	R 585 766
Third party drove in to stray ox in Pine Valley, Wolseley	R 75 000
Third party broke ankle when stepped into broken stormwater drain	R 3 000 000
Third party broke ankle after stepping in open storm channel	R 986 285
Third party stepped into hole of manhole cover	R 628 370

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Vandalism at Vredebes Substation	R 2 412 727
Vandalism at Nduli Pumpstaion	R 942 425
Vandalism to Transfomer	R 200 000
Theft of electricity cables and tools at substation	R 50 000
Burglary and theft Tulbagh stores	R 186 390
Vandalism at Polo Cross Hall	R 50 000
Break-in at Steinthal Weg Storeroom	R 50 000

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	49	17	39	2	0
New Claims	10	2	9	0	0
Claims Closed	0	0	0	0	0
Closing Balance	59	19	48	2	0

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of June 2022 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 14/07/2022

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report
Section 71 for September 2022

Financial data is in respect of the period
1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R8.39 million in comparison to the prior month figure of R12.69 million.

The monthly billing was also done as scheduled and during this process 20 072 accounts amounting to R88 million was printed and distributed to consumers. The prepaid electricity sales amounted to R5.7 million in comparison to a cost of R5.7 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.8 million in comparison to the prior month figure of R1.8 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 83% in comparison to a rate of 81% for the same month in the previous year.

The municipality issued orders to the value of R 39.4 million of which R171 thousand was in terms of deviations.

The municipality currently has R 82 million in its primary bank account and R100 million in investments. The bank balance at the end of the previous month was R90 million with R100 million in investments.

The calculated cost coverage ratio of the municipality as at the end of September 2022 is 3.4 months.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of September 2022 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R8.39 miljoen in vergelyking met die vorige maand syfer van R12.69 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 20 072 rekeninge ten bedrae van R881 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R5.7 miljoen en was R5.7 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.8 miljoen in vergelyking met die vorige maand syfer van R1.8 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 83% in vergelyking met 81% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 39.4 miljoen uitgereik, waarvan R171 duisend ten opsigte van afwykings is.

Die munisipaliteit het R 82 miljoen in die primêre bankrekening met R 100 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R90 miljoen met R100 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van September 2022 is 3.4 maande.

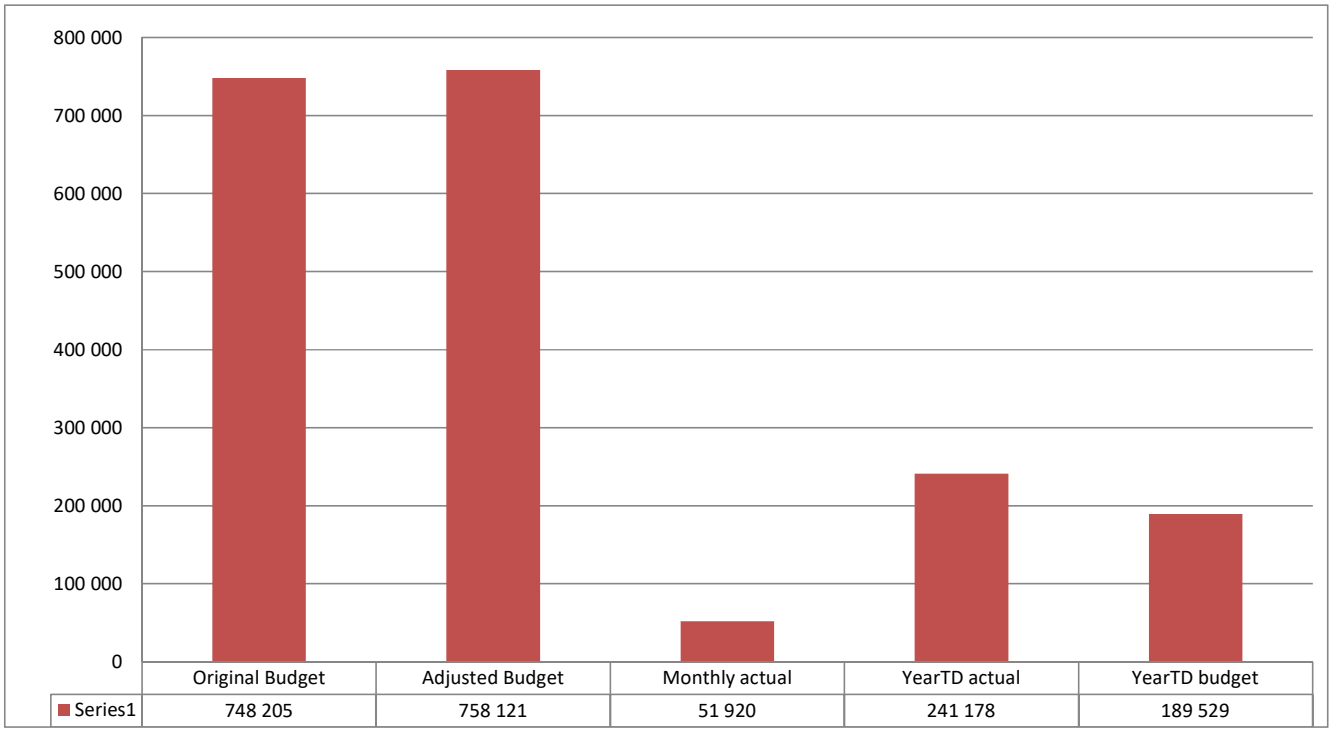
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir September 2022 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

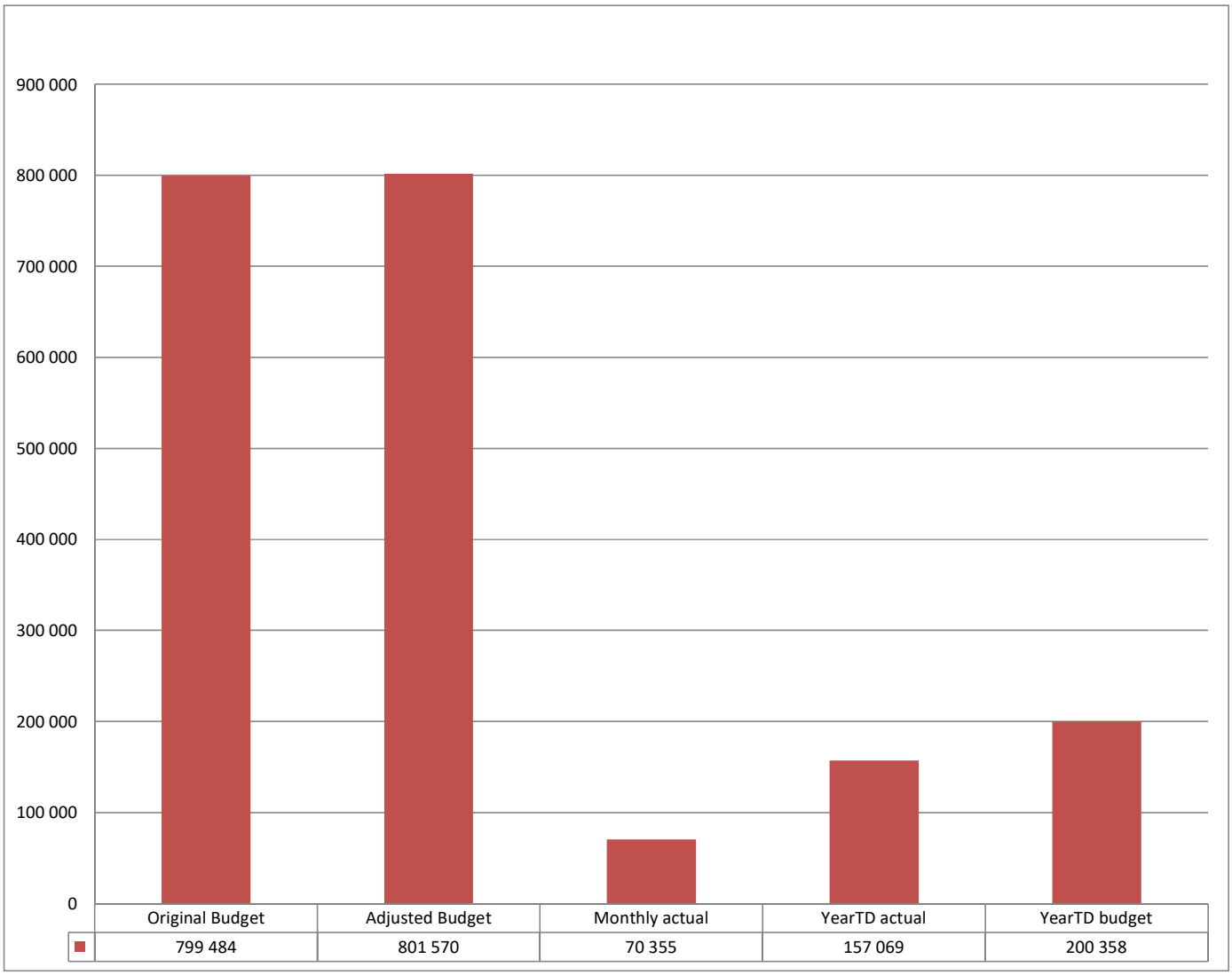
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2022 to 30 September 2022, 31.81% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 tot 30 September 2022, is 31.81% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



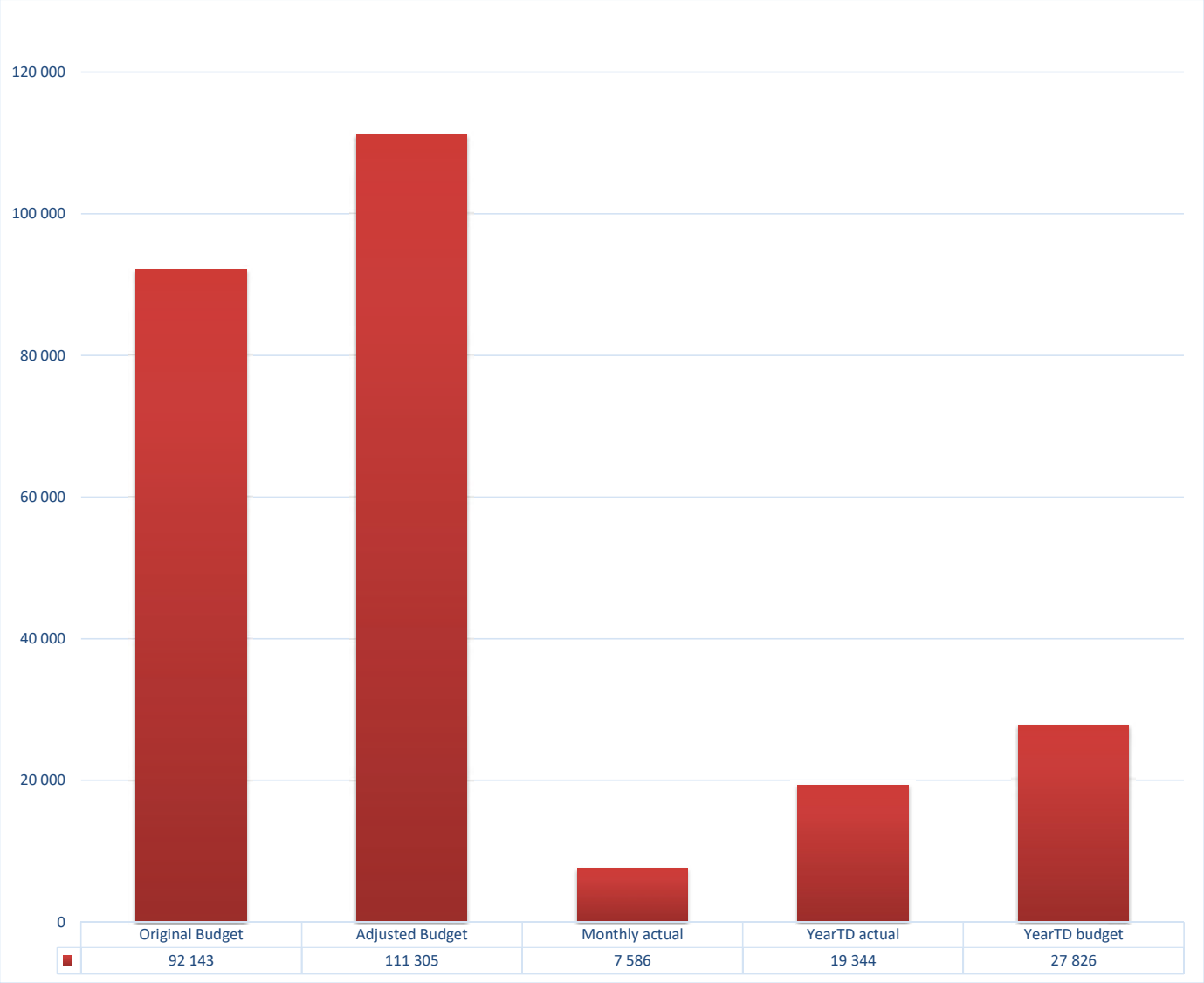
For the period 1 July 2022 to 30 September 2022, 19.6% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 30 September 2022, is 19.6% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 30 September 2022, 17.38% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 30 September 2022, is 17.38% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 September 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M03 September

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	4 356	50 931	23 898	27 033	113%	95 592
Service charges	434 590	449 486	449 486	39 621	126 766	112 371	14 395	13%	449 486
Investment revenue	5 580	5 089	5 089	366	1 194	1 272	(78)	-6%	5 089
Transfers recognised - operational	124 169	152 300	158 948	252	47 805	39 737	8 068	20%	158 948
Other own revenue	62 003	45 738	49 005	7 325	14 481	12 250	2 231	18%	49 005
transfers and contributions)	**715 051**	**748 205**	**758 121**	**51 920**	**241 178**	**189 529**	**51 649**	**27%**	**758 121**
Employee costs	202 247	247 136	245 964	19 179	57 857	61 491	(3 634)	-6%	245 964
Remuneration of Councillors	9 925	12 108	12 108	907	2 826	3 027	(201)	-7%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	9 897	(9 897)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	–	2 279	(2 279)	-100%	9 116
Materials and bulk purchases	300 157	330 565	331 072	37 793	72 268	82 768	(10 500)	-13%	331 072
Transfers and grants	2 624	13 143	13 128	166	538	3 282	(2 744)	-84%	13 128
Other expenditure	125 935	147 827	150 593	12 311	23 580	37 614	(14 034)	-37%	150 593
Total Expenditure	**688 168**	**799 484**	**801 570**	**70 355**	**157 069**	**200 358**	**(43 289)**	**-22%**	**801 570**
Surplus/(Deficit)	**26 884**	**(51 279)**	**(43 450)**	**(18 435)**	**84 109**	**(10 829)**	**94 939**	**-877%**	**(43 450)**
Transfers recognised - capital	64 244	53 821	75 229	–	–	18 807	(18 807)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	113	(113)	-100%	453
& contributions	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**	**76 018**	**939%**	**32 233**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**	**76 018**	**939%**	**32 233**
Capital expenditure & funds sources									
Capital expenditure	**127 583**	**92 143**	**111 305**	**7 586**	**19 344**	**27 826**	**(8 482)**	**-30%**	**111 305**
Capital transfers recognised	64 196	60 036	73 589	6 984	18 684	18 397	287	2%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Internally generated funds	9 398	22 107	27 717	602	660	6 929	(6 269)	-90%	27 717
Total sources of capital funds	**75 072**	**92 143**	**111 305**	**7 586**	**19 344**	**27 826**	**(8 482)**	**-30%**	**111 305**
Financial position									
Total current assets	272 366	242 916	242 916		350 909				242 916
Total non current assets	1 120 498	1 124 460	1 124 460		1 139 841				1 124 460
Total current liabilities	120 692	137 549	137 549		132 701				137 549
Total non current liabilities	234 105	260 296	260 296		235 874				260 296
Community wealth/Equity	**1 038 066**	**969 530**	**969 530**		**1 122 175**				**969 530**
Cash flows									
Net cash from (used) operating	102 443	74 035	74 035	7 715	62 423	18 509	43 914	237%	94 625
Net cash from (used) investing	(73 744)	(92 143)	(92 143)	(8 690)	(125 389)	(23 036)	(102 353)	444%	(106 893)
Net cash from (used) financing	876	9 000	9 000	64	110	2 250	(2 140)	-95%	110
end	**144 880**	**143 632**	**143 632**	**–**	**82 014**	**150 463**	**(68 449)**	**-45%**	**151 334**
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	63 631	6 778	5 347	5 620	4 811	5 515	25 384	238 957	356 043
Creditors Age Analysis									
Total Creditors	984	2	–	–	–	–	–	–	985

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2021/22	Budget Year 2022/23							
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	**121 109**	**120 607**	**123 657**	**6 418**	**56 141**	**30 913**	25 229	82%	**123 657**
Executive and council	8 088	260	260	3	8	65	(57)	-88%	260
Finance and administration	113 021	120 347	123 396	6 415	56 133	30 848	25 286	82%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	**146 316**	**175 474**	**175 939**	**4 063**	**52 970**	**43 985**	8 985	20%	**175 939**
Community and social services	121 745	135 103	135 304	112	47 653	33 826	13 827	41%	135 304
Sport and recreation	9 438	12 172	12 172	538	1 110	3 043	(1 933)	-64%	12 172
Public safety	14 298	16 035	16 299	3 395	4 157	4 075	82	2%	16 299
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Economic and environmental services	**15 086**	**17 180**	**34 012**	**252**	**836**	**8 503**	(7 667)	-90%	**34 012**
Planning and development	2 643	4 600	3 119	252	836	780	56	7%	3 119
Road transport	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Environmental protection	0	10	1 993	–	–	498	(498)	-100%	1 993
Trading services	**497 118**	**489 091**	**500 069**	**41 185**	**131 142**	**125 017**	6 124	5%	**500 069**
Energy sources	335 619	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Water management	72 814	87 028	91 441	4 320	12 506	22 860	(10 354)	-45%	91 441
Waste water management	37 551	33 120	34 531	3 016	13 170	8 633	4 537	53%	34 531
Waste management	51 135	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Total Revenue - Functional	**779 745**	**802 479**	**833 803**	**51 920**	**241 178**	**208 450**	**32 729**	**16%**	**833 803**
Expenditure - Functional									
Governance and administration	**106 009**	**154 226**	**154 471**	**11 905**	**29 105**	**38 618**	(9 513)	-25%	**154 471**
Executive and council	23 437	31 784	31 773	2 030	5 964	7 943	(1 979)	-25%	31 773
Finance and administration	80 657	120 211	120 460	9 692	22 469	30 115	(7 646)	-25%	120 460
Internal audit	1 914	2 231	2 239	183	672	560	112	20%	2 239
Community and public safety	**99 148**	**121 751**	**119 898**	**7 916**	**22 109**	**29 940**	(7 831)	-26%	**119 898**
Community and social services	27 397	31 831	30 094	2 315	6 471	7 489	(1 018)	-14%	30 094
Sport and recreation	30 250	30 591	30 539	2 364	6 440	7 635	(1 194)	-16%	30 539
Public safety	36 554	42 158	42 113	2 865	8 079	10 528	(2 449)	-23%	42 113
Housing	4 947	17 172	17 153	372	1 119	4 288	(3 169)	-74%	17 153
Economic and environmental services	**32 010**	**37 538**	**39 928**	**2 701**	**7 569**	**9 982**	(2 413)	-24%	**39 928**
Planning and development	11 200	12 176	12 604	1 005	2 982	3 151	(169)	-5%	12 604
Road transport	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Environmental protection	808	1 648	3 618	102	231	904	(673)	-74%	3 618
Trading services	**450 068**	**485 015**	**486 320**	**47 833**	**98 061**	**121 580**	(23 519)	-19%	**486 320**
Energy sources	316 476	353 660	355 176	38 358	74 714	88 794	(14 080)	-16%	355 176
Water management	39 383	40 655	40 598	3 157	8 456	10 150	(1 693)	-17%	40 598
Waste water management	37 782	39 546	39 546	2 539	6 744	9 887	(3 143)	-32%	39 546
Waste management	56 427	51 154	50 999	3 779	8 146	12 750	(4 603)	-36%	50 999
Other	**933**	**953**	**953**	**–**	**225**	**238**	**(13)**	**-6%**	**953**
Total Expenditure - Functional	**688 168**	**799 484**	**801 570**	**70 355**	**157 069**	**200 358**	**(43 289)**	**-22%**	**801 570**
Surplus/ (Deficit) for the year	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**	**76 018**		**32 233**

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M03 September

Description	2021/22	Budget Year 2022/23							
	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 administrat	**121 109**	**120 607**	**123 657**	**6 418**	**56 141**	**30 913**	**25 229**	**82%**	**123 657**
Executive and council	8 088	260	260	3	8	65	(57)	-88%	260
Mayor and Council	8 088	–	–	3	8	–	8		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	65	(65)	-100%	260
Finance and administration	113 021	120 347	123 396	6 415	56 133	30 848	25 286	82%	123 396
Administrative and Corporate	1	10	10	–	–	2	(2)	-100%	10
Finance	112 606	119 453	122 502	6 381	56 094	30 624	25 469	83%	122 502
Human Resources	354	609	609	30	30	152	(122)	-80%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	1	(1)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	60	78	78	4	10	19	(10)	-49%	78
Community and public safety	**146 316**	**175 474**	**175 939**	**4 063**	**52 970**	**43 985**	**8 985**	**20%**	**175 939**
Community and social services	121 745	135 103	135 304	112	47 653	33 826	13 827	41%	135 304
Aged Care	110 799	124 036	124 237	71	47 549	31 059	16 490	53%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	13	37	60	(23)	-38%	242
Community Halls and Facilities	186	283	283	20	49	71	(22)	-31%	283
Libraries and Archives	10 498	10 542	10 542	7	18	2 635	(2 618)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	538	1 110	3 043	(1 933)	-64%	12 172
Recreational Facilities	6 547	4 869	4 869	528	1 062	1 217	(155)	-13%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	10	47	1 826	(1 778)	-97%	7 302
Public safety	14 298	16 035	16 299	3 395	4 157	4 075	82	2%	16 299
Fire Fighting and Protection	25	7	7	1	1	2	(1)	(0)	7
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Economic and environmental services	**15 086**	**17 180**	**34 012**	**252**	**836**	**8 503**	**(7 667)**	**-90%**	**34 012**
Planning and development	2 643	4 600	3 119	252	836	780	56	7%	3 119
Economic Development/Planning	902	2 149	668	–	–	167	(167)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	252	836	374	461	123%	1 497
Project Management Unit	–	954	954	–	–	239	(239)	-100%	954
Road transport	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Environmental protection	0	10	1 993	–	–	498	(498)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	498	(498)	-100%	1 993
Trading services	**497 118**	**489 091**	**500 069**	**41 185**	**131 142**	**125 017**	**6 124**	**5%**	**500 069**
Energy sources	335 619	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Electricity	334 054	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	4 320	12 506	22 860	(10 354)	-45%	91 441
Water Distribution	72 814	70 521	74 933	4 320	12 506	18 733	(6 227)	-33%	74 933
Waste water management	37 551	33 120	34 531	3 016	13 170	8 633	4 537	53%	34 531
Sewerage	36 498	33 120	33 720	2 998	13 131	8 430	4 701	56%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Other	**116**	**126**	**126**	**2**	**90**	**32**	**58**	184%	**126**
Licensing and Regulation	116	126	126	2	90	32	58	184%	126
Total Revenue - Functional	**779 745**	**802 479**	**833 803**	**51 920**	**241 178**	**208 450**	**32 729**	**16%**	**833 803**

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
Municipal governance and administrat	**106 009**	**154 226**	**154 471**	**11 905**	**29 105**	**38 618**	**(9 513)**	**-25%**	**154 471**
Executive and council	23 437	31 784	31 773	2 030	5 964	7 943	(1 979)	-25%	31 773
Mayor and Council	14 185	20 035	20 018	1 217	3 608	5 005	(1 396)	-28%	20 018
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 755	813	2 356	2 939	(583)	-20%	11 755
Finance and administration	80 657	120 211	120 460	9 692	22 469	30 115	(7 646)	-25%	120 460
Administrative and Corporate Support	10 523	13 079	13 552	890	2 065	3 388	(1 323)	-39%	13 552
Asset Management	31	1 804	1 804	–	2	451	(449)	-100%	1 804
Finance	34 833	36 843	36 718	5 158	8 636	9 182	(546)	-6%	36 718
Fleet Management	3 614	3 146	3 146	317	919	786	133	17%	3 146
Human Resources	11 708	40 419	40 388	1 874	6 393	10 095	(3 701)	-37%	40 388
Information Technology	4 038	5 135	5 135	115	578	1 284	(706)	-55%	5 135
Legal Services	1 368	2 821	2 821	125	339	705	(366)	-52%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 189	347	1 028	1 047	(20)	-2%	4 189
Property Services	3 057	1 687	1 687	76	229	422	(193)	-46%	1 687
Risk Management	7	382	382	–	–	95	(95)	-100%	382
Supply Chain Management	7 006	8 381	8 314	643	1 843	2 078	(236)	-11%	8 314
Valuation Service	451	2 325	2 325	146	438	581	(143)	-25%	2 325
Internal audit	1 914	2 231	2 239	183	672	560	112	20%	2 239
Governance Function	1 914	2 231	2 239	183	672	560	112	20%	2 239
Community and public safety	**99 148**	**121 751**	**119 898**	**7 916**	**22 109**	**29 940**	**(5 930)**	**-20%**	**119 898**
Community and social services	27 397	31 831	30 094	2 315	6 471	7 489	(1 018)	-14%	30 094
Aged Care	6 887	7 985	6 283	635	1 472	1 571	(98)	-6%	6 283
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 921	293	928	946	(18)	-2%	3 921
Child Care Facilities	36	167	167	4	5	42	(37)	-89%	167
Community Halls and Facilities	5 875	6 675	6 658	478	1 380	1 664	(285)	-17%	6 658
Disaster Management	118	69	69	9	15	17	(3)	-16%	69
Education	1	136	136	–	–	34	(34)	-100%	136
Libraries and Archives	10 969	12 874	12 859	897	2 672	3 215	(543)	-17%	12 859
Sport and recreation	30 250	30 591	30 539	2 364	6 440	7 635	(1 194)	-16%	30 539
Community Parks (including Nurseries)	8 412	8 646	8 626	766	2 133	2 156	(23)	-1%	8 626
Recreational Facilities	15 126	15 400	15 346	1 098	2 880	3 836	(956)	-25%	15 346
Sports Grounds and Stadiums	6 712	6 544	6 568	500	1 427	1 642	(215)	-13%	6 568
Public safety	36 554	42 158	42 113	2 865	8 079	10 528	(549)	-5%	42 113
Fire Fighting and Protection	9 108	10 820	10 820	725	2 156	2 705	(549)	-20%	10 820
Housing	4 947	17 172	17 153	372	1 119	4 288	(3 169)	-74%	17 153
Housing	4 917	16 888	16 869	365	1 102	4 217	(3 115)	-74%	16 869
Informal Settlements	30	284	284	8	17	71	(54)	-76%	284

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
Economic and environmental services	**32 010**	**37 538**	**39 928**	**2 701**	**7 569**	**9 982**	**(2 413)**	**-24%**	**39 928**
Planning and development	11 200	12 176	12 604	1 005	2 982	3 151	(169)	-5%	12 604
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 329	247	586	582	3	1%	2 329
Economic Development/Planning	1 669	1 778	2 205	128	447	551	(105)	-19%	2 205
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 072	412	1 294	1 268	26	2%	5 072
Project Management Unit	2 473	2 998	2 998	219	656	749	(94)	-13%	2 998
Road transport	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Roads	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Trading services	**450 068**	**485 015**	**486 320**	**47 833**	**98 061**	**121 580**	**(23 519)**	**-19%**	**486 320**
Energy sources	316 476	353 660	355 176	38 358	74 714	88 794	(14 080)	-16%	355 176
Electricity	313 740	347 622	349 138	38 279	74 293	87 284	(12 991)	-15%	349 138
Street Lighting and Signal Systems	2 737	6 038	6 038	79	421	1 510	(1 088)	-72%	6 038
Water management	39 383	40 655	40 598	3 157	8 456	10 150	(1 693)	-17%	40 598
Water Treatment	201	1 406	1 406	16	50	351	(301)	-86%	1 406
Water Distribution	36 316	34 239	34 182	3 115	6 749	8 546	(1 797)	-21%	34 182
Water Storage	2 866	5 010	5 010	25	1 657	1 253	404	32%	5 010
Waste water management	37 782	39 546	39 546	2 539	6 744	9 887	(3 143)	-32%	39 546
Public Toilets	1 712	1 995	1 995	152	437	499	(62)	-12%	1 995
Sewerage	28 232	28 633	28 633	1 722	4 486	7 158	(2 672)	-37%	28 633
Storm Water Management	7 838	7 358	7 358	665	1 821	1 839	(19)	-1%	7 358
Waste Water Treatment	0	1 561	1 561	–	0	390	(390)	-100%	1 561
Waste management	56 427	51 154	50 999	3 779	8 146	12 750	(4 603)	-36%	50 999
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	301	375	3 841	(3 466)	-90%	15 362
Solid Waste Removal	35 105	35 220	35 071	3 476	7 745	8 768	(1 023)	-12%	35 071
Street Cleaning	174	566	566	2	26	141	(115)	-81%	566
Other	933	953	953	–	225	238	(13)	-6%	953
Licensing and Regulation	33	53	53	–	–	13	(13)	-100%	53
Tourism	900	900	900	–	225	225	(0)	0%	900
Total Expenditure - Functional	**688 168**	**799 484**	**801 570**	**70 355**	**157 069**	**200 358**	**(41 389)**	**-21%**	**801 570**
Surplus/ (Deficit) for the year	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**	**76 018**	**939%**	**32 233**

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M03 September

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	6 219	56 262	29 969	26 293	87,7%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	686	48 953	40 643	8 310	20,4%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	3 427	4 194	4 229	(35)	-0,8%	16 916
Vote 4 - Technical Services	512 084	505 741	533 049	41 525	131 635	133 262	(1 627)	-1,2%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	73	163	347	(184)	-53,1%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	**779 729**	**802 479**	**833 803**	**51 931**	**241 206**	**208 450**	**32 757**	**15,7%**	**833 803**
Vote 1 - Financial Services	34 002	51 044	50 855	5 307	8 869	12 716	(3 847)	-30,3%	50 855
Vote 2 - Community Services	74 834	96 548	97 147	6 068	17 053	24 252	(7 199)	-29,7%	97 147
Vote 3 - Corporate Services	77 222	118 517	118 886	6 789	20 419	29 719	(9 300)	-31,3%	118 886
Vote 4 - Technical Services	480 488	519 140	520 469	50 316	105 104	130 117	(25 014)	-19,2%	520 469
Vote 5 - Municipal Manager	11 383	14 235	14 213	1 066	3 091	3 553	(462)	-13,0%	14 213
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	**677 929**	**799 484**	**801 570**	**69 546**	**154 536**	**200 358**	**(45 822)**	**-22,9%**	**801 570**
Surplus/ (Deficit) for the year	**101 799**	**2 995**	**32 233**	**(17 615)**	**86 670**	**8 091**	**78 579**	**971,1%**	**32 233**

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M03 September

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	4 356	50 931	23 898	27 033	113%	95 592
Service charges - electricity revenue	326 702	337 388	337 388	30 835	96 440	84 347	12 093	14%	337 388
Service charges - water revenue	46 201	49 810	49 810	3 603	10 495	12 452	(1 957)	-16%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 609	12 061	8 013	4 048	51%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 575	7 770	7 559	211	3%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	502	1 129	854	275	32%	3 416
Interest earned - external investments	5 580	5 089	5 089	366	1 194	1 272	(78)	-6%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	1 917	4 822	2 278	2 544	112%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	2 590	2 599	2 784	(186)	-7%	11 137
Licences and permits	1 198	2 216	2 216	101	329	554	(225)	-41%	2 216
Agency services	4 415	4 249	4 249	702	1 318	1 062	256	24%	4 249
Transfers recognised - operational	124 169	152 300	158 948	252	47 805	39 737	8 068	20%	158 948
Other revenue	16 804	15 609	18 877	1 514	4 284	4 718	(434)	-9%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	**715 051**	**748 205**	**758 121**	**51 920**	**241 178**	**189 529**	**51 649**	**27%**	**758 121**
Expenditure By Type									
Employee related costs	202 247	247 136	245 964	19 179	57 857	61 491	(3 634)	-6%	245 964
Remuneration of councillors	9 925	12 108	12 108	907	2 826	3 027	(201)	-7%	12 108
Debt impairment	50 764	46 031	46 031	4 336	6 803	11 508	(4 705)	-41%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	9 897	(9 897)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	–	2 279	(2 279)	-100%	9 116
Bulk purchases	285 708	314 411	314 411	36 150	68 982	78 603	(9 621)	-12%	314 411
Other materials	14 449	16 154	16 661	1 644	3 286	4 165	(880)	-21%	16 661
Contracted services	33 782	52 776	55 300	2 288	5 355	13 825	(8 470)	-61%	55 300
Transfers and grants	2 624	13 143	13 128	166	538	3 282	(2 744)	-84%	13 128
Other expenditure	40 507	49 019	49 262	5 687	11 423	12 281	(858)	-7%	49 262
Loss on disposal of PPE	882	0	0	–	–	0	(0)	-100%	0
Total Expenditure	**688 168**	**799 484**	**801 570**	**70 355**	**157 069**	**200 358**	**(43 289)**	**-22%**	**801 570**
Surplus/(Deficit)	**26 884**	**(51 279)**	**(43 450)**	**(18 435)**	**84 109**	**(10 829)**	**94 939**	**(0)**	**(43 450)**
Transfers recognised - capital	64 244	53 821	75 229	–	–	18 807	(18 807)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	113	(113)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**			**32 233**
Surplus/(Deficit) attributable to	91 577	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**			**32 233**
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	**91 577**	**2 995**	**32 233**	**(18 435)**	**84 109**	**8 091**			**32 233**

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

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

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M03 September

Vote Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Multi-Year expenditure appropriation									
Vote 1 - Financial Services	52 361	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	4 578	12 989	17 324	(4 336)	-25%	69 298
Total Capital Multi-year expenditure	**105 714**	**55 390**	**69 298**	**4 578**	**12 989**	**17 324**	**(4 336)**	**-25%**	**69 298**
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 415	180	180	36	58	45	13	29%	180
Vote 2 - Community Services	4 487	10 126	10 126	30	41	2 532	(2 490)	-98%	10 126
Vote 3 - Corporate Services	685	650	880	11	35	220	(185)	-84%	880
Vote 4 - Technical Services	14 282	25 797	30 822	2 932	6 221	7 705	(1 484)	-19%	30 822
Total Capital single-year expenditure	21 869	36 753	42 008	3 008	6 356	10 502	**(4 146)**	**-39%**	42 008
Total Capital Expenditure	**127 583**	**92 143**	**111 305**	**7 586**	**19 344**	**27 826**	**(8 482)**	**-30%**	**111 305**

Vote Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
R thousands									
Capital Expenditure - Standard Classification									
Governance and administration	**56 521**	**2 180**	**2 661**	**70**	**116**	**665**	(549)	-83%	**2 661**
Executive and council	–	340	340	31	55	85	(30)	-35%	340
Finance and administration	56 521	1 840	2 321	39	61	580	(519)	-89%	2 321
Community and public safety	**3 991**	**9 976**	**10 206**	**7**	**19**	**2 551**	(2 533)	-99%	**10 206**
Community and social services	667	1 222	1 222	7	7	305	(299)	-98%	1 222
Sport and recreation	3 084	8 754	8 754	–	12	2 189	(2 177)	-99%	8 754
Public safety	240	–	230	–	–	57	(57)	-100%	230
Economic and environmental service	**13 136**	**24 927**	**33 901**	**5 186**	**11 366**	**8 475**	2 891	34%	**33 901**
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	5 186	11 366	8 475	2 891	34%	33 901
Environmental protection	–	–	–	–	–	–	–		–

Vote Description	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
Trading services	**53 934**	**55 060**	**64 538**	**2 324**	**7 844**	**16 135**	(8 291)	-51%	**64 538**
Energy sources	9 573	4 000	7 622	–	–	1 906	(1 906)	-100%	7 622
Water management	20 159	23 954	28 366	2 015	7 535	7 091	444	6%	28 366
Waste water management	2 448	16 653	18 097	308	308	4 524	(4 216)	-93%	18 097
Waste management	21 754	10 453	10 453	–	–	2 613	(2 613)	-100%	10 453
Total Capital Expenditure - Standard Cla	**127 583**	**92 143**	**111 305**	**7 586**	**19 344**	**27 826**	**(8 482)**	**-30%**	**111 305**
Funded by:									
National Government	47 360	51 371	54 993	4 639	13 448	13 748	(300)	-2%	54 993
Provincial Government	16 432	7 712	17 207	2 087	4 978	4 302	676	16%	17 207
District Municipality	404	500	935	258	258	234	24	10%	935
Transfers recognised - capital	**64 196**	**60 036**	**73 589**	**6 984**	**18 684**	**18 397**	**287**	**2%**	**73 589**
Borrowing	1 478	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Internally generated funds	9 398	22 107	27 717	602	660	6 929	(6 269)	-90%	27 717
Total Capital Funding	**75 072**	**92 143**	**111 305**	**7 586**	**19 344**	**27 826**	**(8 482)**	**-30%**	**111 305**

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M03 September

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	82 024	143 632
Call investment deposits	–	–	–	100 000	–
Consumer debtors	99 615	63 769	63 769	126 106	63 769
Other debtors	18 277	26 034	26 034	32 945	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 594	9 481	9 481	9 835	9 481
Total current assets	**272 366**	**242 916**	**242 916**	**350 909**	**242 916**
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 074 992	1 081 628	1 081 628	1 094 336	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	**1 120 498**	**1 124 460**	**1 124 460**	**1 139 841**	**1 124 460**
TOTAL ASSETS	**1 392 863**	**1 367 376**	**1 367 376**	**1 490 750**	**1 367 376**
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 897	611
Consumer deposits	11 549	8 732	8 732	11 780	8 732
Trade and other payables	61 945	99 286	99 286	69 449	99 286
Provisions	45 302	28 921	28 921	49 576	28 921
Total current liabilities	**120 692**	**137 549**	**137 549**	**132 701**	**137 549**
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	235 346	248 076
Total non current liabilities	**234 105**	**260 296**	**260 296**	**235 874**	**260 296**
TOTAL LIABILITIES	**354 797**	**397 846**	**397 846**	**368 574**	**397 846**
NET ASSETS	**1 038 066**	**969 530**	**969 530**	**1 122 175**	**969 530**
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 025 526	959 088	959 088	1 109 636	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	**1 038 066**	**969 530**	**969 530**	**1 122 175**	**969 530**

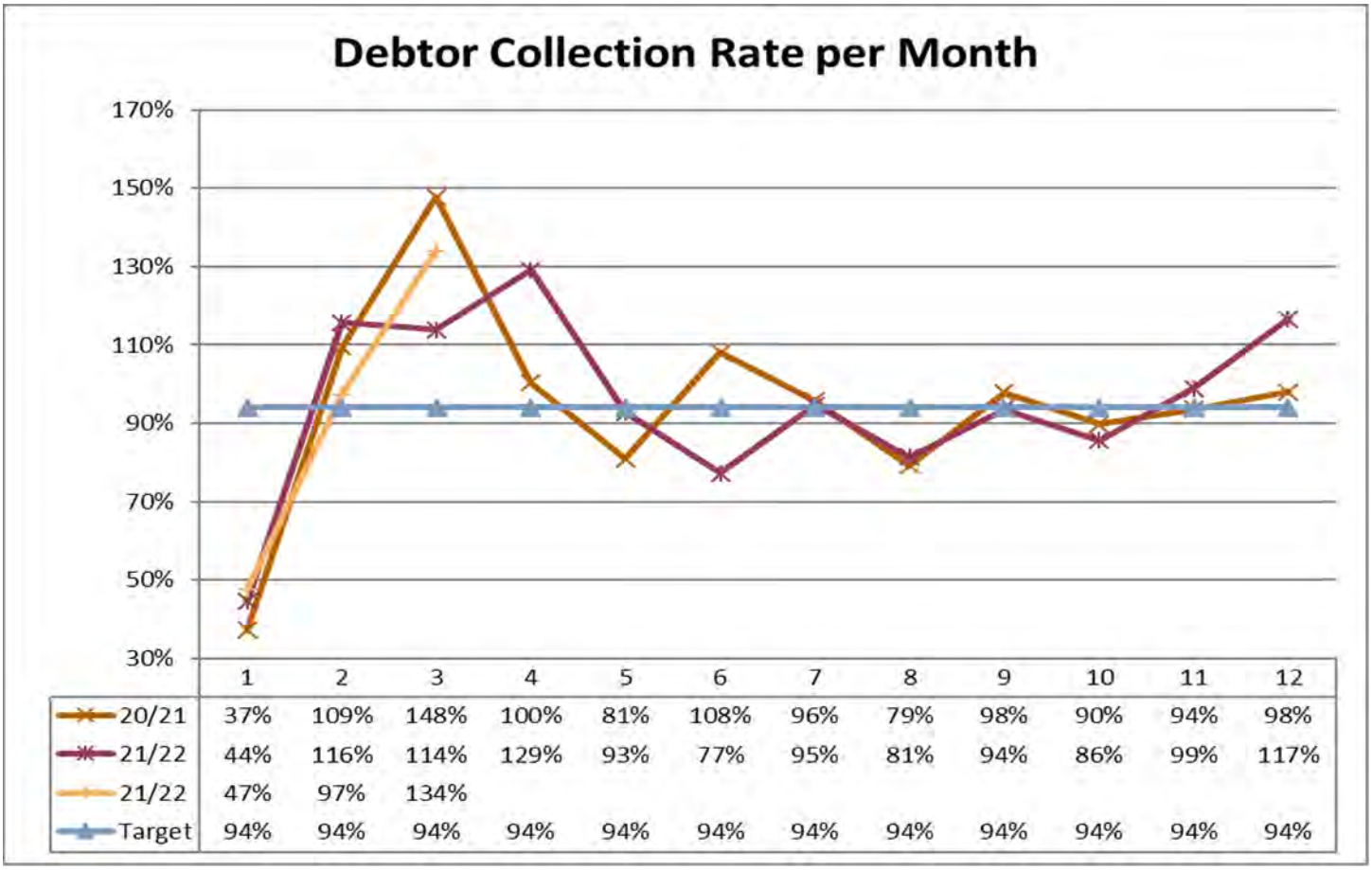
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M03 September

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	19 881	37 814	23 570	14 245	60%	94 278
Service charges	376 491	469 912	469 912	49 099	135 625	117 478	18 147	15%	469 912
Other revenue	32 500	14 898	14 898	1 610	4 821	3 724	1 097	29%	14 898
Government - operating	102 407	149 721	149 721	2 339	56 167	37 430	18 737	50%	151 705
Government - capital	66 276	62 680	62 680	9 450	23 590	15 670	7 920	51%	81 286
Interest	22 831	14 200	14 200	366	1 194	3 550	(2 356)	-66%	14 200
Dividends									
Payments									
Suppliers and employees	(590 067)	(731 654)	(731 654)	(74 856)	(196 244)	(182 913)	13 330	-7%	(731 653)
Finance charges	(222)	–	–	–	–	–	–		–
Transfers and Grants	–	–	–	(174)	(546)	–	546		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	**102 443**	**74 035**	**74 035**	**7 715**	**62 423**	**18 509**	**71 667**	**387%**	**94 625**
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	13	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(100 000)	–	(100 000)		–
Payments									
Capital assets	(73 744)	(92 143)	(92 143)	(8 704)	(25 402)	(23 036)	2 366	-10%	(111 305)
NET CASH FROM/(USED) INVESTING ACTIVITIES	**(73 744)**	**(92 143)**	**(92 143)**	**(8 690)**	**(125 389)**	**(23 036)**	**102 353**	**-444%**	**(106 893)**
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	64	110	–	110		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	–	(250)	(250)	100%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	**876**	**9 000**	**9 000**	**64**	**110**	**2 250**	**2 140**	**95%**	**110**
									–
NET INCREASE/ (DECREASE) IN CASH HELD	**29 574**	**(9 108)**	**(9 108)**	**(912)**	**(62 856)**	**(2 277)**			**6 463**
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		82 014	150 463			151 334

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M03 September

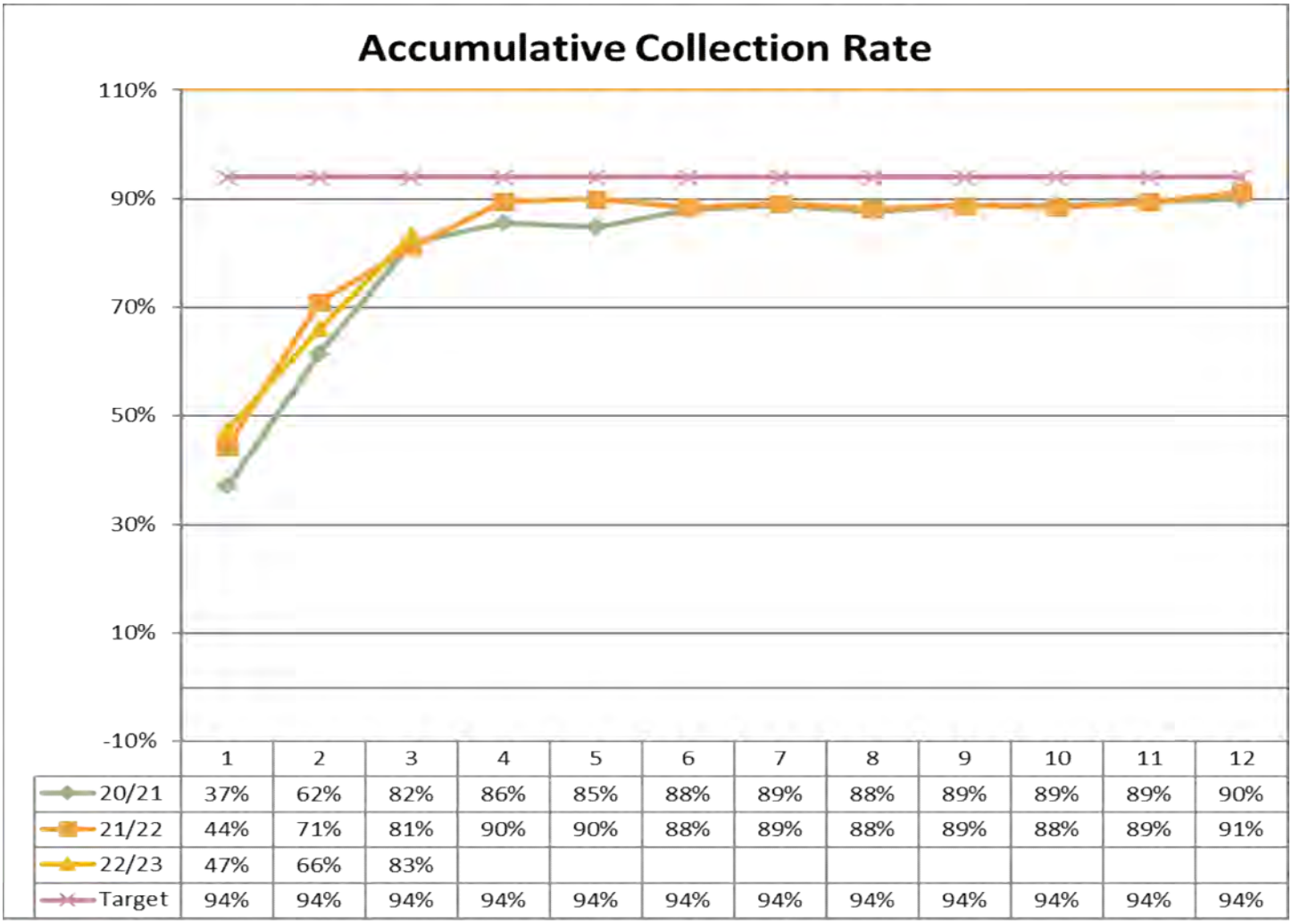
Ref	Description R thousands	Variance	Reasons for material deviations
1	**Revenue By Source**		
	Property rates	27 033	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	12 093	Higher winter tariffs and increased electricity usage during winter months.
	Service charges - water revenue	(1 957)	Variance due to seasonal fluctuations experienced.
	Service charges - sanitation revenue	4 048	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August 2022.
	Service charges - refuse revenue	211	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	275	Immaterial Variance.
	Interest earned - external investments	(78)	Immaterial Variance.
	Interest earned - outstanding debtors	2 544	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(186)	No service provider appointed.
	Licences and permits	(225)	Immaterial Variance.
	Agency services	256	Immaterial Variance.
	Transfers and subsidies	8 068	First tranch of equitable share and MIG funding received.
	Other revenue	(434)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	**Expenditure By Type**		
	Employee related costs	995	Immaterial Variance.
	Post Employment Provisions	(4 629)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(201)	Immaterial Variance.
	Debt impairment	(4 705)	end of September
	Depreciation & asset impairment	(9 897)	No depreciation runs done to date.
	Finance charges	(2 279)	Immaterial Variance.
	Bulk purchases - electricity	(9 621)	Payment of Bulk Purchases for July and August only, 1 month outstanding.
	Inventory consumed	(880)	Immaterial Variance.
	Contracted services	(8 470)	Expenditure expected to increase as projects are rolled out during financial year and service provider for security services is appointed.
	Transfers and subsidies	(2 744)	Immaterial Variance.
	Other expenditure	(858)	Immaterial Variance.
	Losses	(0)	
3	**Capital Expenditure**		
	Total Capital Expenditure	(8 482)	Expenditure expected to increase as capital projects are rolled out during financial year
		–	
4	**Financial Position**		
5	**Cash Flow**		
	Receipts		
	Property rates	14 245	Annual Property Rates billed during July.
	Service charges	18 147	Higher winter tariffs and increased electricity usage during winter months.
	Other revenue	1 097	Immaterial Variance.
	Government - operating	18 737	First tranch of equitable share received during July.
	Government - capital	7 920	MIG, RBIG and WSIG funding received.
	Interest	(2 356)	Immaterial Variance.
	Dividends	–	
	Payments		
	Suppliers and employees	13 330	Increased payments relating to bulk purchases due to higher winter tariffs and increased electricity usage during winter months.
	Finance charges	–	Immaterial Variance.
	Transfers and Grants	546	Immaterial Variance.
6	**Measureable performance**		
7	**Municipal Entities**		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%									
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 September 2022 amounts to 134% in comparison to the previous year 114%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir September 2022 134% beloop in vergelyking met die vorige jaar 114%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%									
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 83%.

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 83% beloop.

The payment culture of consumers are still the same which has a negative impact on collections.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M03 September

Description	NT Code	Budget Year 2022/23									
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	11 143	1 905	1 702	2 033	1 581	1 581	9 216	74 466	103 626	88 876
Electricity	1300	24 262	888	627	523	421	1 053	1 175	3 344	32 293	6 516
Property Rates	1400	16 974	1 186	526	414	422	498	1 615	22 094	43 729	25 044
Waste Water Management	1500	8 531	1 155	1 033	1 006	974	1 020	5 223	38 860	57 803	47 083
Waste Management	1600	9 177	1 440	1 256	1 211	1 148	1 095	5 951	40 665	61 944	50 070
Property Rental Debtors	1700	206	13	13	13	13	13	71	1 249	1 590	1 358
Interest on Arrear Accounts	1810	1 324	139	145	184	205	223	1 682	57 089	60 991	59 383
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(7 986)	52	44	235	47	33	452	1 189	(5 933)	1 956
Total By Income Source	**2000**	**63 631**	**6 778**	**5 347**	**5 620**	**4 811**	**5 515**	**25 384**	**238 957**	**356 043**	**280 286**
2019/20 - totals only										–	**–**
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 312	1 038	369	283	284	330	625	3 151	8 392	4 673
Commercial	2300	25 497	670	524	548	419	1 051	1 429	14 235	44 373	17 681
Households	2400	34 840	4 892	4 292	4 607	3 939	3 972	22 317	213 705	292 562	248 539
Other	2500	982	178	163	182	169	163	1 013	7 866	10 716	9 392
Total By Customer Group	**2600**	**63 631**	**6 778**	**5 347**	**5 620**	**4 811**	**5 515**	**25 384**	**238 957**	**356 043**	**280 286**

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M03 September

Description R thousands	NT Code	Budget Year 2022/23								
		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	984	2	–	–	–	–	–	–	985
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**984**	**2**	**–**	**–**	**–**	**–**	**–**	**–**	**985**

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:

-Amounts did not appear on statement

-Account is in dispute

`

The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M03 September

Investments by maturity Name of institution & investment ID R thousands	Period of Investment 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								
Nedbank Ltd	Fixed deposit	Fixed deposit - 7 months		7,41%		–	–	30 000
ABSA Bank Ltd	Fixed deposit	Fixed deposit - 3 months		5,98%		–	–	20 000
Standard Bank of SA Ltd	Fixed deposit	Fixed deposit - 6 months		6,98%		–	–	25 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit	Fixed deposit - 4 months		6,39%		–	–	25 000
TOTAL INVESTMENTS AND INTEREST				**0**		**–**	**–**	**100 000**

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 - M03 September

Description	Budget Year 2022/23							
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:	**3 787**	**3 787**	**–**	**2 110**	**947**	**–**		**3 787**
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 237	2 237	–	560	559	1	0,1%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	388	1 162	300,0%	1 550
Provincial Government:	**24 266**	**24 266**	**1 210**	**4 716**	**6 067**	**(1 351)**	**-22,3%**	**24 266**
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	10 517	10 517	–	3 506	2 629	877	33,3%	10 517
Specify (Add grant description)	131	131	–	–	33	(33)	-100,0%	131
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	256	2 018	1 210	1 210	504	706	139,8%	2 018
Specify (Add grant description)	13 362	11 600	–	–	2 900	(2 900)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	1 720	–	1 720		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	**–**	**–**	**–**	**835**	**–**	835		**–**
Households	**–**	**–**	**–**	**–**	**–**	–		**–**
Non-profit Institutions	**–**	**–**	**–**	**–**	**–**	–		**–**
Private Enterprises	**1 984**	**1 984**	**885**	**885**	**496**	389	78,5%	**1 984**
Public Corporations	**–**	**–**	**–**	**–**	**–**	–		**–**
Higher Educational Institutions	**–**	**–**	**–**	**–**	**–**	–		**–**
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	**28 053**	**28 053**	**1 210**	**8 546**	**7 013**	**1 533**	**21,9%**	**41 637**
						–		
Capital Transfers and Grants						–		
National Government:	60 031	60 031	8 421	22 561	15 008	7 553	**126,6%**	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	8 421	11 760	6 273	5 487	87,5%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	7 690	4 810	2 880	59,9%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	3 925	(814)	-20,7%	15 701
Provincial Government:	2 649	18 979	1 529	1 529	4 745	(3 215)	-67,8%	18 979
Specify (Add grant description)	500	500	500	500	125	375	300,0%	500
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	1 029	1 029	1 029	1 029	257	772	300,1%	1 029
Specify (Add grant description)	1 120	17 450	–	–	4 362	(4 362)	-100,0%	17 450
District Municipality:	–	–	–	–	–	–		30 037
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	**62 680**	**79 010**	**9 950**	**24 090**	**19 752**	**4 338**	**22,0%**	**109 046**
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	11 160	32 637	26 766	5 871	21,9%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M03 September

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	**–**	**–**	**283**	**391**	**–**	**391**	**–**
Agriculture Research and Technology	–	–	81	113	–	113	–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management	–	–	202	278	–	278	–
Provincial Government:	**–**	**–**	**–**	**–**	**–**	**–**	**–**
District Municipality:	**–**	**–**	**–**	**–**	**–**	**–**	**–**
All Grants	–	–	–	–	–	–	–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total operating expenditure of Transfers and Grants:	**–**	**–**	**283**	**391**	**–**	**391**	**–**
Capital expenditure of Transfers and Grants							
National Government:	**–**	**–**	**696**	**2 017**	**–**	**2 017**	**–**
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	394	887	–	887	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	302	1 130	–	1 130	–
Provincial Government:	**–**	**–**	**313**	**747**	**–**	**747**	**–**
Specify (Add grant description)	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	313	747	–	747	–
District Municipality:	–	–	19	39	–	39	–
All Grants	–	–	19	39	–	39	–
Other grant providers:	**–**	**–**	**–**	**–**	**–**	**–**	**–**
Total capital expenditure of Transfers and Grants	**–**	**–**	**1 027**	**2 803**	**–**	**2 803**	**–**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	**–**	**–**	**1 311**	**3 193**	**–**	**3 193**	**–**

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M03 September

Summary of Employee and Councillor remuneration	Budget Year 2022/23							
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	8 716	8 716	702	2 212	2 179	33	2%	8 716
Pension and UIF Contributions	1 231	1 231	117	360	308	52	17%	1 231
Medical Aid Contributions	257	257	7	20	64	(44)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	82	235	434	(200)	-46%	1 738
Housing Allowances	166	166	–	–	42	(42)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	**12 108**	**12 108**	**907**	**2 826**	**3 027**	**(201)**	**-7%**	**12 108**
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	326	978	1 158	(180)	-16%	4 630
Pension and UIF Contributions	992	992	29	86	248	(162)	-65%	992
Medical Aid Contributions	171	171	–	5	43	(38)	-88%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	62	186	282	(96)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	88	253	333	(80)	-24%	1 332
Cellphone Allowance	90	90	16	18	23	(5)	-21%	90
Housing Allowances	195	195	23	70	49	22	45%	195
Other benefits and allowances	145	141	4	13	35	(23)	-64%	141
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	**8 683**	**8 679**	**548**	**1 608**	**2 170**	**(562)**	**-26%**	**8 679**
Other Municipal Staff								
Basic Salaries and Wages	137 050	135 890	11 018	32 299	33 972	(1 673)	-5%	135 890
Pension and UIF Contributions	21 415	21 406	1 796	5 418	5 351	66	1%	21 406
Medical Aid Contributions	9 867	9 867	722	2 154	2 467	(312)	-13%	9 867
Overtime	11 713	11 193	1 928	5 682	2 798	2 884	103%	11 193
Performance Bonus	13 329	13 329	832	2 497	3 332	(836)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	530	1 693	1 650	43	3%	6 599
Cellphone Allowance	548	548	52	147	137	10	7%	548
Housing Allowances	1 223	1 223	100	299	306	(7)	-2%	1 223
Other benefits and allowances	4 422	4 942	502	1 609	1 235	373	30%	4 942
Payments in lieu of leave	3 264	3 264	196	1 584	816	768	94%	3 264
Long service awards	–	–	80	241	–	241	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	2 627	7 256	(4 629)	-64%	29 023
Sub Total - Other Municipal Staff	**238 453**	**237 285**	**18 631**	**56 249**	**59 321**	**(3 072)**	**-5%**	**237 285**
TOTAL SALARY, ALLOWANCES &	**259 244**	**258 072**	**20 085**	**60 683**	**64 518**	**(3 834)**	**-6%**	**258 072**
% increase								
TOTAL MANAGERS AND STAFF	**247 136**	**245 964**	**19 179**	**57 857**	**61 491**	**(3 634)**	**-6%**	**245 964**

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M03 September

Description	Budget Year 2022/23											
	July	August	Sept	October	Nov	Dec	January	Feb	March	April	May	June
R thousands	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Outcome	Budget
Cash Receipts By Source												
Property rates	5 869	12 064	19 881	–	–	–	–	–	–	–	–	56 464
Service charges - electricity revenue	34 329	38 747	36 748	–	–	–	–	–	–	–	–	274 306
Service charges - water revenue	2 847	2 616	2 829	–	–	–	–	–	–	–	–	31 805
Service charges - sanitation revenue	1 926	2 138	7 428	–	–	–	–	–	–	–	–	10 897
Service charges - refuse	1 890	2 099	2 332	–	–	–	–	–	–	–	–	16 976
Service charges - other	(1 950)	1 884	(237)	–	–	–	–	–	–	–	–	303
Rental of facilities and equipment	268	170	383	–	–	–	–	–	–	–	–	(817)
Interest earned - external investments	443	385	366	–	–	–	–	–	–	–	–	10 992
Interest earned - outstanding debtors	–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received	–	–	–	–	–	–	–	–	–	–	–	–
Fines	58	114	151	–	–	–	–	–	–	–	–	3 973
Licences and permits	129	1 400	102	–	–	–	–	–	–	–	–	689
Agency services	–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating	155	461	703	–	–	–	–	–	–	–	–	150 386
Other revenue	48 658	5 627	2 611	–	–	–	–	–	–	–	–	(52 763)
Cash Receipts by Source	**94 623**	**67 704**	**73 295**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**509 370**
Other Cash Flows by Source												–
Transfer receipts - capital	6 450	7 690	9 450	–	–	–	–	–	–	–	–	62 108
Contributions & Contributed assets	–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE	–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans	–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing	–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits	30	16	64	–	–	–	–	–	–	–	–	8 622
Receipt of non-current debtors	–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables	–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments	(80 000)	–	–	–	–	–	–	–	–	–	–	100 000
Total Cash Receipts by Source	**21 103**	**75 410**	**82 823**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**689 086**
Cash Payments by Type												–
Employee related costs	16 880	16 993	17 823	–	–	–	–	–	–	–	–	148 048
Remuneration of councillors	1 189	971	1 027	–	–	–	–	–	–	–	–	(3 187)
Interest paid	–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases - Electricity	35 945	36 503	41 571	–	–	–	–	–	–	–	–	247 553
Bulk purchases - Water & Sewer	–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials	1 311	1 182	2 319	–	–	–	–	–	–	–	–	–
Contracted services	1 583	2 541	2 878	–	–	–	–	–	–	–	–	48 881
Grants and subsidies paid - other municipalities	–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other	284	88	174	–	–	–	–	–	–	–	–	98 054
General expenses	3 933	4 763	6 005	–	–	–	–	–	–	–	–	(14 702)
Cash Payments by Type	**61 126**	**63 042**	**71 798**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**540 500**
Other Cash Flows/Payments by Type												–
Capital assets	9 822	6 876	8 704	–	–	–	–	–	–	–	–	85 903
Repayment of borrowing	–	–	–	–	–	–	–	–	–	–	–	(1 000)
Other Cash Flows/Payments	1 106	(3 515)	3 232	–	–	–	–	–	–	–	–	(824)
Total Cash Payments by Type	**72 054**	**66 403**	**83 734**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**624 580**
NET INCREASE/(DECREASE) IN CASH HELD	**(50 951)**	**9 006**	**(912)**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**64 507**
Cash/cash equivalents at the month/year beginning:	144 870	93 919	102 926	102 014	102 014	102 014	102 014	102 014	102 014	102 014	102 014	102 014
Cash/cash equivalents at the month/year end:	93 919	102 926	102 014	102 014	102 014	102 014	102 014	102 014	102 014	102 014	102 014	166 521

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M03 September

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 275	6 124	6 124	9 275	3 151	34,0%	6%
August	4 632	7 679	9 275	5 634	11 758	18 551	6 792	36,6%	11%
September	3 700	7 679	9 275	7 586	19 344	27 826	8 482	30,5%	17%
October	217	7 679	9 275	–		37 102	–		
November	2 677	7 679	9 275	–		46 377	–		
December	5 676	7 679	9 275	–		55 653	–		
January	8 436	7 679	9 275	–		64 928	–		
February	6 403	7 679	9 275	–		74 203	–		
March	7 601	7 679	9 275	–		83 479	–		
April	10 559	7 679	9 275	–		92 754	–		
May	6 816	7 679	9 275	–		102 030	–		
June	70 865	7 679	9 276	–		111 305	–		
Total Capital expenditure	**127 583**	**92 143**	**111 305**	**19 344**					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

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

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/11	Supply and delivery of printed stationery	03-Oct-2022
08/2/20/18	Appointment of a service provider for a coaching and mentoring course (US 114215)	06-Oct-2022
08/2/20/25	Lease of the café building at PA Hamlet swimming pool	10-Oct-2022
08/2/20/26	Lease of the café building at the Pine Forest holiday resort	10-Oct-2022

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022
08/2/19/55	The Supply, Maintenance of Digital Speed Cameras and the Administration of the Back Office	03-Oct-2022
08/2/19/71	Supply of Banking services to Witzenberg Municipality	20-Oct-2022
08/2/20/02	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags	03-Oct-2022
08/2/20/03	Road markings in the Witzenberg Municipal area	03-Nov-2022
08/2/20/04	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	03-Nov-2022
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022
08/2/20/08	Electrical and Mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	04-Nov-2022
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/37	Construction of the Waverenskroon Pump Station and Rising Main, Tulbagh	03-Aug-2022	07-Sep-2022	N Jacobs
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022	K Dingilizwe
08/2/19/48	Supply and deliver hot mixed asphalt, all-weather cold mix asphalt bags & bitumen emulsion drums	23-Jun-2022	17-Aug-2022	E Lintnaar
08/2/19/50	Disconnection, reconnection, inspection and replacement of Electricty supply at pole and meter box in Witzenberg Municipal area	24-Jun-2022	27-Jul-2022 16-Aug-2022	C Stevens
08/2/19/54	Supply and delivery of road signs and accessories	21-Jul-2022	22-Aug-2022	E Lintnaar
08/2/19/61	Manufacture and delivery of prefabricated toilet facilities	14-Jul-2022	23-Aug-2022	N Jacobs
08/2/19/62	Supply, delivery and manufacturing of 5 Steel Pavilions	25-Jul-2022	28-Jul-2022 24-Aug-2022	H Truter
08/2/19/68	Supply and delivery of crushed stone aggregate and sand	21-Jul-2022	22-Aug-2022	E Lintnaar
08/2/19/78	Appointment of an Auctioneer	19-Sep-2022	Awaiting	M Frieslaar
08/2/19/79	Provision of online electronic CIPC (companies and intellectual property commission) and Credit search services	19-Sep-2022	Awaiting	M Frieslaar
08/2/20/09	Clearing of +-120 HA Alien vegetation in the Prince Alfred Hamlet commonage, Ceres nature reserve and dwars river	30-Sep-2022	30-Sep-2022	H Truter

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/12	Supply and delivery of toilet paper and chemicals	16-Sep-2022	Awaiting	M Frieslaar
08/2/20/14	Appointment of a Service provider for MV XLPE and PILC cable joint and termination training	31-Aug-2022	07-Sep-2022	I Barnard
08/2/20/19	Training of Municipal officials in terms of Regulation 21 of the Fire Arms control act	12-Sep-2022	Awaiting	I Barnard
08/2/20/21	Supply and delivery of Liquid chlorine gas	08-Sep-2022	Awaiting	M Frieslaar
08/2/20/22	Engine repairs to Nissan UD90 (FE6T 24 valve), including the recovery / tow in of the refuse compactor truck from Ceres to bidder's workshop	12-Sep-2022	21-Sep-2022	O Gatyene
08/2/20/23	Supply differential center portion for UD90 refuse compactor truck	12-Sep-2022	21-Sep-2022	O Gatyene

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality	04-Nov-2021	15-Dec-2021 21-Apr-2022 18-Aug-2022 24-Aug-2022	-
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022
08/2/19/45	Hiring of Double Axle combination vacuum and jetting truck and 12000 litre super sucker vacuum truck	24-Jun-2022	29-Jul-2022 04-Aug-2022 11-Aug-2022 18-Aug-2022 07-Sep-2022 22-Sep-2022 30-Sep-2022	22-Sep-2022
08/2/19/58	Provision of security services, tactical and crowd control management at Municipal buildings and sites in the Witzenberg municipal area	22-Jul-2022	24-Aug-2022 01-Sep-2022 07-Sep-2022 08-Sep-2022 16-Sep-2022 23-Sep-2022 27-Sep-2022	22-Sep-2022 23-Sep-2022 28-Sep-2022

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

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

3.2.1.4 Bids awarded

The following bids were awarded by the Accounting Officer during the month of September 2022:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende September 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/19/15	23-Sep-2022	Take Note Trading	Supply and delivery of Electrical equipment and cables: Cluster 1 - Ducts and trunking	Only responsive bidder	R 137 055.40
		SGB Smit	Cluster 2 - Miniature substations	Bidder scored the highest points	R 8 640 257.00
		No Award	Cluster 3 - Ring main unit	No Award	
		Jocastro	Cluster 4 - MV bulk metering unit	Only responsive bidder	R 4 518 637.50
		SGB Smit	Cluster 5 - Transformers	Bidder scored the highest points	R 5 420 028.00
		Powercomm	Cluster 6 - Lamps	Bidder scored the highest points	R 222 233.00
		Siyphambili Electrical	Cluster 7 - Cable accessories (lugs & ferrules)	Bidder scored the highest points	R 99 767.25
		Aberdare Cables	Cluster 8 - Cables & Conductor	Bidder scored the highest points	R 14 610 750.00

The following competitive bids were awarded by the Bid Adjudication Committee during the month of September 2022:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende September 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/19/42	22-Sep-2022	The Shearwater Property Trust	Leasing of office space to Witzenberg Municipality in Ceres	Only responsive bidder	R 2 897 801.57
08/2/19/44	05-Sep-2022	Bidvest Services (Pty) Ltd	Supply and servicing of Portable chemical toilets and emptying of septic tanks in the Witzenberg area	Bidder scored the highest points	Based on tendered rates with estimated value of R 1 958 869.06

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

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/19/52	02 Sep 2022	Printing,, supply and delivery of a Corporate newsletter to Witzenberg Municipality	No acceptable bids wers received
08/2/19/73	26 Sep 2022	Hiring of 17 Ton excavator for Witzenberg Area	No acceptable bids wers received
08/2/20/17	01 Sep 2022	Appointment of a Service Provider to apply advanced driving skills: defensive driving & skidpan car control course	No bids were received

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

The following written price quotations were approved during the month of September 2022:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende September 2022:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
174901	01-Sep-2022	Riding & Watt	Subdivision Rezoning & Consolidation erf 5846 + 7200	Lowest responsive quotation	R 28 280.60 (Incl. VAT)	Chief Financial Officer
600415	07-Sep-2022	CRJ Security Services	Provision for Security Services – Wolseley WWTW	Lowest responsive quotation	R 7 647.00 (Incl. VAT)	Chief Financial Officer
600416	07-Sep-2022	CRJ Security Services	Provision for Security Services – Tulbagh WWTW	Lowest responsive quotation	R 7 647.00 (Incl. VAT)	Chief Financial Officer
600417	07-Sep-2022	CRJ Security Services	Provision for Security Services – Tulbagh WWTW	Lowest responsive quotation	R 7 647.00 (Incl. VAT)	Chief Financial Officer
600418	07-Sep-2022	CRJ Security Services	Provision for Security Services – Nduli Reservoir	Lowest responsive quotation	R 15 732.00 (Incl. VAT)	Chief Financial Officer
600419	07-Sep-2022	CRJ Security Services	Provision for Security Services – PA Hamlet Stores	Only responsive quotation	R 15 732.00 (Incl. VAT)	Chief Financial Officer
600420	07-Sep-2022	CRJ Security Services	Provision for Security Services – MRF	Only responsive quotation	R 21 718.90 (Incl. VAT)	Chief Financial Officer
174960	13-Sep-2022	Sekunja Holdings	Door to Door Distribution of external Newsletter	Only responsive quotation	R 8 500.00 (Incl. VAT)	Chief Financial Officer
174989	13-Sep-2022	Parkerson Thomas Technologies	Supply and Delivery of Stationary for Councillors	Lowest responsive quotation	R 9 894.96 (Incl. VAT)	Chief Financial Officer
175044	16-Sep-2022	Global Crime Prevention Unit	Provision for Security Services – Ceres WWTW	Only responsive quotation	R 24 122.40 (Incl. VAT)	Chief Financial Officer
175067	20-Sep-2022	Protea Agricultural Training CC	Service Provider for Herbicide Control Training	Lowest responsive quotation	R 28 123.50 (Incl. VAT)	Chief Financial Officer
175080	21-Sep-2022	Labour Guide	Service Provider for Case Law Updates	Lowest responsive quotation	R 5 700.00 (Incl. VAT)	Chief Financial Officer
175136	23-Sep-2022	ESL Audiovisual	Service Provider for Sound outdoor Grandstand – Mayoral Cup	Lowest responsive quotation	R 6 500.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of September 2022:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van September 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/19/70	19-Sep-2022	Datategra (PTY) Ltd	Supply and delivery of Trend Micro enterprise security suite	Only responsive bidder	R 95 176.88 (Incl. VAT)	Acting Director: Corporate Services / Chief Financial Officer
08/2/19/72	15-Sep-2022	JC Services	Hiring of 7 ton Digger Loader for Witzenberg Area	Only responsive bidder	R 190 000.00 (Incl. VAT)	Director: Technical Services
08/2/20/07	21-Sep-2022	HD Transmissions (PTY) Ltd	Periodic maintenance and general repairs to all Allison automatic transmissions as fitted to trucks	Only responsive bidder	R 183 597.03 (Incl. VAT)	Director: Technical Services / Chief Financial Officer

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of September 2022.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende September 2022 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of September 2022 which totals R 171 255:

3.2.1.9 Afwykings

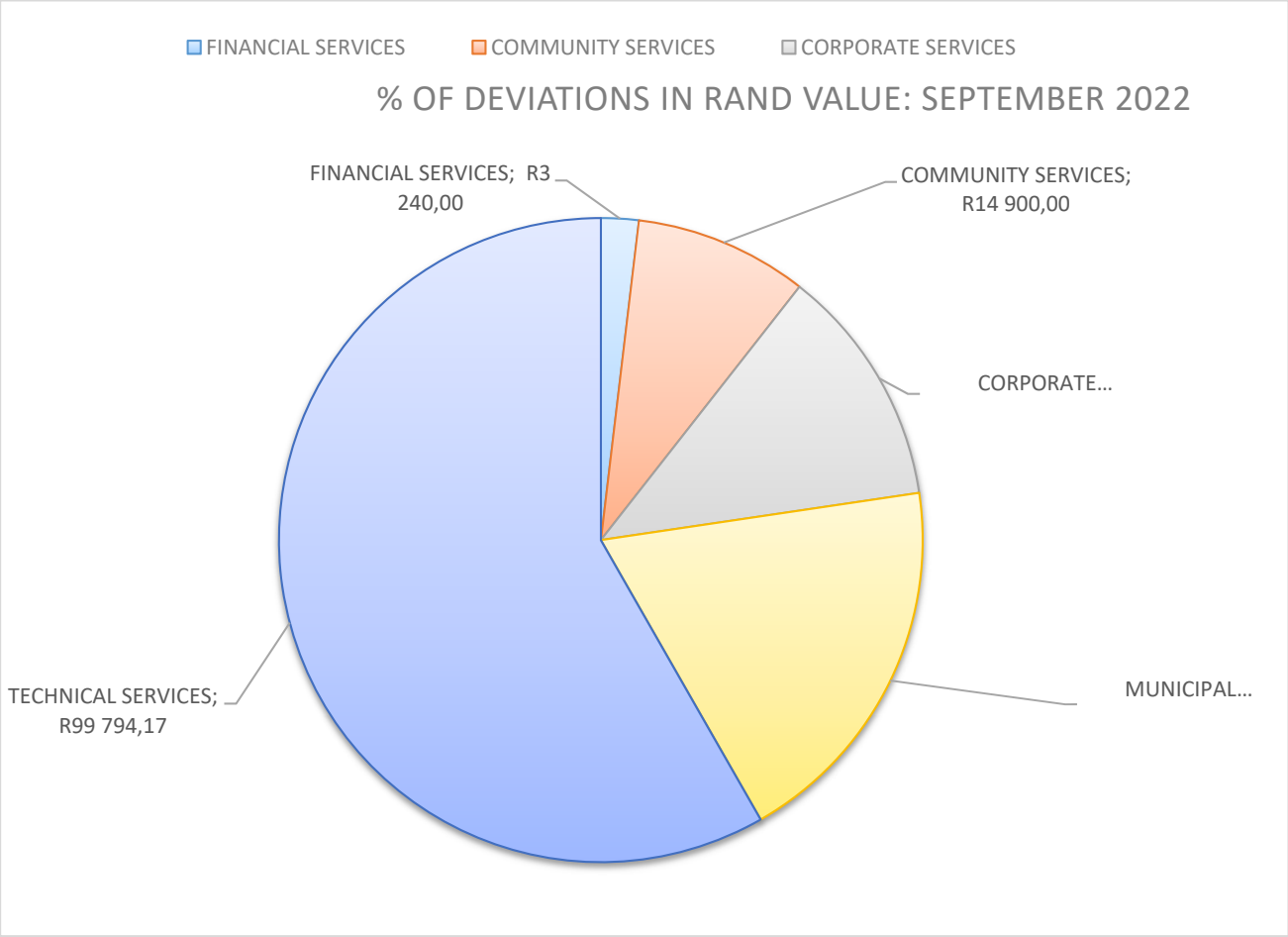
Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van September 2022 wat beloop op die totaal van R 171 255:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
25-Aug-22	CRJ Security Services	Security Services: Wolseley & Tulbagh Offices	Emergency	174779	10 350,00
01-Sep-22	Kellerman Joubert Heyns Inc.	Legal Services: W Smith	Impractical	10158034	23 593,40
01-Sep-22	Witzenberg Herald	Publish Notice: Ceres MRF Notice	Single supplier	174911	5 148,00
07-Sep-22	Witzenberg Herald	Publish Notice: PAH & Schoonvlei Business Hub rentals	Single supplier	600423	14 900,00
13-Sep-22	Vox Elektries	Emergency works: Pine Valley water pumpstation	Emergency	174986	3 720,25
15-Sep-22	Dräger South Africa (PTY) Ltd	Calibration & service of Alco test units	Single supplier	175036	7 498,00
15-Sep-22	Witzenberg Herald	Publish Notice: SALGA Waste App	Single supplier	175032	5 148,00
15-Sep-22	Witzenberg Herald	Publish Notice: Special Council Meeting	Single supplier	600455	2 808,00
21-Sep-22	Witzenberg Herald	Publish Notice: Service Delivery Imbizo schedule	Single supplier	175007	9 072,00
28-Sep-22	Eskom Holdings SOC Ltd	Cost estimate fee: 1MVA increase at Bon Chretien substation	Single supplier	175192	19 280,00
28-Sep-22	Witzenberg Herald	Publish Notice: Database registration	Single supplier	175197	3 240,00
30-Sep-22	AAD Truck & Bus (PTY) Ltd	Emergency repair to braking system: CT 4991	Emergency	175242	66 497,92

** It should be noted that the above information includes deviations from previous months not reported on.*

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
July 2022	R 410 506	R49 783 914.94	0.82%
August 2022	R 2 151 490	R35 883 751.67	5.99%
September 2022	R 171 255	R39 415 333.49	0.43%

DEVIATIONS PER DIRECTORATE:



Logistics

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

Logistieke

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

MONTH	July 2022	Aug 2022	Sept 2022
Value of inventory at hand	R 6 669 232	R 8 471 380	R 7 846 245
Turnover rate of total value of inventory	1.33	1.16	1.24
Date of latest stores reconciliation	30 September 2022		
Date of last stock count	21 September 2022		
Date of next stock count	7 December 2022		

Cash Flow Forecast

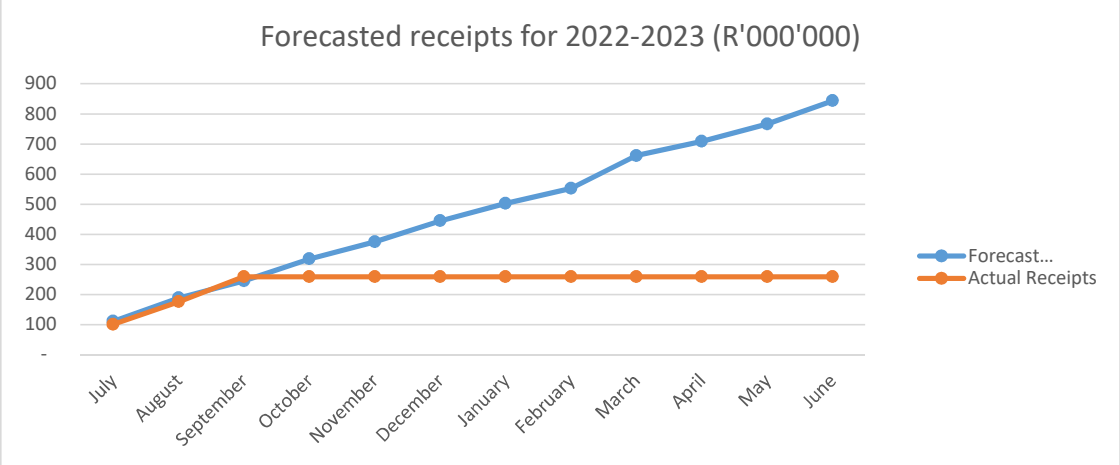
Current commitments against cash

Cash Book Balance plus Investments	R	182 001 057
Total Commitments		(R164 347 469)
Unspent Grants		(R17 485 662)
Outstanding orders exlcluding grants		(R42 202 971)
Eskom Account		(R20 417 352)
Consumer Deposits		(R11 159 774)
Required Annual Contribution to the Provis		(R44 841 016)
Provision Current Employee Benefits		(R28 240 694)
Uncommitted Cash Balance	R	17 653 588

The estimated cost coverage ratio is as follow

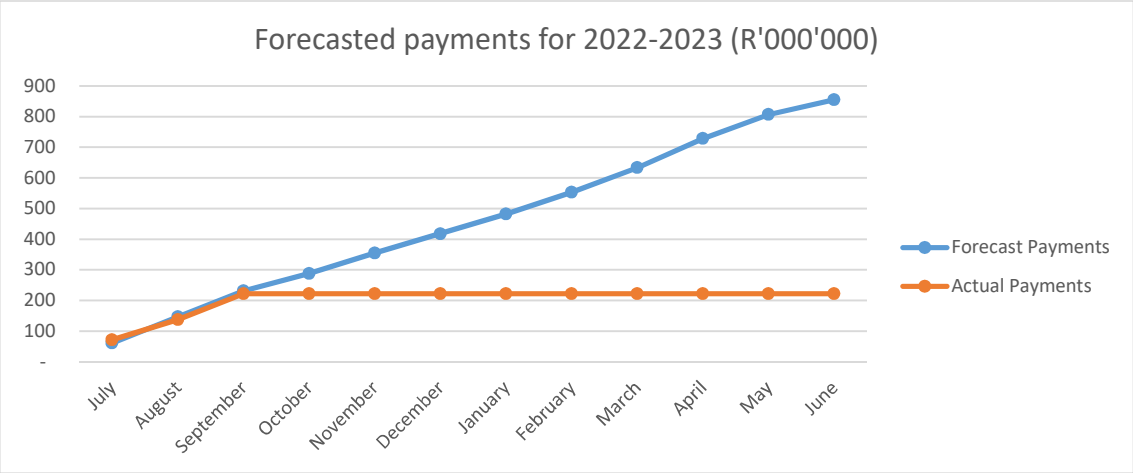
		Current
Bank Balance	R	182 001 057
Average fixed cost per month	R	53 501 277
Ratio		3,40

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3,26 months.This is slightly below the acceptable norm
of 3 months. It is estimated that the ratio will improve the following months as the municipality is currently in the high season of Electricity



It is estimated that cash receipts will amount to R835 m for the 2022-2023 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receitps	Actual Receipts
July	R111m	R101m
August	R78m	R75m
September	R56m	R83m



It is estimated that cash payments will amount to R834 m for the 2022-2023 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
July	R61m	R72m
August	R86m	R66m
September	R85m	R84m

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	5	3	5	45	58
Motor Accident	0	0	3	12	15
Public Liability	3	1	4	19	27
Glass	0	0		2	2
Money loss	0	0	0	0	0
	8	4	12	78	102

High Value Third Party Claims

Claim Description	Value
Haywood R Elec Serv. (Five YO Boy burned at Pumpstation)	R 1 210 000
Smith WJ (Third party stepped into hole of manhole cover on c/o Friesland &	R 628 370
Rooi JCR (Broke ankle after stepping in open storm channel)	R 986 285
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee	R 2 551 000
Electrical fault causing damages to TP(Xolelwa Mazomba) household items	R 52 202

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Kamfer S, Tech Serv. (185m outside fenching stolen at Wolseley Landfill site)	R 148 000
Storm Damage to Pine Forest Resort	R 269 984
Vandalism at Nduli Pumpstaion	R 942 425
Vandalism to transfomer	R 200 000
Burglary and theft Tulbagh stores	R 186 390
Theft and Vandalism at Vredebes Subatation	R 2 412 727
Vandalism at Vredebes Substation	R 2 412 727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	61	21	30	3	0
New Claims	6	0	4	0	0
Claims Closed	9	6	7	1	0
Closing Balance	58	15	27	2	0

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2021 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2022	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)
	R	R	R	R	R	R	R	R
National Government Grants								
Finance Management Grant	-	1 550 000	-	(1 550 000)	-	-	-	-
Municipal infrastructure Grant	340 138	24 980 000	(340 000)	-	(23 707 100)	1 273 038	1 273 038	-
Regional Bulk Infrastructure Grant (DWA	10 000 000	20 000 000	(10 000 000)	-	(22 160 011)	(2 160 011)	-	2 160 011
Integrated National Electricity Program	(291 587)	12 762 000	-	-	(8 596 630)	3 873 783	3 873 783	-
Equitable share	-	106 666 000	-	(106 666 000)	-	-	-	-
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-
Expanded Public Works Programme	(103 068)	2 617 000	-	(2 513 932)	-	-	-	-
Neighbourhood Development Plan	321	-	-	-	-	321	321	-
Provincial Government Grants								
Library services	-	10 536 000	-	(9 768 378)	(767 622)	-	-	-
CDW	846 161	132 000	(739 077)	(38 024)	-	201 060	201 060	-
Municipal Infrastructure Support Grant	(1 046 497)	-	-	-	-	(1 046 497)	-	1 046 497
Economic Development and Tourism SI	68	-	-	-	-	68	68	-
Service Delivery and Capacity Building	-	600 000	-	-	-	600 000	600 000	-
Human Settlement Development	5 325 746	2 961 094	-	-	(4 803 773)	3 483 067	3 483 067	-
Capacity Building (Internship)	576 978	250 000	-	-	-	826 978	826 978	-
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126
Financial Management Support	1 289 770	-	(1 289 770)	-	-	-	-	-
Maintenance and Construction of Transp	830 165	4 385 404	(830 165)	-	(11 764 174)	(7 378 770)	-	7 378 770
Local Government Support Grant	306 429	-	(306 429)	-	-	-	-	-
Regional Social Econimical Program	819 480	800 000	-	-	(1 619 003)	477	477	-
Public Employment Support Grant	-	1 600 000	-	(1 600 000)	-	-	-	-
District Municipality								
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-
Sanitation Infrastructure	(25 090)	-	-	-	-	(25 090)	-	25 090
Planning and Development	100 000	-	-	-	-	100 000		
Capacity Building	-	264 000	-	(264 000)	-	-	-	-
Infrastructure	1 000 000	500 000	-	-	(188 481)	1 311 519	1 311 519	-
Covid 19	1 997 194	-	-	(27 868)	-	1 969 326	1 969 326	-
Public Contributions								
Essen Belgium	3 963 623	668 424	-	(1 453 017)	-	3 179 030	3 179 030	-
China - Water meters	15 626	-	-	(8 443)	-	7 183	7 183	-
Total	**26 510 487**	**191 271 922**	**(13 505 441)**	**(123 889 662)**	**(73 606 794)**	**6 780 512**	**17 497 006**	**10 816 494**

OVERTIME AND STANDBY REPORT SEPTEMBER 2022

Overtime	Actual YTD	Actual vs Budget %	Adjusted Budget	Original Budget	Projected	Saving / (Shortfall)	Actual 2021-2022
Administration	0	0.0%	678	678	0	678	0
Cemetries	26,640	41.4%	64,287	64,287	106,558	(42,271)	126,424
Community Halls And Facilities	57,705	51.8%	111,409	111,409	230,822	(119,413)	174,918
Electricity*	492,709	70.8%	695,622	695,622	1,970,835	(1,275,213)	1,400,388
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	4,254	2.1%	200,303	200,303	17,018	183,285	9,894
Housing: Administration	0	0.0%	29,325	29,325	0	29,325	7,293
Human Resources	0	0.0%	792	159	0	792	520
IDP	4,207	282.8%	1,488	1,488	16,829	(15,341)	32,798
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services	0	0.0%	1,592	1,592	0	1,592	1,905
Marketing & Communications	109,278	85.3%	128,169	128,169	437,112	(308,943)	492,729
Mechanical Workshop	73,694	69.9%	105,447	105,447	294,776	(189,329)	230,865
Parks	44,546	63.8%	69,831	69,831	178,184	(108,353)	102,104
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	98,960	52.8%	187,398	187,398	395,841	(208,443)	501,992
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	27,198	41.7%	65,234	65,234	108,792	(43,558)	114,191
Recreational Land	53,779	62.2%	86,507	86,507	215,114	(128,607)	167,954
Roads	92,661	52.7%	175,686	175,686	370,643	(194,957)	344,892
Sewerage	571,772	36.1%	1,584,229	1,584,229	2,287,089	(702,860)	2,078,359
Social & Welfare Services	0	0.0%	1,794	1,794	0	1,794	53,591
Solid Waste*	586,010	64.6%	907,634	907,634	2,344,041	(1,436,407)	1,954,579
Stormwater Management	57,108	54.3%	105,176	105,176	228,432	(123,256)	195,366
Supply Chain Management	12,586	55.8%	22,569	22,569	50,344	(27,775)	46,095
Swimming Pools	7,483	14.7%	50,806	50,806	29,932	20,874	111,232
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	0	0.0%	5,819	5,819	0	5,819	615
Traffic	1,000,823	88.3%	1,133,668	1,133,668	4,003,290	(2,869,622)	2,724,803
Treasury*	33,339	34.6%	96,289	96,289	133,354	(37,065)	132,923
Vehicle Licensing & Testing	107,295	133.2%	80,530	80,530	429,179	(348,649)	299,745
Water Distribution	419,882	40.4%	1,039,459	1,039,459	1,679,529	(640,070)	1,455,400
TOTAL OVERTIME	**3,881,928**	**55.5%**	**6,990,931**	**6,990,298**	**15,527,714**	**(8,536,783)**	**12,761,574**

Standby	Actual YTD		Adjusted Budget	Original Budget	Projected	Saving / (Shortfall)	Actual 2021-2022
Administration	7,826	52.8%	14,829	14,829	31,304	(16,475)	29,457
Cemetries	32,209	50.0%	64,377	64,377	128,837	(64,460)	124,805
Community Halls And Facilities	43,703	50.1%	87,206	87,206	174,811	(87,605)	168,658
Electricity*	164,551	52.1%	315,874	315,874	658,203	(342,329)	605,393
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	220,419	56.6%	389,695	909,695	881,675	(491,980)	320,877
Housing: Administration	0	0.0%	16,731	16,731	0	16,731	16,418
Human Resources	0		0	0	0	-	0
IDP	0		0	0	0	-	0
Information Tecnology	18,948	33.0%	57,371	57,371	75,793	(18,422)	74,502
Internal Audit	0		0	0	0	-	0
L E D	0		0	0	0	-	0
Library Services	0	0.0%	10,796	10,796	0	10,796	6,849
Marketing & Communications	0		0	0	0	-	0
Mechanical Workshop	55,819	54.7%	102,119	102,119	223,276	(121,157)	200,597
Parks	62,597	55.5%	112,874	112,874	250,390	(137,516)	218,421
Performance Management	0		0	0	0	-	0
Pine Forest*	30,043	43.6%	68,968	68,968	120,172	(51,204)	142,477
Project Management	0		0	0	0	-	0
Property & Legal Services	0		0	0	0	-	0
Public Toilets	0		0	0	0	-	0
Recreational Land	50,732	60.3%	84,086	84,086	202,927	(118,841)	173,144
Roads	164,533	51.0%	322,371	322,371	658,131	(335,760)	538,781
Sewerage	202,393	32.4%	624,139	624,139	809,574	(185,435)	700,163
Social & Welfare Services	0		0	0	0	-	0
Solid Waste*	28,656	34.4%	83,268	83,268	114,625	(31,357)	117,629
Stormwater Management	97,089	56.0%	173,371	173,371	388,355	(214,984)	301,865
Supply Chain Management	22,326	52.8%	42,296	42,296	89,303	(47,007)	83,214
Swimming Pools	5,213	114.0%	4,574	4,574	20,850	(16,276)	23,875
Thusong Centre	0		0	0	0	-	0
Town Secretary	0		0	0	0	-	0
Traffic	315,262	49.9%	631,979	631,979	1,261,046	(629,067)	1,064,470
Treasury*	28,466	49.0%	58,152	58,152	113,865	(55,713)	106,204
Vehicle Licensing & Testing	53,625	64.2%	83,551	83,551	214,502	(130,951)	176,855
Water Distribution	177,356	33.0%	536,699	536,699	709,424	(172,725)	628,305
TOTAL STANDBY	**1,781,766**	**45.5%**	**3,914,057**	**4,434,057**	**7,127,063**	**(3,213,006)**	**5,822,958**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of September 2022 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 13/10/2022

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report
Section 71 for October 2022

Financial data is in respect of the period
1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R9.35 million in comparison to the prior month figure of R8.39 million.

The monthly billing was also done as scheduled and during this process 19 934 accounts amounting to R36.1 million was printed and distributed to consumers. The prepaid electricity sales amounted to R5.8 million in comparison to a cost of R5.6 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.9 million in comparison to the prior month figure of R1.8 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88% in comparison to a rate of 90% for the same month in the previous year.

The municipality issued orders to the value of R 29.6 million of which R354 thousand was in terms of deviations.

The municipality currently has R 65 million in its primary bank account and R120 million in investments. The bank balance at the end of the previous month was R82 million with R100 million in investments.

The calculated cost coverage ratio of the municipality as at the end of October 2022 is 3.34 months.

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R9.35 miljoen in vergelyking met die vorige maand syfer van R8.39 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 934 rekeninge ten bedrae van R36.1 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R5.8 miljoen en was R5.6 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.9 miljoen in vergelyking met die vorige maand syfer van R1.8 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88% in vergelyking met 90% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 29.6 miljoen uitgereik, waarvan R354 duisend ten opsigte van afwykings is.

Die munisipaliteit het R 65 miljoen in die primêre bankrekening met R 120 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R82 miljoen met R100 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van October 2022 is 3.34 maande.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of October 2022 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiele maandverslag en ondersteunende dokumente vir Oktober 2022

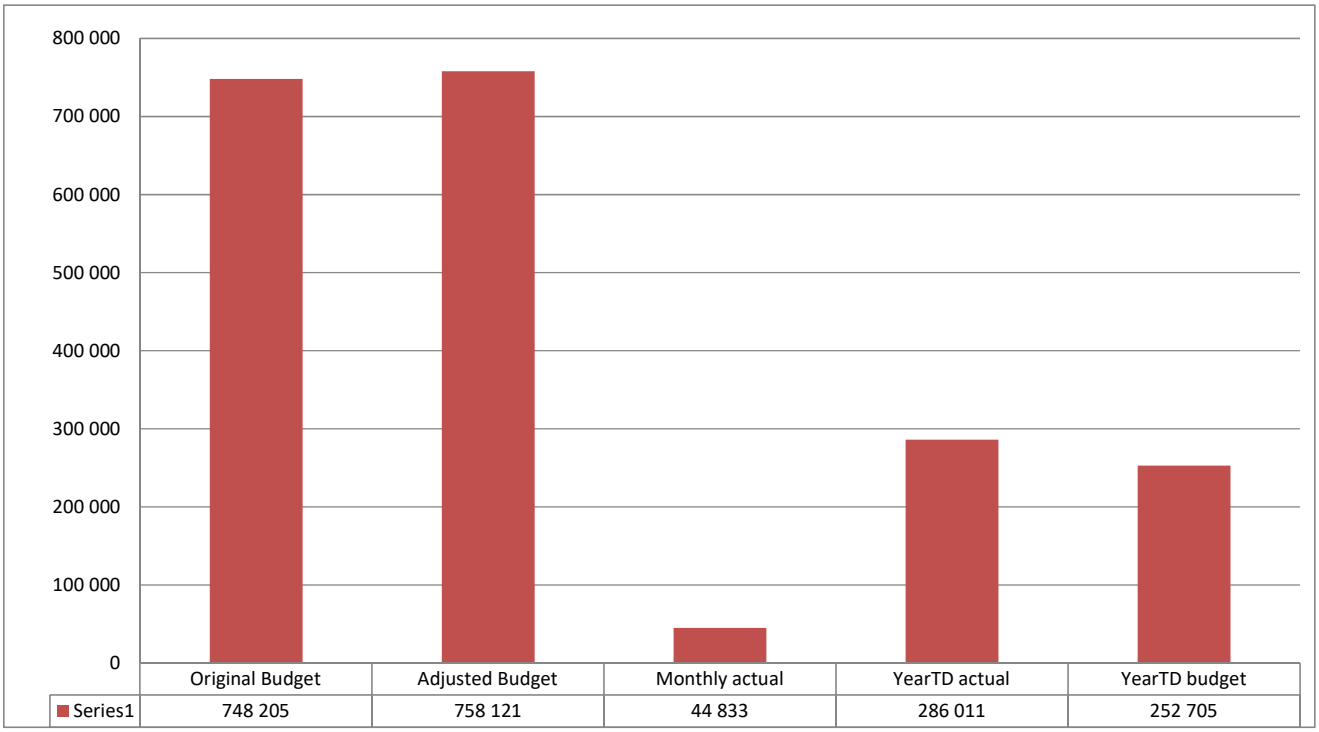
C EXECUTIVE SUMMARY

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 R'000



	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget
Series1	748 205	758 121	44 833	286 011	252 705

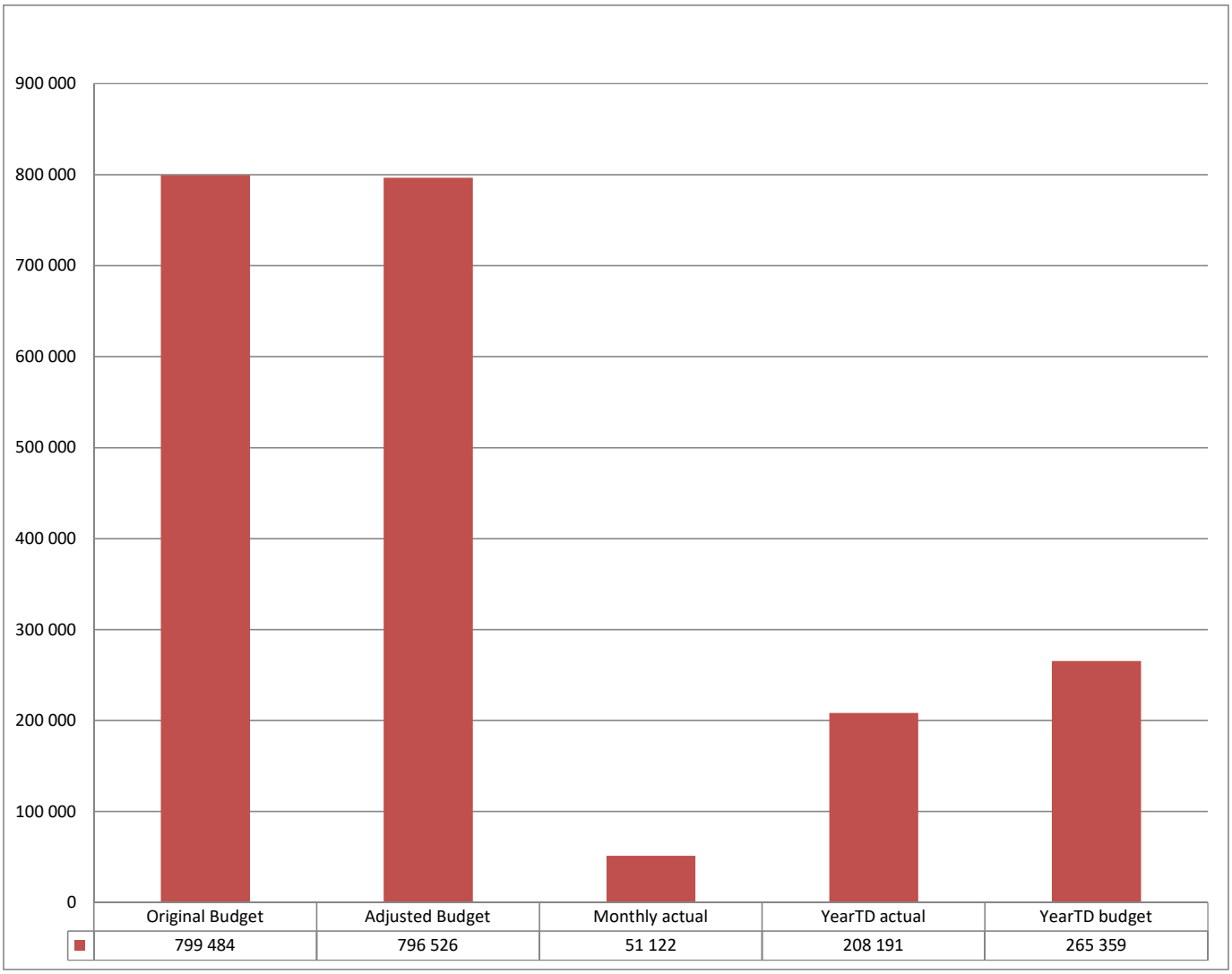
For the period 1 July 2022 to 31 October 2022, 37.73% of the budgeted operational revenue was raised.

Please refer to Supporting Table SC1 for explanations regarding revenue variances.

Vir die periode 1 Julie 2022 tot 31 Oktober 2022, is 37.73% van die begrote operasionele inkomste gehef.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot inkomste afwykings.

TOTAL OPERATIONAL EXPENDITURE R'000



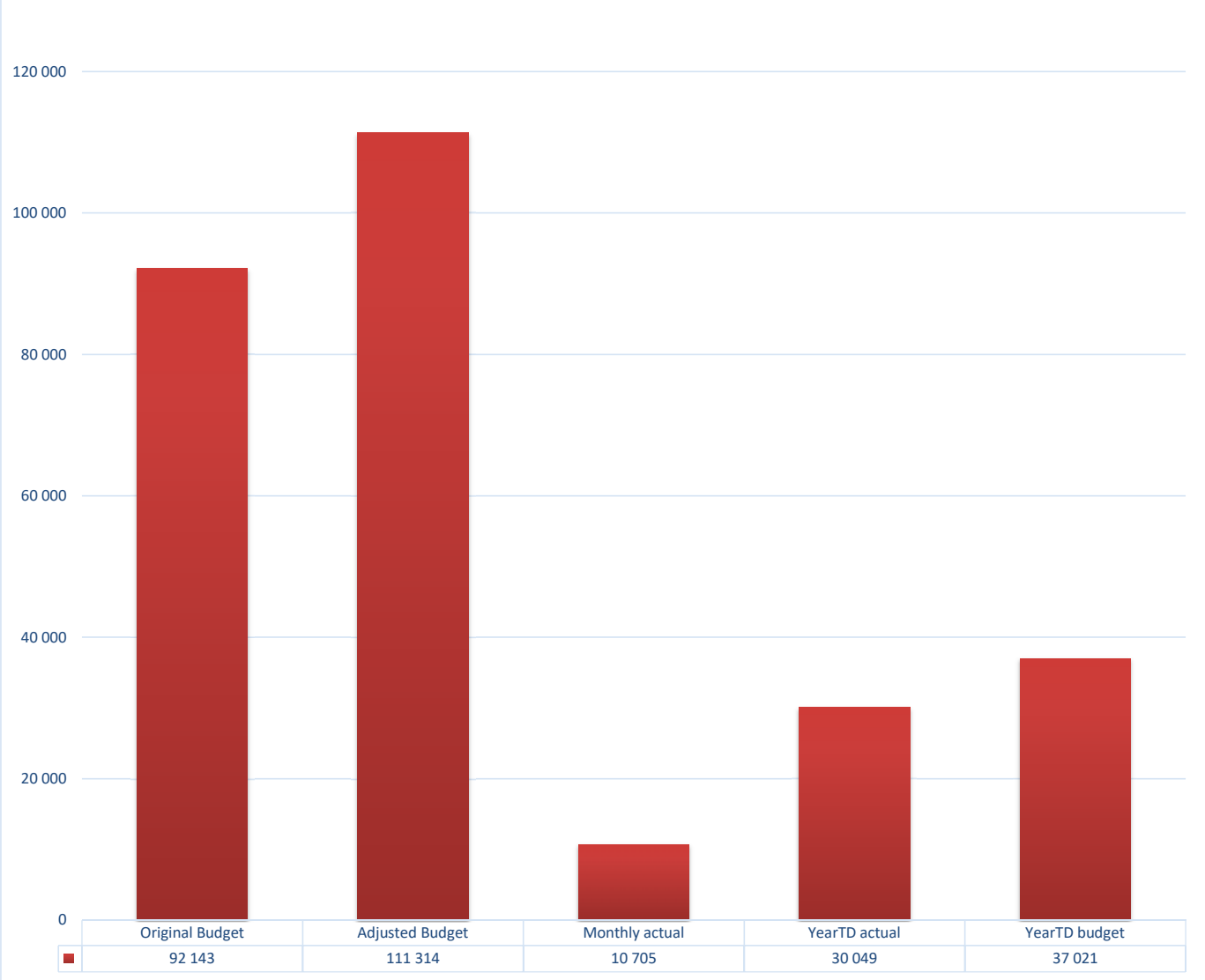
For the period 1 July 2022 to 31 October 2022, 26.14% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 31 Oktober 2022, is 26.14% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 31 October 2022, 26.99% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 31 Oktober 2022, is 26.99% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 October 2022.

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

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 255	56 187	31 864	24 323	76%	95 592
Service charges	434 590	449 486	449 486	30 776	157 542	149 829	7 713	5%	449 486
Investment revenue	5 580	5 089	5 089	2 580	3 773	1 696	2 077	122%	5 089
Transfers recognised - operational	124 169	152 300	158 948	722	48 527	52 983	(4 456)	-8%	158 948
Other own revenue	62 003	45 738	49 005	5 501	19 982	16 334	3 649	22%	49 005
transfers and contributions)	715 051	748 205	758 121	44 833	286 011	252 705	33 306	13%	758 121
Employee costs	202 247	247 136	240 799	18 459	76 316	80 263	(3 947)	-5%	240 799
Remuneration of Councillors	9 925	12 108	12 108	888	3 714	4 036	(322)	-8%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	13 196	(13 196)	-100%	39 589
Finance charges	8 948	9 116	9 116	24	24	3 039	(3 015)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 955	19 340	91 607	110 218	(18 611)	-17%	330 955
Transfers and grants	2 624	13 143	13 118	251	789	4 373	(3 584)	-82%	13 118
Other expenditure	125 935	147 827	150 842	12 160	35 740	50 234	(14 493)	-29%	150 842
Total Expenditure	688 168	799 484	796 526	51 122	208 191	265 359	(57 168)	-22%	796 526
Surplus/(Deficit)	26 884	(51 279)	(38 406)	(6 289)	77 821	(12 654)	90 474	-715%	(38 406)
Transfers recognised - capital	64 244	53 821	75 229	–	–	25 076	(25 076)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	151	(151)	-100%	453
& contributions	91 577	2 995	37 277	(6 289)	77 821	12 574	65 247	519%	37 277
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(6 289)	77 821	12 574	65 247	519%	37 277
Capital expenditure & funds sources									
Capital expenditure	127 583	92 143	111 314	10 705	30 049	37 021	(6 972)	-19%	111 314
Capital transfers recognised	64 196	60 036	73 589	9 954	28 638	24 529	4 109	17%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	3 333	(3 333)	-100%	10 000
Internally generated funds	9 398	22 107	27 726	751	1 411	9 242	(7 831)	-85%	27 726
Total sources of capital funds	75 072	92 143	111 314	10 705	30 049	37 105	(7 056)	-19%	111 314
Financial position									
Total current assets	272 366	242 916	242 916		338 360				242 916
Total non current assets	1 120 498	1 124 460	1 124 460		1 150 545				1 124 460
Total current liabilities	120 692	137 549	137 549		136 644				137 549
Total non current liabilities	234 105	260 296	260 296		236 454				260 296
Community wealth/Equity	1 038 066	969 530	969 530		1 115 808				969 530
Cash flows									
Net cash from (used) operating	102 443	74 035	74 035	9 008	71 431	24 678	46 753	189%	94 625
Net cash from (used) investing	(73 744)	(92 143)	(92 143)	(32 359)	(157 748)	(30 714)	(127 034)	414%	(106 902)
Net cash from (used) financing	876	9 000	9 000	(15)	95	3 000	(2 905)	-97%	95
end	144 880	143 632	143 632	–	58 649	149 704	(91 055)	-61%	151 325
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	49 331	14 040	6 387	5 115	5 465	4 804	26 725	243 646	355 514
Creditors Age Analysis									
Total Creditors	426	–	–	–	–	–	–	–	426

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

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

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	9 799	65 940	41 217	24 723	60%	123 657
Executive and council	8 088	260	260	3	11	87	(76)	-88%	260
Finance and administration	113 021	120 347	123 396	9 796	65 929	41 131	24 799	60%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	2 512	55 482	58 646	(3 165)	-5%	175 939
Community and social services	121 745	135 103	135 304	700	48 353	45 101	3 252	7%	135 304
Sport and recreation	9 438	12 172	12 172	508	1 618	4 057	(2 440)	-60%	12 172
Public safety	14 298	16 035	16 299	1 285	5 442	5 433	9	0%	16 299
Housing	835	12 165	12 165	19	69	4 055	(3 986)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	64	900	11 337	(10 437)	-92%	34 012
Planning and development	2 643	4 600	3 119	64	900	1 040	(140)	-13%	3 119
Road transport	12 443	12 570	28 899	–	–	9 633	(9 633)	-100%	28 899
Environmental protection	0	10	1 993	–	–	664	(664)	-100%	1 993
Trading services	497 118	489 091	500 069	32 458	163 600	166 690	(3 090)	-2%	500 069
Energy sources	335 619	335 873	341 027	22 045	118 465	113 676	4 790	4%	341 027
Water management	72 814	87 028	91 441	4 572	17 078	30 480	(13 402)	-44%	91 441
Waste water management	37 551	33 120	34 531	2 800	15 970	11 510	4 460	39%	34 531
Waste management	51 135	33 071	33 071	3 041	12 086	11 024	1 063	10%	33 071
Total Revenue - Functional	779 745	802 479	833 803	44 833	286 011	277 933	8 078	3%	833 803
Expenditure - Functional									
Governance and administration	106 009	154 226	155 089	9 142	38 247	51 692	(13 445)	-26%	155 089
Executive and council	23 437	31 784	31 930	1 983	7 948	10 639	(2 692)	-25%	31 930
Finance and administration	80 657	120 211	120 923	6 993	29 463	40 308	(10 845)	-27%	120 923
Internal audit	1 914	2 231	2 237	165	837	746	91	12%	2 237
Community and public safety	99 148	121 751	119 826	7 309	29 418	39 896	(10 478)	-26%	119 826
Community and social services	27 397	31 831	30 065	2 061	8 532	9 976	(1 444)	-14%	30 065
Sport and recreation	30 250	30 591	30 568	2 091	8 532	10 190	(1 658)	-16%	30 568
Public safety	36 554	42 158	42 040	2 759	10 837	14 013	(3 176)	-23%	42 040
Housing	4 947	17 172	17 153	398	1 517	5 718	(4 200)	-73%	17 153
Economic and environmental services	32 010	37 538	39 648	4 118	11 687	13 216	(1 529)	-12%	39 648
Planning and development	11 200	12 176	12 336	1 001	3 983	4 112	(129)	-3%	12 336
Road transport	20 001	23 714	23 695	3 043	7 399	7 898	(500)	-6%	23 695
Environmental protection	808	1 648	3 618	74	305	1 206	(901)	-75%	3 618
Trading services	450 068	485 015	481 010	30 328	128 389	160 237	(31 848)	-20%	481 010
Energy sources	316 476	353 660	355 112	20 830	95 544	118 371	(22 826)	-19%	355 112
Water management	39 383	40 655	40 697	3 279	11 735	13 566	(1 830)	-13%	40 697
Waste water management	37 782	39 546	39 371	2 731	9 474	13 124	(3 649)	-28%	39 371
Waste management	56 427	51 154	45 831	3 488	11 635	15 177	(3 542)	-23%	45 831
Other	933	953	953	225	450	318	132	42%	953
Total Expenditure - Functional	688 168	799 484	796 526	51 122	208 191	265 359	(57 168)	-22%	796 526
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(6 289)	77 821	12 574	65 247		37 277

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

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

Description	2021/22	Budget Year 2022/23							
	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	121 109	120 607	123 657	9 799	65 940	41 217	24 723	60%	123 657
Executive and council	8 088	260	260	3	11	87	(76)	-88%	260
Mayor and Council	8 088	–	–	3	11	–	11		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	87	(87)	-100%	260
Finance and administration	113 021	120 347	123 396	9 796	65 929	41 131	24 799	60%	123 396
Administrative and Corporate Support	1	10	10	–	–	3	(3)	-100%	10
Finance	112 606	119 453	122 502	9 789	65 883	40 832	25 051	61%	122 502
Human Resources	354	609	609	–	30	203	(173)	-85%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	2	(2)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	60	78	78	7	17	26	(9)	-36%	78
Community and public safety	146 316	175 474	175 939	2 512	55 482	58 646	(3 165)	-5%	175 939
Community and social services	121 745	135 103	135 304	700	48 353	45 101	3 252	7%	135 304
Aged Care	110 799	124 036	124 237	666	48 215	41 412	6 803	16%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	7	44	81	(36)	-45%	242
Community Halls and Facilities	186	283	283	20	70	94	(25)	-26%	283
Libraries and Archives	10 498	10 542	10 542	6	24	3 514	(3 490)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	508	1 618	4 057	(2 440)	-60%	12 172
Recreational Facilities	6 547	4 869	4 869	497	1 559	1 623	(64)	-4%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	11	58	2 434	(2 376)	-98%	7 302
Public safety	14 298	16 035	16 299	1 285	5 442	5 433	9	0%	16 299
Fire Fighting and Protection	25	7	7	2	3	2	1	0	7
Housing	835	12 165	12 165	19	69	4 055	(3 986)	-98%	12 165
Housing	835	12 165	12 165	19	69	4 055	(3 986)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	64	900	11 337	(10 437)	-92%	34 012
Planning and development	2 643	4 600	3 119	64	900	1 040	(140)	-13%	3 119
Economic Development/Planning	902	2 149	668	–	–	223	(223)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	64	900	499	401	80%	1 497
Project Management Unit	–	954	954	–	–	318	(318)	-100%	954
Road transport	12 443	12 570	28 899	–	–	9 633	(9 633)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	9 633	(9 633)	-100%	28 899
Environmental protection	0	10	1 993	–	–	664	(664)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	664	(664)	-100%	1 993
Trading services	497 118	489 091	500 069	32 458	163 600	166 690	(3 090)	-2%	500 069
Energy sources	335 619	335 873	341 027	22 045	118 465	113 676	4 790	4%	341 027
Electricity	334 054	335 873	341 027	22 045	118 465	113 676	4 790	4%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	4 572	17 078	30 480	(13 402)	-44%	91 441
Water Distribution	72 814	70 521	74 933	4 572	17 078	24 978	(7 900)	-32%	74 933
Waste water management	37 551	33 120	34 531	2 800	15 970	11 510	4 460	39%	34 531
Sewerage	36 498	33 120	33 720	2 800	15 931	11 240	4 692	42%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 041	12 086	11 024	1 063	10%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 041	12 086	11 024	1 063	10%	33 071
Other	116	126	126	(0)	89	42	47	112%	126
Licensing and Regulation	116	126	126	(0)	89	42	47	112%	126
Total Revenue - Functional	779 745	802 479	833 803	44 833	286 011	277 933	8 078	3%	833 803
Expenditure - Functional									
Municipal governance and administration	106 009	154 226	155 089	9 142	38 247	51 692	(13 445)	-26%	155 089
Executive and council	23 437	31 784	31 930	1 983	7 948	10 639	(2 692)	-25%	31 930
Mayor and Council	14 185	20 035	20 108	1 172	4 780	6 703	(1 922)	-29%	20 108
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 821	812	3 167	3 937	(769)	-20%	11 821
Finance and administration	80 657	120 211	120 923	6 993	29 463	40 308	(10 845)	-27%	120 923
Administrative and Corporate Support	10 523	13 079	14 149	774	2 839	4 716	(1 878)	-40%	14 149
Asset Management	31	1 804	1 804	1	3	601	(598)	-99%	1 804
Finance	34 833	36 843	36 718	2 937	11 573	12 242	(670)	-5%	36 718
Fleet Management	3 614	3 146	3 126	283	1 202	1 042	160	15%	3 126
Human Resources	11 708	40 419	40 388	1 680	8 073	13 460	(5 387)	-40%	40 388
Information Technology	4 038	5 135	5 025	208	786	1 675	(889)	-53%	5 025
Legal Services	1 368	2 821	2 821	103	442	940	(498)	-53%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 188	302	1 330	1 396	(66)	-5%	4 188
Property Services	3 057	1 687	1 683	76	305	561	(256)	-46%	1 683
Risk Management	7	382	382	–	–	127	(127)	-100%	382
Supply Chain Management	7 006	8 381	8 314	591	2 434	2 771	(337)	-12%	8 314
Valuation Service	451	2 325	2 325	38	476	775	(299)	-39%	2 325

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Internal audit	1 914	2 231	2 237	165	837	746	91	12%	2 237
Governance Function	1 914	2 231	2 237	165	837	746	91	12%	2 237
Community and public safety	99 148	121 751	119 826	7 309	29 418	39 896	(8 048)	-20%	119 826
Community and social services	27 397	31 831	30 065	2 061	8 532	9 976	(1 444)	-14%	30 065
Aged Care	6 887	7 985	6 283	344	1 817	2 094	(278)	-13%	6 283
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 892	279	1 208	1 252	(44)	-4%	3 892
Child Care Facilities	36	167	167	–	5	56	(51)	-92%	167
Community Halls and Facilities	5 875	6 675	6 658	451	1 830	2 219	(389)	-18%	6 658
Disaster Management	118	69	69	15	30	23	7	29%	69
Education	1	136	136	–	–	46	(46)	-100%	136
Libraries and Archives	10 969	12 874	12 859	971	3 643	4 286	(644)	-15%	12 859
Sport and recreation	30 250	30 591	30 568	2 091	8 532	10 190	(1 658)	-16%	30 568
Community Parks (including Nurseries)	8 412	8 646	8 655	715	2 848	2 885	(37)	-1%	8 655
Recreational Facilities	15 126	15 400	15 346	863	3 743	5 115	(1 372)	-27%	15 346
Sports Grounds and Stadiums	6 712	6 544	6 568	513	1 940	2 189	(249)	-11%	6 568
Public safety	36 554	42 158	42 040	2 759	10 837	14 013	(746)	-5%	42 040
Fire Fighting and Protection	9 108	10 820	10 820	705	2 861	3 607	(746)	-21%	10 820
Housing	4 947	17 172	17 153	398	1 517	5 718	(4 200)	-73%	17 153
Housing	4 917	16 888	16 869	396	1 498	5 623	(4 125)	-73%	16 869
Informal Settlements	30	284	284	3	20	95	(75)	-79%	284
Economic and environmental services	32 010	37 538	39 648	4 118	11 687	13 216	(1 529)	-12%	39 648
Planning and development	11 200	12 176	12 336	1 001	3 983	4 112	(129)	-3%	12 336
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	181	767	773	(6)	-1%	2 320
Economic Development/Planning	1 669	1 778	2 009	141	588	670	(82)	-12%	2 009
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	473	1 766	1 670	97	6%	5 009
Project Management Unit	2 473	2 998	2 998	206	862	999	(137)	-14%	2 998
Road transport	20 001	23 714	23 695	3 043	7 399	7 898	(500)	-6%	23 695
Roads	20 001	23 714	23 695	3 043	7 399	7 898	(500)	-6%	23 695
Environmental protection	808	1 648	3 618	74	305	1 206	(901)	-75%	3 618
Biodiversity and Landscape	808	1 648	3 618	74	305	1 206	(901)	-75%	3 618
Trading services	450 068	485 015	481 010	30 328	128 389	160 237	(31 848)	-20%	481 010
Energy sources	316 476	353 660	355 112	20 830	95 544	118 371	(22 826)	-19%	355 112
Electricity	313 740	347 622	349 076	20 722	95 015	116 359	(21 343)	-18%	349 076
Street Lighting and Signal Systems	2 737	6 038	6 036	108	529	2 012	(1 483)	-74%	6 036
Water management	39 383	40 655	40 697	3 279	11 735	13 566	(1 830)	-13%	40 697
Water Treatment	201	1 406	1 406	14	64	469	(404)	-86%	1 406
Water Distribution	36 316	34 239	34 401	3 244	9 993	11 467	(1 474)	-13%	34 401
Water Storage	2 866	5 010	4 890	21	1 678	1 630	48	3%	4 890
Waste water management	37 782	39 546	39 371	2 731	9 474	13 124	(3 649)	-28%	39 371
Public Toilets	1 712	1 995	1 995	132	568	665	(96)	-15%	1 995
Sewerage	28 232	28 633	28 493	2 190	6 676	9 498	(2 822)	-30%	28 493
Storm Water Management	7 838	7 358	7 321	409	2 230	2 440	(211)	-9%	7 321
Waste Water Treatment	0	1 561	1 561	–	0	520	(520)	-100%	1 561
Waste management	56 427	51 154	45 831	3 488	11 635	15 177	(3 542)	-23%	45 831
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	43	418	5 121	(4 703)	-92%	15 362
Solid Waste Removal	35 105	35 220	29 903	3 443	11 188	9 868	1 321	13%	29 903
Street Cleaning	174	566	566	2	28	189	(161)	-85%	566
Other	933	953	953	225	450	318	132	42%	953
Licensing and Regulation	33	53	53	0	0	18	(18)	-100%	53
Tourism	900	900	900	225	450	300	150	50%	900
Total Expenditure - Functional	688 168	799 484	796 526	51 122	208 191	265 359	(54 738)	-21%	796 526
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(6 289)	77 821	12 574	65 247	519%	37 277

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

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

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	9 637	65 898	39 958	25 940	64,9%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	1 245	50 198	54 191	(3 993)	-7,4%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 285	5 479	5 639	(159)	-2,8%	16 916
Vote 4 - Technical Services	512 084	505 741	533 049	32 628	164 263	177 683	(13 420)	-7,6%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	52	215	462	(248)	-53,6%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 729	802 479	833 803	44 847	286 053	277 933	8 120	2,9%	833 803
Vote 1 - Financial Services	34 002	51 044	50 855	2 948	11 817	16 955	(5 138)	-30,3%	50 855
Vote 2 - Community Services	74 834	96 548	96 946	5 533	22 586	32 270	(9 684)	-30,0%	96 946
Vote 3 - Corporate Services	77 222	118 517	119 386	6 623	27 042	39 792	(12 750)	-32,0%	119 386
Vote 4 - Technical Services	480 488	519 140	515 138	34 309	139 412	171 609	(32 196)	-18,8%	515 138
Vote 5 - Municipal Manager	11 383	14 235	14 202	923	4 015	4 734	(719)	-15,2%	14 202
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	677 929	799 484	796 526	50 336	204 872	265 359	(60 487)	-22,8%	796 526
Surplus/ (Deficit) for the year	101 799	2 995	37 277	(5 489)	81 181	12 574	68 607	545,6%	37 277

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

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

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 255	56 187	31 864	24 323	76%	95 592
Service charges - electricity revenue	326 702	337 388	337 388	22 060	118 500	112 463	6 038	5%	337 388
Service charges - water revenue	46 201	49 810	49 810	3 788	14 283	16 603	(2 320)	-14%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 376	14 436	10 684	3 752	35%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 552	10 322	10 079	244	2%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	305	1 435	1 139	296	26%	3 416
Interest earned - external investments	5 580	5 089	5 089	2 580	3 773	1 696	2 077	122%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 161	6 983	3 037	3 946	130%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	819	3 418	3 712	(295)	-8%	11 137
Licences and permits	1 198	2 216	2 216	84	413	739	(326)	-44%	2 216
Agency services	4 415	4 249	4 249	374	1 692	1 416	276	19%	4 249
Transfers recognised - operational	124 169	152 300	158 948	722	48 527	52 983	(4 456)	-8%	158 948
Other revenue	16 804	15 609	18 877	1 758	6 042	6 291	(249)	-4%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 051	748 205	758 121	44 833	286 011	252 705	33 306	13%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	240 799	18 459	76 316	80 263	(3 947)	-5%	240 799
Remuneration of councillors	9 925	12 108	12 108	888	3 714	4 036	(322)	-8%	12 108
Debt impairment	50 764	46 031	46 031	5 370	12 173	15 344	(3 171)	-21%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	13 196	(13 196)	-100%	39 589
Finance charges	8 948	9 116	9 116	24	24	3 039	(3 015)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	18 072	87 053	104 804	(17 750)	-17%	314 411
Other materials	14 449	16 154	16 544	1 268	4 554	5 415	(861)	-16%	16 544
Contracted services	33 782	52 776	55 125	3 756	9 111	18 375	(9 264)	-50%	55 125
Transfers and grants	2 624	13 143	13 118	251	789	4 373	(3 584)	-82%	13 118
Other expenditure	40 507	49 019	49 685	3 034	14 457	16 515	(2 058)	-12%	49 685
Loss on disposal of PPE	882	0	0	–	–	0	(0)	-100%	0
Total Expenditure	688 168	799 484	796 526	51 122	208 191	265 359	(57 168)	-22%	796 526
Surplus/(Deficit)	26 884	(51 279)	(38 406)	(6 289)	77 821	(12 654)	90 474	(0)	(38 406)
Transfers recognised - capital	64 244	53 821	75 229	–	–	25 076	(25 076)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	151	(151)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	91 577	2 995	37 277	(6 289)	77 821	12 574			37 277
Surplus/(Deficit) attributable to	91 577	2 995	37 277	(6 289)	77 821	12 574			37 277
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(6 289)	77 821	12 574			37 277

The revenue and expenditure figures excludes internal charges

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

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

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

Vote Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	52 361	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	5 163	18 152	23 099	(4 947)	-21%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	105 714	55 390	69 298	5 163	18 152	23 099	(4 947)	-21%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 415	180	189	9	67	63	4	6%	189
Vote 2 - Community Services	4 487	10 126	10 126	1	43	3 292	(3 249)	-99%	10 126
Vote 3 - Corporate Services	685	650	880	30	65	293	(228)	-78%	880
Vote 4 - Technical Services	14 282	25 797	30 822	5 501	11 723	10 274	1 449	14%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	21 869	36 753	42 017	5 541	11 897	13 922	(2 025)	-15%	42 017
Total Capital Expenditure	127 583	92 143	111 314	10 705	30 049	37 021	(6 972)	-19%	111 314

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

Vote Description R thousands	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	56 521	2 180	2 670	38	154	890	(735)	-83%	2 670
Executive and council	–	340	340	–	55	113	(58)	-52%	340
Finance and administration	56 521	1 840	2 330	38	99	777	(677)	-87%	2 330
Community and public safety	3 991	9 976	10 206	1	20	3 402	(3 382)	-99%	10 206
Community and social services	667	1 222	1 222	–	7	407	(401)	-98%	1 222
Sport and recreation	3 084	8 754	8 754	1	13	2 918	(2 905)	-100%	8 754
Public safety	240	–	230	–	–	77	(77)	-100%	230
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	33 901	8 843	20 210	11 300	8 909	79%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	8 843	20 210	11 300	8 909	79%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	1 821	9 665	21 513	(11 848)	-55%	64 538
Energy sources	9 573	4 000	7 622	870	870	2 541	(1 670)	-66%	7 622
Water management	20 159	23 954	28 366	–	7 535	9 455	(1 920)	-20%	28 366
Waste water management	2 448	16 653	18 097	943	1 252	6 032	(4 781)	-79%	18 097
Waste management	21 754	10 453	10 453	8	8	3 484	(3 477)	-100%	10 453
Total Capital Expenditure - Standard Cla	127 583	92 143	111 314	10 705	30 049	37 105	(7 056)	-19%	111 314
Funded by:									
National Government	47 360	51 371	54 993	5 015	18 463	18 331	132	1%	54 993
Provincial Government	16 432	7 712	17 207	4 931	9 909	5 736	4 173	73%	17 207
District Municipality	404	500	935	–	258	312	(53)	-17%	935
Transfers recognised - capital	64 196	60 036	73 589	9 954	28 638	24 529	4 109	17%	73 589
Borrowing	1 478	10 000	10 000	–	–	3 333	(3 333)	-100%	10 000
Internally generated funds	9 398	22 107	27 726	751	1 411	9 242	(7 831)	-85%	27 726
Total Capital Funding	75 072	92 143	111 314	10 705	30 049	37 105	(7 056)	-19%	111 314

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

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

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	58 649	143 632
Call investment deposits	–	–	–	120 000	–
Consumer debtors	99 615	63 769	63 769	110 502	63 769
Other debtors	18 277	26 034	26 034	39 831	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 594	9 481	9 481	9 379	9 481
Total current assets	272 366	242 916	242 916	338 360	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 074 992	1 081 628	1 081 628	1 105 040	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 120 498	1 124 460	1 124 460	1 150 545	1 124 460
TOTAL ASSETS	1 392 863	1 367 376	1 367 376	1 488 906	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 897	611
Consumer deposits	11 549	8 732	8 732	11 696	8 732
Trade and other payables	61 945	99 286	99 286	72 703	99 286
Provisions	45 302	28 921	28 921	50 348	28 921
Total current liabilities	120 692	137 549	137 549	136 644	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	235 927	248 076
Total non current liabilities	234 105	260 296	260 296	236 454	260 296
TOTAL LIABILITIES	354 797	397 846	397 846	373 098	397 846
NET ASSETS	1 038 066	969 530	969 530	1 115 808	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 025 526	959 088	959 088	1 103 268	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 038 066	969 530	969 530	1 115 808	969 530

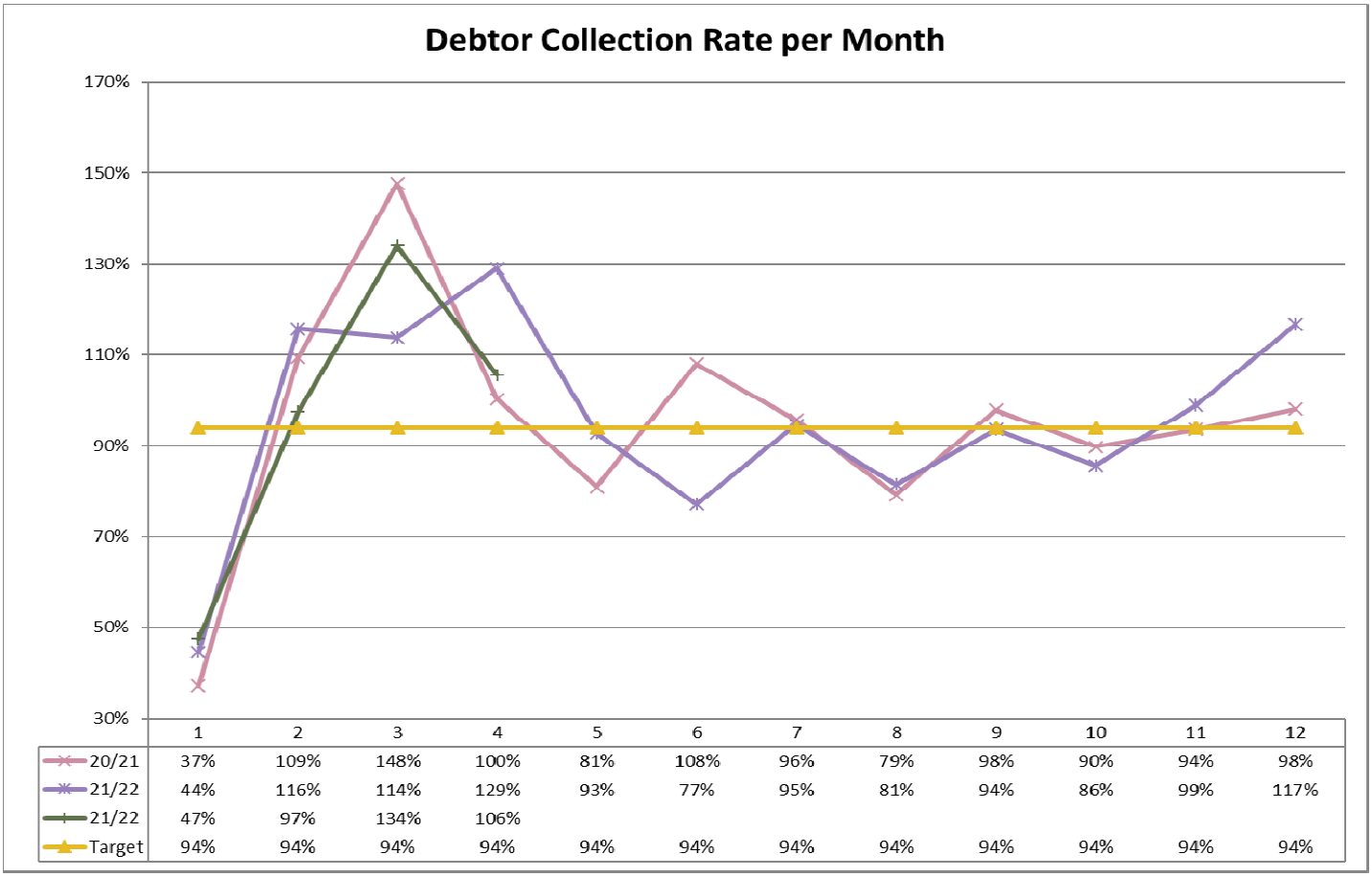
The cash flows for the year to date are indicated in the following table:

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

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	7 650	45 464	31 426	14 038	45%	94 278
Service charges	376 491	469 912	469 912	36 166	171 791	156 637	15 154	10%	469 912
Other revenue	32 500	14 898	14 898	1 164	5 985	4 966	1 019	21%	14 898
Government - operating	102 407	149 721	149 721	3 506	59 673	49 907	9 766	20%	151 705
Government - capital	66 276	62 680	62 680	–	23 590	20 893	2 697	13%	81 286
Interest	22 831	14 200	14 200	668	1 862	4 733	(2 871)	-61%	14 200
Dividends									
Payments									
Suppliers and employees	(590 067)	(731 654)	(731 654)	(39 895)	(236 139)	(243 885)	(7 746)	3%	(731 653)
Finance charges	(222)	–	–	–	–	–	–		–
Transfers and Grants	–	–	–	(251)	(797)	–	797		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	102 443	74 035	74 035	9 008	71 431	24 678	32 855	133%	94 625
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	(20 000)	(120 000)	–	(120 000)		–
Payments									
Capital assets	(73 744)	(92 143)	(92 143)	(12 359)	(37 761)	(30 714)	7 047	-23%	(111 314)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(73 744)	(92 143)	(92 143)	(32 359)	(157 748)	(30 714)	127 034	-414%	(106 902)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	3 333	(3 333)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	(17)	93	–	93		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	2	2	(333)	(336)	101%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	(15)	95	3 000	2 905	97%	95
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	(23 366)	(86 222)	(3 036)			6 454
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		58 649	149 704			151 325

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M04 October

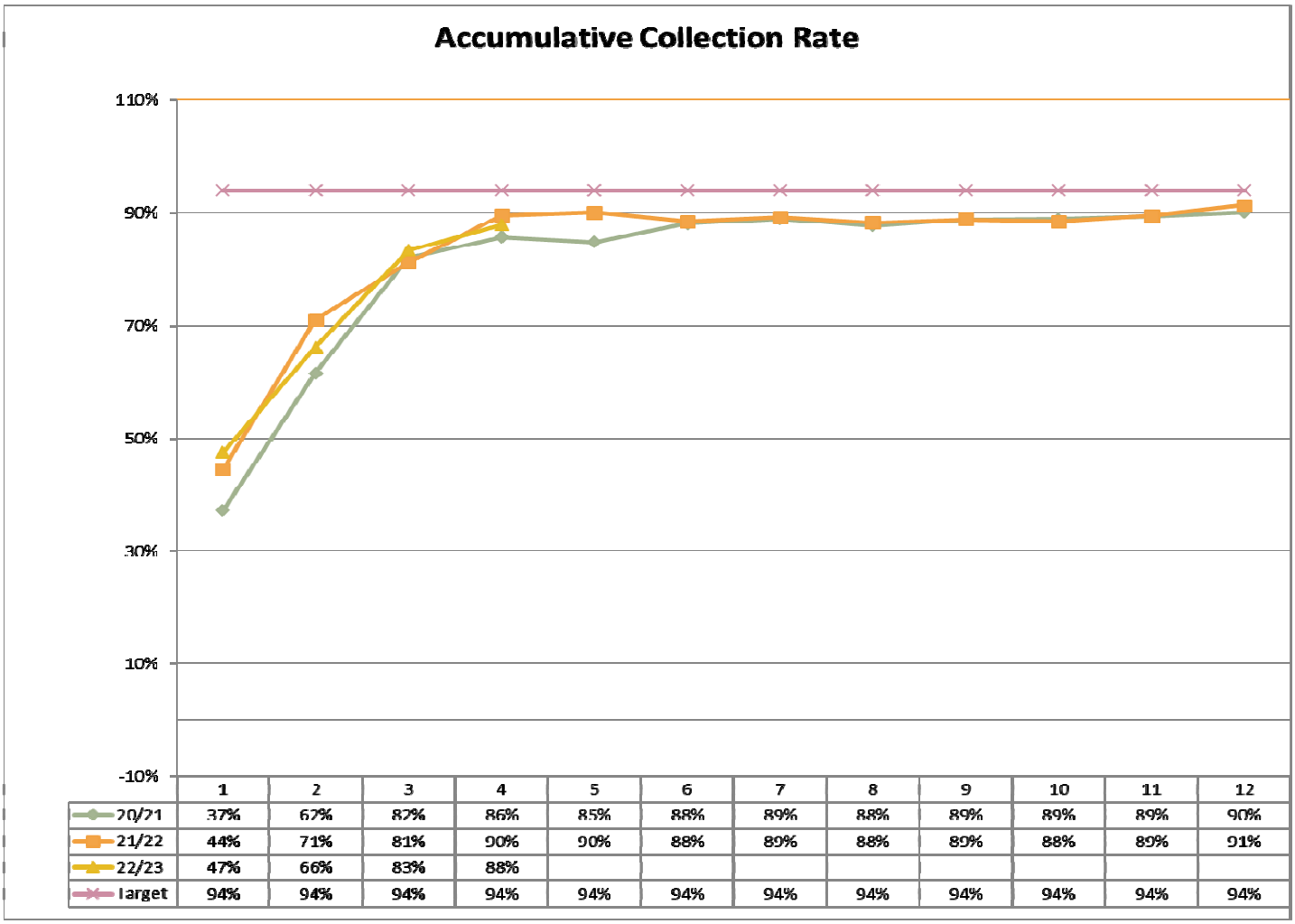
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	24 323	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	6 038	Higher winter tariffs and increased electricity usage during winter months - downward trend experienced starting from October.
	Service charges - water revenue	(2 320)	Variance due to seasonal fluctuations experienced.
	Service charges - sanitation revenue	3 752	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August 2022.
	Service charges - refuse revenue	244	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	296	Immaterial Variance.
	Interest earned - external investments	2 077	More funds available for investment due to low initial capital expenditure as well as increase in interest rates.
	Interest earned - outstanding debtors	3 946	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(295)	No service provider appointed.
	Licences and permits	(326)	Immaterial Variance.
	Agency services	276	Immaterial Variance.
	Transfers and subsidies	(4 456)	Revenue in respect of capital grants only recognised when capitalisation of related grant expenditure is processed.
	Other revenue	(249)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	2 225	Immaterial Variance.
	Post Employment Provisions	(6 172)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(322)	Immaterial Variance.
	Debt impairment	(3 171)	Adjustment to debt impairment provision based on provision included in draft Annual Financial Statements and debtors aging as at end of October.
	Depreciation & asset impairment	(13 196)	No depreciation runs done to date.
	Finance charges	(3 015)	Immaterial Variance.
	Bulk purchases - electricity	(17 750)	Payment of Bulk Purchases for July to September only, 1 month outstanding.
	Inventory consumed	(861)	Immaterial Variance.
	Contracted services	(9 264)	Expenditure expected to increase as projects are rolled out during financial year and service provider for security services is appointed.
	Transfers and subsidies	(3 584)	Delay in Housing Top Structures.
	Other expenditure	(2 058)	Decline in expenditure in respect of items such as Hire Charges and Travel and Subsistence.
	Losses	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(7 056)	Expenditure expected to increase as capital projects are rolled out during financial year
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	14 038	Annual Property Rates billed during July.
	Service charges	15 154	Higher winter tariffs and increased electricity usage during winter months.
	Other revenue	1 019	Immaterial Variance.
	Government - operating	9 766	First tranch of equitable share received during July.
	Government - capital	2 697	MIG, RBIG and WSIG funding received.
	Interest	(2 871)	Conservative approach to budgeting followed.
	Dividends	–	
	Payments		
	Suppliers and employees	(7 746)	Expenditure expected to increase as projects are rolled out during financial year and service provider for security services is appointed.
	Finance charges	–	Immaterial Variance.
	Transfers and Grants	797	Immaterial Variance.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	106%								
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 October 2022 amounts to 106% in comparison to the previous year 129%.

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 Oktober 2022 106% beloop in vergelyking met die vorige jaar 129%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	67%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%	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%.

The payment culture of consumers are still the same which has a negative impact on collections.

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.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

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

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

Description	NT Code	Budget Year 2022/23									
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	11 275	1 827	1 838	1 656	1 990	1 550	9 202	75 808	105 146	90 206
Electricity	1300	17 557	941	719	507	454	476	2 006	3 514	26 175	6 958
Property Rates	1400	6 635	8 356	1 126	498	397	402	1 848	22 021	41 284	25 167
Waste Water Management	1500	8 285	1 175	1 105	1 007	983	953	5 350	39 598	58 457	47 892
Waste Management	1600	9 176	1 461	1 358	1 211	1 176	1 121	6 013	41 463	62 979	50 985
Property Rental Debtors	1700	202	13	13	13	12	13	71	1 264	1 601	1 373
Interest on Arrear Accounts	1810	1 318	205	178	179	220	240	1 765	58 782	62 887	61 186
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(5 117)	62	51	44	233	47	469	1 196	(3 015)	1 988
Total By Income Source	2000	49 331	14 040	6 387	5 115	5 465	4 804	26 725	243 646	355 514	285 755
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 137	1 133	1 019	370	284	285	892	3 234	9 354	5 064
Commercial	2300	14 490	4 906	600	449	488	468	2 296	14 353	38 050	18 054
Households	2400	32 325	7 298	4 603	4 134	4 511	3 880	22 510	217 987	297 248	253 022
Other	2500	380	703	166	163	182	170	1 027	8 072	10 863	9 614
Total By Customer Group	2600	49 331	14 040	6 387	5 115	5 465	4 804	26 725	243 646	355 514	285 755

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M04 October

Description R thousands	NT Code	Budget Year 2022/23								
		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	426	–	–	–	–	–	–	–	426
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	426	–	–	–	–	–	–	–	426

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:
-Amounts did not appear on statement
-Account is in dispute

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The movement in investments is detailed below.

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

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
Nedbank Ltd	Fixed deposit	Fixed deposit - 7 months		7,41%		–	–	30 000
ABSA Bank Ltd	Fixed deposit	Fixed deposit - 3 months		5,98%		–	–	20 000
Standard Bank of SA Ltd	Fixed deposit	Fixed deposit - 6 months		6,98%		–	–	25 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit	Fixed deposit - 4 months		6,39%		–	–	25 000
TOTAL INVESTMENTS AND INTEREST				0		–	–	100 000

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 - M04 October

Description	Budget Year 2022/23							
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:	3 787	3 787	–	2 110	1 262	–		3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 237	2 237	–	560	746	(186)	-24,9%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	517	1 033	200,0%	1 550
Provincial Government:	24 266	24 266	3 506	8 222	8 089	133	1,6%	24 266
Specify (Add grant description)	10 517	10 517	3 506	7 012	3 506	3 506	100,0%	10 517
Specify (Add grant description)	131	131	–	–	44	(44)	-100,0%	131
Specify (Add grant description)	256	2 018	–	1 210	673	537	79,9%	2 018
Specify (Add grant description)	13 362	11 600	–	–	3 867	(3 867)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	1 720	–	1 720		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Private Enterprises	1 984	1 984	–	885	661	224	33,9%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	28 053	3 506	12 052	9 351	2 701	28,9%	41 637
						–		
Capital Transfers and Grants						–		
National Government:	60 031	60 031	–	22 561	20 010	2 551	20,0%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	–	11 760	8 364	3 396	40,6%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	7 690	6 413	1 277	19,9%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	5 234	(2 123)	-40,6%	15 701
Provincial Government:	2 649	18 979	–	1 529	6 326	(4 797)	-75,8%	18 979
Specify (Add grant description)	500	500	–	500	167	333	200,0%	500
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	1 029	1 029	–	1 029	343	686	200,1%	1 029
Specify (Add grant description)	1 120	17 450	–	–	5 817	(5 817)	-100,0%	17 450
District Municipality:	–	–	–	–	–	–		30 037
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	–	24 090	26 337	(2 246)	-8,5%	109 046
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	3 506	36 143	35 688	455	1,3%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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

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

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	724	1 114	–	1 114	–
Agriculture Research and Technology	–	–	666	779	–	779	–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management	–	–	57	335	–	335	–
Provincial Government:	–	–	–	–	–	–	–
District Municipality:	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Other grant providers:	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	724	1 114	–	1 114	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	622	2 639	–	2 639	–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	587	1 474	–	1 474	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	1 130	–	1 130	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	35	35	–	35	–
Provincial Government:	–	–	740	1 486	–	1 486	–
Specify (Add grant description)	–	–	740	1 486	–	1 486	–
District Municipality:	–	–	–	39	–	39	–
All Grants	–	–	–	39	–	39	–
Other grant providers:	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	1 361	4 164	–	4 164	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	2 085	5 278	–	5 278	–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

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

Summary of Employee and Councillor remuneration R thousands	Budget Year 2022/23							
	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	8 716	8 716	690	2 902	2 905	(3)	0%	8 716
Pension and UIF Contributions	1 231	1 231	113	473	410	62	15%	1 231
Medical Aid Contributions	257	257	7	26	86	(59)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	313	579	(266)	-46%	1 738
Housing Allowances	166	166	–	–	55	(55)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	888	3 714	4 036	(322)	-8%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	326	1 304	1 543	(240)	-16%	4 630
Pension and UIF Contributions	992	992	29	114	331	(216)	-65%	992
Medical Aid Contributions	171	171	–	5	57	(52)	-91%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	62	248	376	(128)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	320	444	(124)	-28%	1 332
Cellphone Allowance	90	90	14	32	30	2	6%	90
Housing Allowances	195	195	23	94	65	29	45%	195
Other benefits and allowances	145	141	4	17	44	(27)	-61%	141
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 679	526	2 134	2 890	(756)	-26%	8 679
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 719	10 465	42 764	43 573	(809)	-2%	130 719
Pension and UIF Contributions	21 415	21 406	1 790	7 207	7 135	72	1%	21 406
Medical Aid Contributions	9 867	9 867	732	2 886	3 289	(403)	-12%	9 867
Overtime	11 713	11 199	1 955	7 637	3 733	3 904	105%	11 199
Performance Bonus	13 329	13 329	749	3 246	4 443	(1 197)	-27%	13 329
Motor Vehicle Allowance	6 599	6 599	522	2 215	2 200	16	1%	6 599
Cellphone Allowance	548	548	51	198	183	15	8%	548
Housing Allowances	1 223	1 223	99	398	408	(10)	-2%	1 223
Other benefits and allowances	4 422	4 942	456	2 065	1 647	417	25%	4 942
Payments in lieu of leave	3 264	3 264	158	1 742	1 088	654	60%	3 264
Long service awards	–	–	80	321	–	321	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	3 503	9 674	(6 172)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 119	17 933	74 182	77 373	(3 191)	-4%	232 119
TOTAL SALARY, ALLOWANCES &	259 244	252 906	19 347	80 030	84 299	(4 269)	-5%	252 906
% increase								
TOTAL MANAGERS AND STAFF	247 136	240 799	18 459	76 316	80 263	(3 947)	-5%	240 799

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

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

Description	Ref	Budget Year 2022/23											
		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		5 869	12 064	19 881	7 650	–	–	–	–	–	–	–	48 814
Service charges - electricity revenue		34 329	38 747	36 748	31 899	–	–	–	–	–	–	–	242 408
Service charges - water revenue		2 847	2 616	2 829	2 808	–	–	–	–	–	–	–	28 997
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	–	–	–	–	–	–	–	8 881
Service charges - refuse		1 890	2 099	2 332	1 836	–	–	–	–	–	–	–	15 139
Service charges - other		(1 950)	1 884	(237)	(2 393)	–	–	–	–	–	–	–	2 696
Rental of facilities and equipment		268	170	383	210	–	–	–	–	–	–	–	(1 026)
Interest earned - external investments		443	385	366	668	–	–	–	–	–	–	–	10 324
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	–	–	–	–	–	–	–	3 864
Licences and permits		129	1 400	102	84	–	–	–	–	–	–	–	605
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	–	–	–	–	–	–	–	150 012
Other revenue		48 658	5 627	2 611	3 893	–	–	–	–	–	–	–	(56 656)
Cash Receipts by Source		94 623	67 704	73 295	49 154	–	–	–	–	–	–	–	460 216
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	–	–	–	–	–	–	–	62 108
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	–	–	–	–	–	–	–	8 639
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(80 000)	–	–	(20 000)	–	–	–	–	–	–	–	120 000
Total Cash Receipts by Source		21 103	75 410	82 823	29 137	–	–	–	–	–	–	–	659 949
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	–	–	–	–	–	–	–	131 387
Remuneration of councillors		1 189	971	1 027	1 008	–	–	–	–	–	–	–	(4 195)
Interest paid		–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	–	–	–	–	–	–	–	226 771
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	–	–	–	–	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	–	–	–	–	–	–	–	44 744
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	–	–	–	–	–	–	–	97 803
General expenses		3 933	4 763	6 005	3 513	–	–	–	–	–	–	–	(18 215)
Cash Payments by Type		61 126	63 042	71 798	47 554	–	–	–	–	–	–	–	494 148
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	–	–	–	–	–	–	–	73 553
Repayment of borrowing		–	–	–	(2)	–	–	–	–	–	–	–	(998)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	–	–	–	–	–	–	–	6 584
Total Cash Payments by Type		72 054	66 403	83 734	52 503	–	–	–	–	–	–	–	573 287
NET INCREASE/(DECREASE) IN CASH HELD		(50 951)	9 006	(912)	(23 366)	–	–	–	–	–	–	–	86 662
Cash/cash equivalents at the month/year beginning:		144 870	93 919	102 926	102 014	78 649	78 649	78 649	78 649	78 649	78 649	78 649	78 649
Cash/cash equivalents at the month/year end:		93 919	102 926	102 014	78 649	78 649	78 649	78 649	78 649	78 649	78 649	78 649	165 311

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M04 October

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 276	6 124	6 124	9 276	3 152	34,0%	6%
August	4 632	7 679	9 276	5 634	11 758	18 552	6 794	36,6%	11%
September	3 700	7 679	9 276	7 586	19 344	27 829	8 484	30,5%	17%
October	217	7 679	9 276	10 705	30 049	37 105	7 056	19,0%	27%
November	2 677	7 679	9 276	–		46 381	–		
December	5 676	7 679	9 276	–		55 657	–		
January	8 436	7 679	9 276	–		64 933	–		
February	6 403	7 679	9 276	–		74 209	–		
March	7 601	7 679	9 276	–		83 486	–		
April	10 559	7 679	9 276	–		92 762	–		
May	6 816	7 679	9 276	–		102 038	–		
June	70 865	7 679	9 276	–		111 314	–		
Total Capital expenditure	127 583	92 143	111 314	30 049					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

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

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/36	Engine repairs to ADE 366 (atlantis diesel engines)	10-Nov-2022
08/2/20/37	Service provider for compilation and maintenance of Supplementary valuation roll	14-Nov-2022

The following competitive bids are currently in the advertisement stage:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022
08/2/20/03	Road markings in the Witzenberg Municipal area	03-Nov-2022
08/2/20/04	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	03-Nov-2022
08/2/20/05	The Construction of the new ablution facility for the multi-purpose courts & 'vlakkie' cricket facility at Prince Alfred Hamlet	28-Nov-2022
08/2/20/08	Electrical and Mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	04-Nov-2022
08/2/20/28	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	24-Nov-2022
08/2/20/29	Supply and delivery of Disposable bags for refuse removal	24-Nov-2022
08/2/20/33	Construction of Public ablution facility at Lyell street sportsfield, Ceres	17-Nov-2022
08/2/20/34	Supply and delivery of computer hardware	24-Nov-2022
08/2/20/38	Supply and delivery of copy paper	24-Nov-2022

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

Die volgende mededingende tenders is tans in die adverteringsfase:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022	K Dingilizwe
08/2/19/55	The Supply, Maintenance of Digital Speed Cameras and the Administration of the Back Office	03-Oct-2022	28-Oct-2022	M Green
08/2/19/68	Supply and delivery of crushed stone aggregate and sand	21-Jul-2022	22-Aug-2022	E Lintnaar
08/2/19/71	Supply of Banking services to Witzenberg Municipality	20-Oct-2022	Awaiting	WP Mars
08/2/19/78	Appointment of an Auctioneer	19-Sep-2022	Awaiting	M Frieslaar
08/2/19/79	Provision of online electronic CIPC (companies and intellectual property commission) and Credit search services	19-Sep-2022	Awaiting	M Frieslaar
08/2/20/02	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags	03-Oct-2022	Awaiting	M Frieslaar
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022	24-Oct-2022	H Truter
08/2/20/09	Clearing of +-120 HA Alien vegetation in the Prince Alfred Hamlet commonage, Ceres nature reserve and dwars river	30-Sep-2022	30-Sep-2022 19-Oct-2022	H Truter
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	17-Oct-2022	WP Mars

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/12	Supply and delivery of toilet paper and chemicals	16-Sep-2022	Awaiting	M Frieslaar
08/2/20/15	Training of municipal officials on accredited electrical modular courses	14-Oct-2022	17-Oct-2022	I Barnard
08/2/20/16	Service provider for training of municipal officials (health and safety)	27-Oct-2022	Awaiting	I Barnard
08/2/20/18	Appointment of a service provider for a coaching and mentoring course (US 114215)	06-Oct-2022	12-Oct-2022	I Barnard
08/2/20/19	Training of Municipal officials in terms of Regulation 21 of the Fire Arms control act	12-Sep-2022	12-Oct-2022	I Barnard
08/2/20/23	Supply differential center portion for UD90 refuse compactor truck	12-Sep-2022	21-Sep-2022	O Gatyene
08/2/20/26	Lease of the café building at the Pine Forest holiday resort	10-Oct-2022	31-Oct-2022	R Afrika
08/2/20/27	Supply, delivery and offloading of water pipe repair items	20-Oct-2022	Awaiting	M Frieslaar
08/2/20/31	Supply,delivery and offloading of Wooden transmission poles	31-Oct-2022	Awaiting	M Frieslaar

08/2/20/42	Provision of Security services (1month appointment)	28-Oct-2022	28-Oct-2022	N Jacobs

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality	04-Nov-2021	15-Dec-2021 21-Apr-2022 18-Aug-2022 24-Aug-2022	-
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022
08/2/19/37	Construction of the Waverenskroon Pump Station and Rising Main, Tulbagh	03-Aug-2022	20-Oct-2022	-
08/2/19/45	Hiring of Double Axle combination vacuum and jetting truck and 12000 litre super sucker vacuum truck	24-Jun-2022	29-Jul-2022 04-Aug-2022 11-Aug-2022 18-Aug-2022 07-Sep-2022 22-Sep-2022 30-Sep-2022	22-Sep-2022 12-Oct-2022
08/2/19/48	Supply and deliver hot mixed asphalt, all-weather cold mix asphalt bags & bitumen emulsion drums	23-Jun-2022	19-Oct-2022	-
08/2/19/50	Disconnection, reconnection, inspection and replacement of Electricty supply at pole and meter box in Witzenberg Municipal area	24-Jun-2022	19-Oct-2022	-
08/2/19/54	Supply and delivery of road signs and accessories	21-Jul-2022	26-Oct-2022	-
08/2/19/61	Manufacture and delivery of prefabricated toilet facilities	14-Jul-2022	19-Oct-2022	-

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

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

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

The following bids were awarded by the Accounting Officer during the month of October 2022:

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende Oktober 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/19/58	19-Oct-2022	Mafoko Security Patrols (PTY) Ltd	Provision of security services, tactical and crowd control management at Municipal buildings and sites in the Witzenberg municipal area: Cluster 1	Only responsive bidder	R 45 244 094.48
			Cluster 2	Bidder scored the highest points	R 8 903 400.00

The following competitive bids were awarded by the Bid Adjudication Committee during the month of October 2022:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende Oktober 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/19/68	12-Oct-2022	Shine the way 496 CC	Supply and delivery of crushed stone aggregate and sand	Bidder scored the highest points	R 2 269 208.41

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

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/19/07	22-Sep-2022	Supply of Alarm, Monitoring and Maintenance System and Armed Response Services	No acceptable bids were received
08/2/19/62	12-Oct-2022	Supply, delivery and manufacturing of 5 Steel Pavilions	No acceptable bids were received
08/2/20/11	03-Oct-2022	Supply and delivery of printed stationery	No bids were received
08/2/20/14	31-Oct-2022	Appointment of a Service provider for MV XLPE and PILC cable joint and termination training	No acceptable bids were received
08/2/20/25	10-Oct-2022	Lease of the café building at PA Hamlet swimming pool	No bids were received

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

The following written price quotations were approved during the month of October 2022:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Oktober 2022:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
175456	17-Oct-2022	CRJ Security Services	Provision for Security Services – Wolseley Municipal Depot	Lowest responsive quotation	R 29 900.00 (Incl. VAT)	Chief Financial Officer
175489	18-Oct-2022	Sekunja Holdings	Service Provider for Distribution of External Newsletters	Only responsive quotation	R 8 500.00 (Incl. VAT)	Chief Financial Officer
175495	19-Oct-2022	Eddie's Sound / ESL	Provision of Sound Equipment	Lowest responsive quotation	R 8 600.00 (Incl. VAT)	Chief Financial Officer
175526	20-Oct-2022	Juno Crop (Pty) Ltd	Cleaning of Pump station PAH	Only responsive quotation	R 14 202.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of October 2022:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Oktober 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/20/21	04-Oct-2022	2ACS Services (PTY) Ltd	Supply and delivery of Liquid chlorine gas	Only responsive bidder	R 197 988.00 (Incl. VAT)	Director: Technical Services / Chief Financial Officer
08/2/20/22	25-Oct-2022	Harkers Automotive Engineering CC	Engine repairs to Nissan UD90 (FE6T 24 valve), including the recovery / tow in of the refuse compactor truck from Ceres to bidder's workshop	Only responsive bidder	R 197 131.49 (Incl. VAT)	Director: Technical Services / Chief Financial Officer

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of October 2022.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Oktober 2022 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of October 2022 which totals R 354 318:

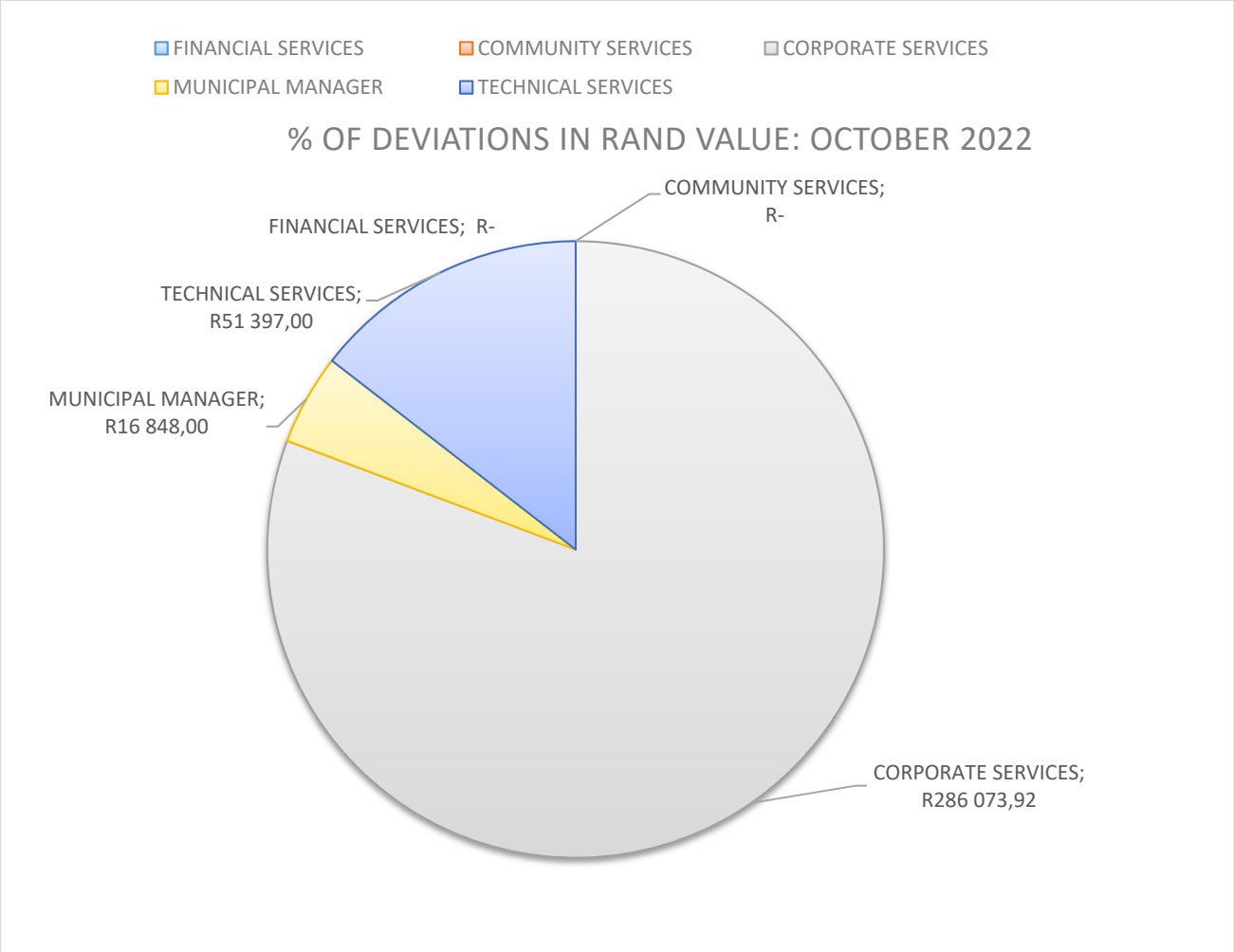
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Oktober 2022 wat beloop op die totaal van R 354 318:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
05-Oct-22	Institute of Municipal Engineering of Southern Africa	Registration fees: 85th Conference	Single supplier	175286	16 000,00
10-Oct-22	PBSA (PTY) Ltd	Refilling of Franking Machine	Single supplier	175462	26 880,00
18-Oct-22	Witzenberg Herald	Publish Notice: Coronation day & Good Luck message to matriculants	Single supplier	175490	12 480,00
26-Oct-22	Ghost Worldwide Security (PTY) Ltd	Provision of Security Services Nduli Reservoir	Emergency	175612	9 522,00
26-Oct-22	Ghost Worldwide Security (PTY) Ltd	Provision of Security Services Tulbagh WWTW	Emergency	175613	13 800,00
26-Oct-22	Witzenberg Herald	Witzenberg Municipality IDP Budget 2023/24 Review Schedule Publicaiton	Impractical	175632	16 848,00
27-Oct-22	CRJ Security Services	Provision of Security Services PAH Depot / Stores	Emergency	175642	12 075,00
28-Oct-22	Witzenberg Herald	Publication: Re-opening of John Steyn Library Ceres	Single supplier	175649	14 900,00
31-Oct-22	Meniko Records Management Services (PTY) Ltd	Renewal of TRIM Licenses 2022-2023	Single supplier	175701	231 813,92

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
August 2022	R 2 151 490	R35 883 751.67	5.99%
September 2022	R 171 255	R39 415 333.49	0.43%
October 2022	R 354 318	R29 680 684.59	1.19%

DEVIATIONS PER DIRECTORATE:



Logistics

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

Logistieke

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

MONTH	Aug 2022	Sep 2022	Oct 2022
Value of inventory at hand	R 8 471 380	R 7 846 245	R 7 487 603.32
Turnover rate of total value of inventory	1.16	1.24	1.27
Date of latest stores reconciliation	31 October 2022		
Date of last stock count	21 September 2022		
Date of next stock count	7 December 2022		

Insurance Report: October 2022

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	5	4	6	44	59
Motor Accident	0	0	2	12	14
Public Liability	0	3	2	19	24
Glass	0	0		1	1
Money loss	0	0	0	0	0
	5	7	10	76	98

High Value Third Party Claims

Claim Description	Value
Third party Fell on pavement after stepping into hole covered by grass	R 585,766
Third party stepped into hole of manhole cover on c/o Friesland & Delta Street, Bella Vista	R 628,370
Third party broke ankle after stepping in open storm channel	R 986,285
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee street,Tulbagh	R 2,551,000
Electrical fault causing damages to third party household items	R 52,202

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Fenching stolen at Wolseley Landfill site	R 148,000
Storm Damage to Pine Forest Resort	R 269,984
Vandalism at Nduli Pumpstaion	R 942,425
Vandalism to transfomer	R 200,000
Burglary and theft Tulbagh stores	R 186,390
Theft and Vandalism at Vredebes Subatation	R 2,412,727
Vandalism at Vredebes Substation	R 2,412,727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	57	14	27	1	0
New Claims	5	0	3	0	0
Claims Closed	3	0	6	0	0
Closing Balance	59	14	24	1	0

Cash Flow Forecast

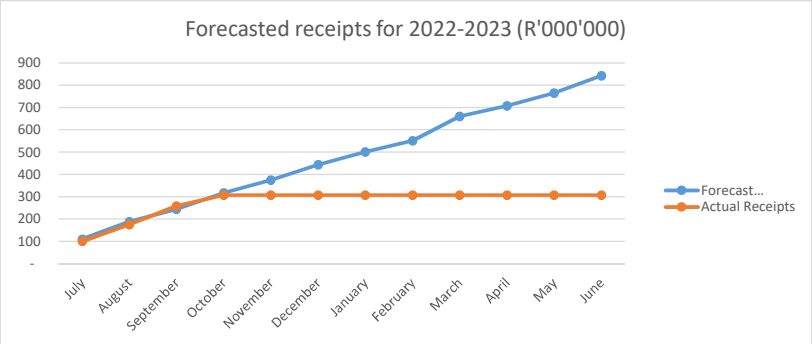
Current commitments against cash

Cash Book Balance plus Investments	R	178 635 465	-3 365 592
Total Commitments		(R164 347 469)	
Unspent Grants		(R17 485 662)	
Outstanding orders exlcluding grants		(R42 202 971)	
Eskom Account		(R20 417 352)	
Consumer Deposits		(R11 159 774)	
Required Annual Contribution to the Provi		(R44 841 016)	
Provision Current Employee Benefits		(R28 240 694)	
Uncommitted Cash Balance	R	14 287 996	

The estimated cost coverage ratio is as follow

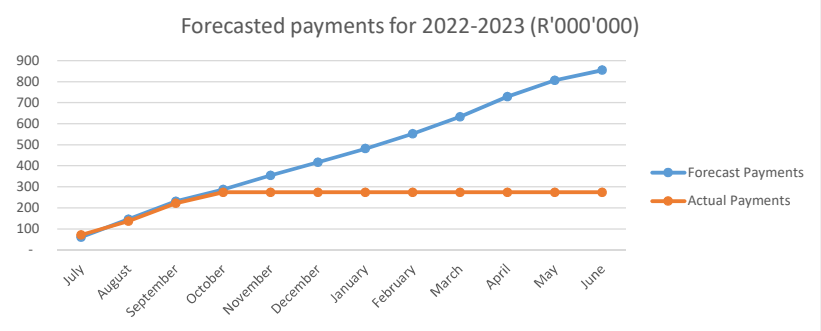
		Current
Bank Balance	R	178 635 465
Average fixed cost per month	R	53 473 444
Ratio		3,34

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3,34 months.This is slightly above the acceptable norm of 3 months.



It is estimated that cash receipts will amount to R835 m for the 2022-2023 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receitps	Actual Receipts
August	R78m	R75m
September	R56m	R83m
October	R73m	R49m



It is estimated that cash payments will amount to R834 m for the 2022-2023 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
August	R86m	R66m
September	R85m	R84m
October	R56m	R53m

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2021 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2022	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)	Current Year Allocation (DORA) Allocation Division of Revenue Amendment	Current Year Allocation Not Yet Received
	R	R	R	R	R	R	R	R		
National Government Grants										
Finance Management Grant	-	1,550,000	-	(335,372)	-	1,214,628	1,214,628	-	1,550,000	-
Municipal infrastructure Grant	1,273,038	11,760,000	-	-	(10,712,188)	2,320,850	2,320,850	-	24,980,000	13,220,000
Regional Bulk Infrastructure Grant (DWAF)	(2,160,011)	7,690,000	-	-	(8,665,555)	(3,135,566)	-	3,135,566	20,000,000	12,310,000
Integrated National Electricity Program	3,873,783	-	-	-	(870,300)	3,003,483	3,003,483	-	12,762,000	12,762,000
Equitable share	-	47,450,000	-	(24,773,189)	-	22,676,811	22,676,811	-	106,000,000	58,550,000
Department of Rural Development	471,155	-	-	-	-	471,155	471,155	-		-
Expanded Public Works Programme	-	560,000	-	(779,117)	-	(219,117)	-	219,117	2,617,000	2,057,000
Neighbourhood Development Plan	321	-	-	-	-	321	321	-		-
Water Service Infrastructure Grant	-	3,111,000	-	-	(531,533)	2,579,467	2,579,467	-		
Provincial Government Grants										
Library services	1	7,012,000	-	-	-	7,012,001	7,012,001	-	10,536,000	3,524,000
CDW	201,060	-	-	-	-	201,060	201,060	-	132,000	132,000
Main roads	-	-	-	-	-	-	-	-		-
Municipal Infrastructure Support Grant	(1,046,497)	-	-	-	-	(1,046,497)	-	1,046,497		-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-		-
Public Transport	-	-	-	-	-	-	-	-		-
Municipal Accreditation and Capacity Building Grant	490,000	256,000	-	-	-	746,000	746,000	-	252,000	(4,000)
Human Settlement Development	2,993,067	-	-	-	-	2,993,067	2,993,067	-	18,499,000	18,499,000
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-		-
Capacity Building (Internship)	826,978	-	-	-	-	826,978	826,978	-	250,000	250,000
Municipal Infrastructure	(206,126)	-	-	-	-	(206,126)	-	206,126		-
Financial Management Support	(300,000)	-	-	-	-	(300,000)	-	300,000		-
Financial Management	300,000	-	-	-	-	300,000	300,000	-		-
Maintenance and Construction of Transport Infrastructure	(7,378,770)	-	-	-	(10,655,507)	(18,034,277)	-	18,034,277	28,092,000	28,092,000
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	477	500,000	-	-	-	500,477	500,477	-	800,000	300,000
Local Government Employment Grant	-	-	-	-	-	-	-	-	1,600,000	1,600,000
Municipal Service Delivery & Capacity Building	600,000	-	-	-	-	600,000	600,000	-	600,000	600,000
Informal Settlements Upgrading Partnership Grant: Provinces (	-	-	-	-	-	-	-	-	1,790,000	1,790,000
Sport and Recreation	-	1,029,352	-	-	-	1,029,352	1,029,352	-		
Municipal Energy Resilience Fund	-	954,000	-	-	-	954,000	954,000	-		
District Municipality										
Parks and recreation	300,001	-	-	-	-	300,001	300,001	-		-
Sanitation Infrastructure	(25,090)	-	-	-	(258,276)	(283,366)	-	283,366		-
Planning and Development	100,000	-	-	-	-	100,000	100,000	-		-
Infrastructure	1,311,519	-	-	-	(38,741)	1,272,778	1,272,778	-	500,000	500,000
Covid 19	1,969,326	-	-	-	-	1,969,326	1,969,326	-		-
Safety Project	-	-	-	-	-	-	-	-		-
Other										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	-	635,030	-	-	-	635,030	635,030	-		
Perdekraal Wind Farm	-	250,000	-	-	-	250,000	250,000	-		
Public Contributions										-
Essen Belgium	3,179,030	835,204	-	-	-	4,014,234	4,014,234	-		(835,204)
China - Water meters	7,183	-	-	-	-	7,183	7,183	-		-
Total	**6,780,513**	**83,592,586**	**-**	**(25,887,678)**	**(31,732,100)**	**32,753,320**	**55,978,269**	**23,224,949**	**230,960,000**	**153,346,796**

OVERTIME AND STANDBY REPORT OCTOBER 2022

Overtime	Actual YTD	Actual vs Budget %	Adjusted Budget	Original Budget	Projected	Saving / (Shortfall)	Actual 2021-2022
Administration	0	0.0%	678	678	0	678	0
Cemetries	36,034	56.1%	64,287	64,287	108,101	(43,814)	126,424
Community Halls And Facilities	82,974	74.5%	111,409	111,409	248,923	(137,514)	174,918
Electricity*	698,258	100.4%	695,622	695,622	2,094,775	(1,399,153)	1,400,388
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	10,076	5.0%	200,303	200,303	30,229	170,074	9,894
Housing: Administration	0	0.0%	29,325	29,325	0	29,325	7,293
Human Resources	0	0.0%	792	159	0	792	520
IDP	4,207	282.8%	1,488	1,488	12,622	(11,134)	32,798
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services	1,970	123.8%	1,592	1,592	5,911	(4,319)	1,905
Marketing & Communications	141,031	110.0%	128,169	128,169	423,093	(294,924)	492,729
Mechanical Workshop	97,078	92.1%	105,447	105,447	291,234	(185,787)	230,865
Parks	66,633	95.4%	69,831	69,831	199,900	(130,069)	102,104
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	139,876	74.6%	187,398	187,398	419,628	(232,230)	501,992
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	35,281	54.1%	65,234	65,234	105,842	(40,608)	114,191
Recreational Land	80,349	92.9%	86,507	86,507	241,046	(154,539)	167,954
Roads	105,940	60.3%	175,686	175,686	317,819	(142,133)	344,892
Sewerage	753,520	47.6%	1,584,229	1,584,229	2,260,559	(676,330)	2,078,359
Social & Welfare Services	0	0.0%	1,794	1,794	0	1,794	53,591
Solid Waste*	750,177	82.7%	907,634	907,634	2,250,530	(1,342,896)	1,954,579
Stormwater Management	67,091	63.8%	105,176	105,176	201,273	(96,097)	195,366
Supply Chain Management	16,316	72.3%	22,569	22,569	48,949	(26,380)	46,095
Swimming Pools	7,483	14.7%	50,806	50,806	22,449	28,357	111,232
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	0	0.0%	5,819	5,819	0	5,819	615
Traffic	1,444,794	127.4%	1,133,668	1,133,668	4,334,383	(3,200,715)	2,724,803
Treasury*	39,835	41.4%	96,289	96,289	119,504	(23,215)	132,923
Vehicle Licensing & Testing	140,585	174.6%	80,530	80,530	421,756	(341,226)	299,745
Water Distribution	543,268	52.3%	1,039,459	1,039,459	1,629,803	(590,344)	1,455,400
TOTAL OVERTIME	**5,262,775**	**75.3%**	**6,990,931**	**6,990,298**	**15,788,326**	**(8,797,395)**	**12,761,574**

Standby	Actual YTD		Adjusted Budget	Original Budget	Projected	Saving / (Shortfall)	Actual 2021-2022
Administration	9,913	66.8%	14,829	14,829	29,739	(14,910)	29,457
Cemetries	40,601	63.1%	64,377	64,377	121,803	(57,426)	124,805
Community Halls And Facilities	64,323	73.8%	87,206	87,206	192,970	(105,764)	168,658
Electricity*	229,937	72.8%	315,874	315,874	689,811	(373,937)	605,393
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	288,038	73.9%	389,695	909,695	864,114	(474,419)	320,877
Housing: Administration	0	0.0%	16,731	16,731	0	16,731	16,418
Human Resources	0		0	0	0	-	0
IDP	0		0	0	0	-	0
Information Tecnology	24,743	43.1%	57,371	57,371	74,228	(16,857)	74,502
Internal Audit	0		0	0	0	-	0
L E D	0		0	0	0	-	0
Library Services	0	0.0%	10,796	10,796	0	10,796	6,849
Marketing & Communications	0		0	0	0	-	0
Mechanical Workshop	72,857	71.3%	102,119	102,119	218,570	(116,451)	200,597
Parks	74,175	65.7%	112,874	112,874	222,526	(109,652)	218,421
Performance Management	0		0	0	0	-	0
Pine Forest*	43,843	63.6%	68,968	68,968	131,530	(62,562)	142,477
Project Management	0		0	0	0	-	0
Property & Legal Services	0		0	0	0	-	0
Public Toilets	0		0	0	0	-	0
Recreational Land	60,686	72.2%	84,086	84,086	182,059	(97,973)	173,144
Roads	207,302	64.3%	322,371	322,371	621,907	(299,536)	538,781
Sewerage	263,551	42.2%	624,139	624,139	790,652	(166,513)	700,163
Social & Welfare Services	0		0	0	0	-	0
Solid Waste*	41,730	50.1%	83,268	83,268	125,189	(41,921)	117,629
Stormwater Management	123,258	71.1%	173,371	173,371	369,774	(196,403)	301,865
Supply Chain Management	30,624	72.4%	42,296	42,296	91,871	(49,575)	83,214
Swimming Pools	5,213	114.0%	4,574	4,574	15,638	(11,064)	23,875
Thusong Centre	0		0	0	0	-	0
Town Secretary	0		0	0	0	-	0
Traffic	438,396	69.4%	631,979	631,979	1,315,187	(683,208)	1,064,470
Treasury*	38,871	66.8%	58,152	58,152	116,613	(58,461)	106,204
Vehicle Licensing & Testing	68,615	82.1%	83,551	83,551	205,846	(122,295)	176,855
Water Distribution	229,545	42.8%	536,699	536,699	688,635	(151,936)	628,305
TOTAL STANDBY	**2,356,220**	**60.2%**	**3,914,057**	**4,434,057**	**7,068,660**	**(3,154,603)**	**5,822,958**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of October 2022 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 14/11/2022

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for November 2022

Financial data is in respect of the period 1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R10.03 million in comparison to the prior month figure of R9.35 million.

The monthly billing was also done as scheduled and during this process 19 764 accounts amounting to R38.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R5.7. million in comparison to a cost of R5.6 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.8 million in comparison to the prior month figure of R1.9 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 87% in comparison to a rate of 90% for the same month in the previous year.

The municipality issued orders to the value of R 25.2 million of which R1.5 million was in terms of deviations.

The municipality currently has R 70 million in its primary bank account and R95 million in investments. The bank balance at the end of the previous month was R65 million with R120 million in investments.

The calculated cost coverage ratio of the municipality as at the end of November 2022 is 3.09 months.

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R10.03 miljoen in vergelyking met die vorige maand syfer van R9.35 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 764 rekeninge ten bedrae van R38.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R5.7 miljoen en was R5.6 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.8 miljoen in vergelyking met die vorige maand syfer van R1.9 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 87% in vergelyking met 90% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 25.2 miljoen uitgereik, waarvan R1.5 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 70 miljoen in die primêre bankrekening met R 95 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R65 miljoen met R120 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van November 2022 is 3.09 maande.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of November 2022 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir November 2022 .

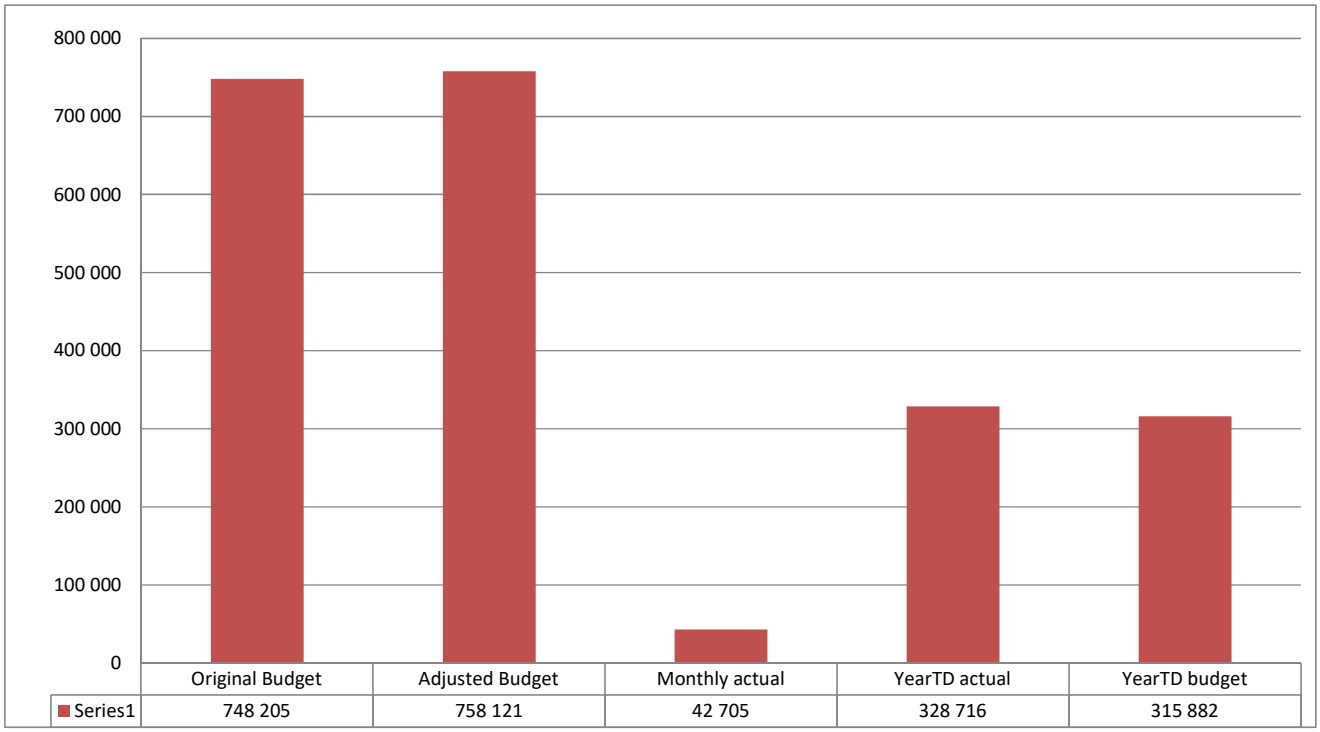
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

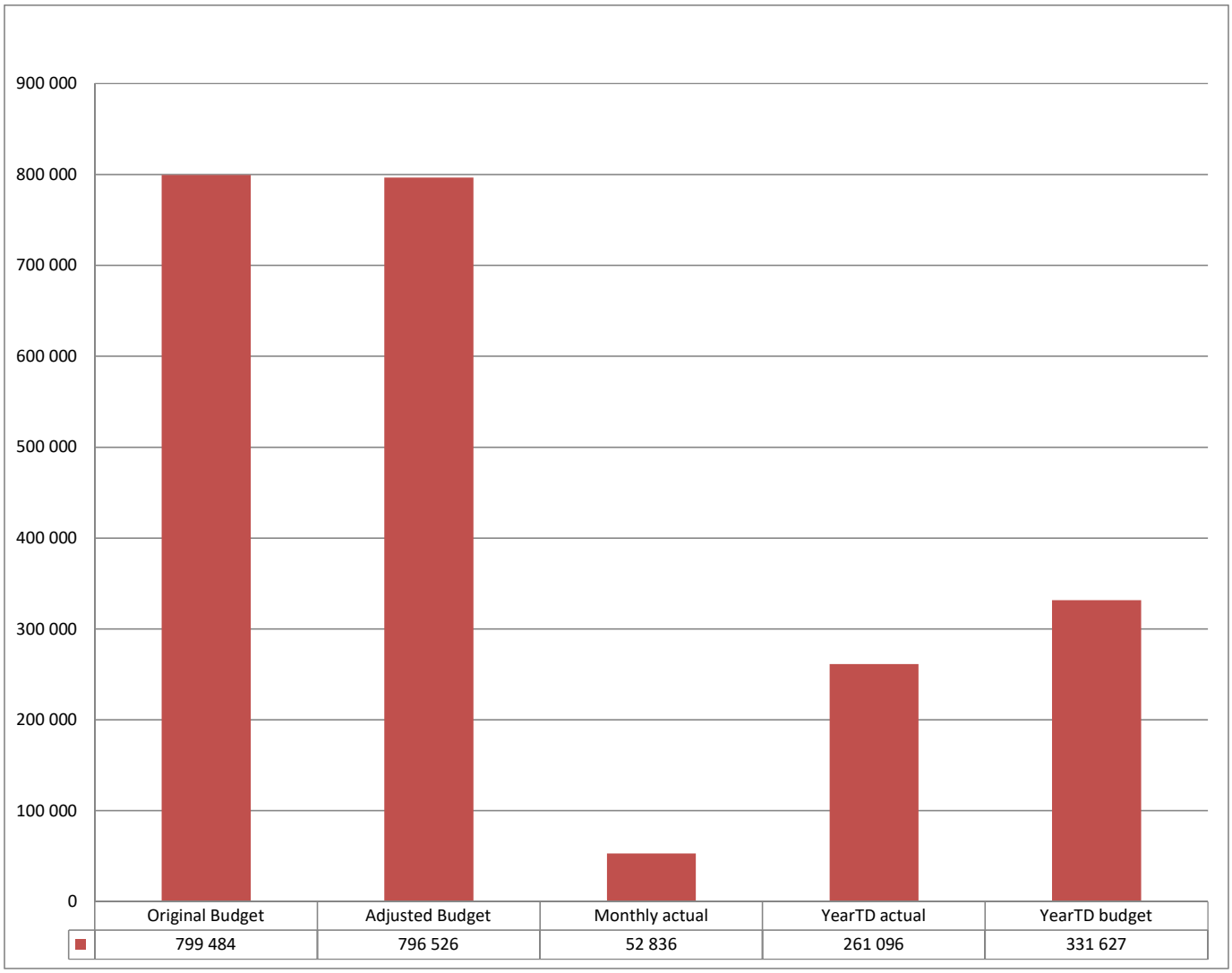
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2022 to 30 November 2022, 43.36% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 tot 30 November 2022, is 43.36% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



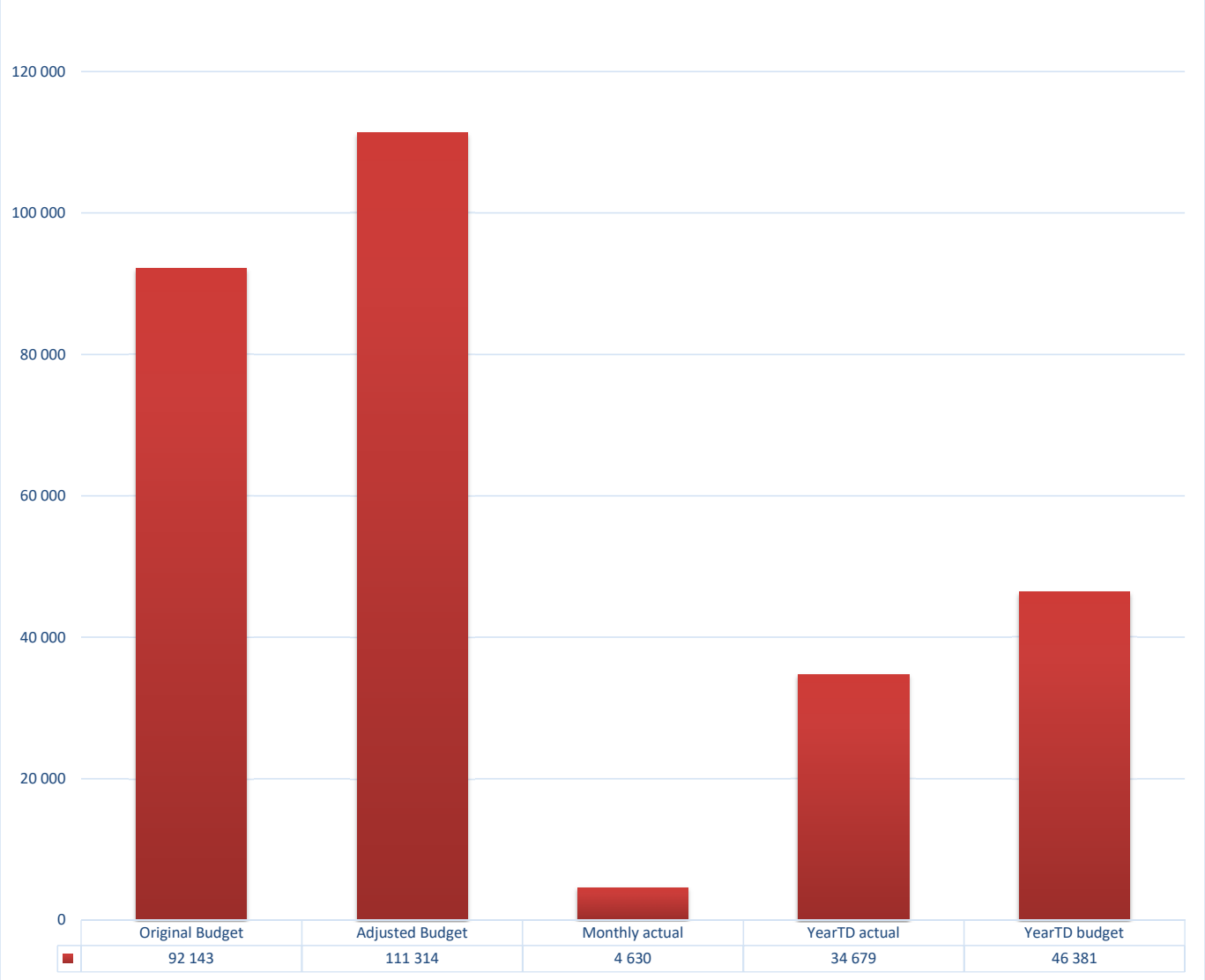
For the period 1 July 2022 to 30 November 2022, 32.78% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 30 November 2022, is 32.78% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 30 November 2022, 31.15% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 30 November 2022, is 31.15% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 30 November 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M05 November

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 247	61 434	39 830	21 604	54%	95 592
Service charges	434 590	449 486	449 486	30 951	188 493	187 286	1 207	1%	449 486
Investment revenue	5 580	5 089	5 089	1 073	4 846	2 120	2 726	129%	5 089
Transfers recognised - operational	124 169	152 300	158 948	247	48 774	66 228	(17 454)	-26%	158 948
Other own revenue	62 003	45 738	49 005	5 186	25 169	20 417	4 752	23%	49 005
transfers and contributions)	715 051	748 205	758 121	42 705	328 716	315 882	12 834	4%	758 121
Employee costs	202 247	247 136	240 846	18 757	95 142	100 353	(5 210)	-5%	240 846
Remuneration of Councillors	9 925	12 108	12 108	879	4 593	5 045	(452)	-9%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	16 495	(16 495)	-100%	39 589
Finance charges	8 948	9 116	9 116	18	42	3 798	(3 757)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 740	19 161	110 768	137 608	(26 840)	-20%	330 740
Transfers and grants	2 624	13 143	13 112	114	903	5 463	(4 560)	-83%	13 112
Other expenditure	125 935	147 827	151 015	13 907	49 647	62 864	(13 217)	-21%	151 015
Total Expenditure	688 168	799 484	796 526	52 836	261 096	331 627	(70 531)	-21%	796 526
Surplus/(Deficit)	26 884	(51 279)	(38 406)	(10 131)	67 620	(15 745)	83 365	-529%	(38 406)
Transfers recognised - capital	64 244	53 821	75 229	–	–	31 346	(31 346)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	189	(189)	-100%	453
& contributions	91 577	2 995	37 277	(10 131)	67 620	15 789	51 831	328%	37 277
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(10 131)	67 620	15 789	51 831	328%	37 277
Capital expenditure & funds sources									
Capital expenditure	75 222	92 143	111 314	4 630	34 679	46 381	(11 702)	-25%	111 314
Capital transfers recognised	64 196	60 036	73 589	2 750	31 388	30 662	726	2%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	4 167	(4 167)	-100%	10 000
Internally generated funds	9 398	22 107	27 726	1 880	3 291	11 552	(8 262)	-72%	27 726
Total sources of capital funds	75 072	92 143	111 314	4 630	34 679	46 381	(11 702)	-25%	111 314
Financial position									
Total current assets	271 947	242 916	242 916		328 425				242 916
Total non current assets	1 118 690	1 124 460	1 124 460		1 155 175				1 124 460
Total current liabilities	120 617	137 549	137 549		140 884				137 549
Total non current liabilities	234 105	260 296	260 296		237 029				260 296
Community wealth/Equity	1 035 916	969 530	969 530		1 105 686				969 530
Cash flows									
Net cash from (used) operating	97 075	74 035	74 035	(8 221)	63 210	30 848	32 362	105%	94 625
Net cash from (used) investing	(68 377)	(92 143)	(92 143)	19 731	(138 017)	(38 393)	(99 624)	259%	(106 902)
Net cash from (used) financing	876	9 000	9 000	96	191	3 750	(3 559)	-95%	191
end	144 880	143 632	143 632	–	70 254	148 945	(78 691)	-53%	151 325
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	48 640	7 187	12 039	6 076	4 916	5 342	27 299	248 455	359 955
Creditors Age Analysis									
Total Creditors	1 350	–	–	–	–	–	–	–	1 350

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M05 November

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	7 321	73 261	51 522	21 740	42%	123 657
Executive and council	8 088	260	260	3	14	108	(95)	-88%	260
Finance and administration	113 021	120 347	123 396	7 318	73 248	51 413	21 835	42%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	2 486	57 968	73 308	(15 340)	-21%	175 939
Community and social services	121 745	135 103	135 304	276	48 629	56 376	(7 747)	-14%	135 304
Sport and recreation	9 438	12 172	12 172	867	2 485	5 071	(2 587)	-51%	12 172
Public safety	14 298	16 035	16 299	1 323	6 765	6 791	(26)	0%	16 299
Housing	835	12 165	12 165	20	89	5 069	(4 980)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	203	1 103	14 172	(13 069)	-92%	34 012
Planning and development	2 643	4 600	3 119	203	1 103	1 300	(197)	-15%	3 119
Road transport	12 443	12 570	28 899	–	–	12 041	(12 041)	-100%	28 899
Environmental protection	0	10	1 993	–	–	831	(831)	-100%	1 993
Trading services	497 118	489 091	500 069	32 689	196 289	208 362	(12 073)	-6%	500 069
Energy sources	335 619	335 873	341 027	21 596	140 061	142 095	(2 033)	-1%	341 027
Water management	72 814	87 028	91 441	5 133	22 211	38 100	(15 889)	-42%	91 441
Waste water management	37 551	33 120	34 531	2 888	18 859	14 388	4 471	31%	34 531
Waste management	51 135	33 071	33 071	3 072	15 158	13 779	1 379	10%	33 071
Total Revenue - Functional	779 745	802 479	833 803	42 705	328 716	347 416	(18 700)	-5%	833 803
Expenditure - Functional									
Governance and administration	106 009	154 226	155 036	11 336	49 602	64 597	(14 995)	-23%	155 036
Executive and council	23 437	31 784	32 076	2 334	10 285	13 364	(3 078)	-23%	32 076
Finance and administration	80 657	120 211	120 723	8 827	38 295	50 301	(12 006)	-24%	120 723
Internal audit	1 914	2 231	2 237	175	1 021	932	89	10%	2 237
Community and public safety	99 148	121 751	119 877	7 789	37 207	49 891	(12 684)	-25%	119 877
Community and social services	27 397	31 831	30 055	2 170	10 702	12 465	(1 764)	-14%	30 055
Sport and recreation	30 250	30 591	30 629	2 384	10 916	12 762	(1 847)	-14%	30 629
Public safety	36 554	42 158	42 040	2 831	13 668	17 517	(3 849)	-22%	42 040
Housing	4 947	17 172	17 153	404	1 922	7 147	(5 226)	-73%	17 153
Economic and environmental services	32 010	37 538	39 576	2 670	14 376	16 490	(2 114)	-13%	39 576
Planning and development	11 200	12 176	12 345	1 037	5 039	5 144	(105)	-2%	12 345
Road transport	20 001	23 714	23 675	1 551	8 949	9 864	(915)	-9%	23 675
Environmental protection	808	1 648	3 557	82	388	1 482	(1 094)	-74%	3 557
Trading services	450 068	485 015	481 084	31 041	159 461	200 251	(40 790)	-20%	481 084
Energy sources	316 476	353 660	355 165	20 488	116 032	147 986	(31 953)	-22%	355 165
Water management	39 383	40 655	40 447	3 780	15 545	16 853	(1 308)	-8%	40 447
Waste water management	37 782	39 546	39 641	2 962	12 437	16 517	(4 080)	-25%	39 641
Waste management	56 427	51 154	45 831	3 811	15 447	18 896	(3 449)	-18%	45 831
Other	933	953	953	–	450	397	53	13%	953
Total Expenditure - Functional	688 168	799 484	796 526	52 836	261 096	331 627	(70 531)	-21%	796 526
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(10 131)	67 620	15 789	51 831		37 277

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

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M05 November

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	7 321	73 261	51 522	21 740	42%	123 657
Executive and council	8 088	260	260	3	14	108	(95)	-88%	260
Mayor and Council	8 088	–	–	3	14	–	14		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	108	(108)	-100%	260
Finance and administration	113 021	120 347	123 396	7 318	73 248	51 413	21 835	42%	123 396
Administrative and Corporate Support	1	10	10	0	0	4	(4)	-88%	10
Finance	112 606	119 453	122 502	7 317	73 200	51 040	22 159	43%	122 502
Human Resources	354	609	609	–	30	254	(224)	-88%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	2	(2)	-100%	5
Supply Chain Management	60	78	78	1	17	32	(15)	-46%	78
Community and public safety	146 316	175 474	175 939	2 486	57 968	73 308	(15 340)	-21%	175 939
Community and social services	121 745	135 103	135 304	276	48 629	56 376	(7 747)	-14%	135 304
Aged Care	110 799	124 036	124 237	223	48 438	51 765	(3 327)	-6%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	18	62	101	(38)	-38%	242
Community Halls and Facilities	186	283	283	31	101	118	(17)	-15%	283
Libraries and Archives	10 498	10 542	10 542	4	28	4 392	(4 364)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	867	2 485	5 071	(2 587)	-51%	12 172
Recreational Facilities	6 547	4 869	4 869	863	2 422	2 029	393	19%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	5	63	3 043	(2 980)	-98%	7 302
Public safety	14 298	16 035	16 299	1 323	6 765	6 791	(26)	0%	16 299
Fire Fighting and Protection	25	7	7	1	4	3	1	0	7
Housing	835	12 165	12 165	20	89	5 069	(4 980)	-98%	12 165
Housing	835	12 165	12 165	20	89	5 069	(4 980)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	203	1 103	14 172	(13 069)	-92%	34 012
Planning and development	2 643	4 600	3 119	203	1 103	1 300	(197)	-15%	3 119
Economic Development/Planning	902	2 149	668	–	–	278	(278)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	203	1 103	624	479	77%	1 497
Project Management Unit	–	954	954	–	–	398	(398)	-100%	954
Road transport	12 443	12 570	28 899	–	–	12 041	(12 041)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	12 041	(12 041)	-100%	28 899
Environmental protection	0	10	1 993	–	–	831	(831)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	831	(831)	-100%	1 993
Trading services	497 118	489 091	500 069	32 689	196 289	208 362	(12 073)	-6%	500 069
Energy sources	335 619	335 873	341 027	21 596	140 061	142 095	(2 033)	-1%	341 027
Electricity	334 054	335 873	341 027	21 596	140 061	142 095	(2 033)	-1%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	5 133	22 211	38 100	(15 889)	-42%	91 441
Water Distribution	72 814	70 521	74 933	5 133	22 211	31 222	(9 011)	-29%	74 933
Waste water management	37 551	33 120	34 531	2 888	18 859	14 388	4 471	31%	34 531
Sewerage	36 498	33 120	33 720	2 860	18 791	14 050	4 741	34%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 072	15 158	13 779	1 379	10%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 072	15 158	13 779	1 379	10%	33 071
Other	116	126	126	5	94	53	42	79%	126
Licensing and Regulation	116	126	126	5	94	53	42	79%	126
Total Revenue - Functional	779 745	802 479	833 803	42 705	328 716	347 416	(18 700)	-5%	833 803

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M05 November

Description	2021/22	Budget Year 2022/23							
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	106 009	154 226	155 036	11 336	49 602	64 597	(14 995)	-23%	155 036
Executive and council	23 437	31 784	32 076	2 334	10 285	13 364	(3 078)	-23%	32 076
Mayor and Council	14 185	20 035	20 223	1 118	5 898	8 426	(2 528)	-30%	20 223
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 853	1 216	4 387	4 937	(551)	-11%	11 853
Finance and administration	80 657	120 211	120 723	8 827	38 295	50 301	(12 006)	-24%	120 723
Administrative and Corporate Support	10 523	13 079	14 391	821	3 659	5 996	(2 337)	-39%	14 391
Asset Management	31	1 804	1 804	–	3	751	(748)	-100%	1 804
Finance	34 833	36 843	36 509	3 354	14 927	15 216	(289)	-2%	36 509
Fleet Management	3 614	3 146	3 126	263	1 465	1 303	163	12%	3 126
Human Resources	11 708	40 419	40 155	1 594	9 667	16 727	(7 061)	-42%	40 155
Information Technology	4 038	5 135	5 025	1 468	2 254	2 094	160	8%	5 025
Legal Services	1 368	2 821	2 821	105	553	1 175	(623)	-53%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 188	326	1 655	1 745	(90)	-5%	4 188
Property Services	3 057	1 687	1 683	77	382	701	(320)	-46%	1 683
Risk Management	7	382	382	–	–	159	(159)	-100%	382
Supply Chain Management	7 006	8 381	8 314	553	2 988	3 464	(477)	-14%	8 314
Valuation Service	451	2 325	2 325	267	743	969	(226)	-23%	2 325
Internal audit	1 914	2 231	2 237	175	1 021	932	89	10%	2 237
Governance Function	1 914	2 231	2 237	175	1 021	932	89	10%	2 237
Community and public safety	99 148	121 751	119 877	7 789	37 207	49 891	(9 740)	-20%	119 877
Community and social services	27 397	31 831	30 055	2 170	10 702	12 465	(1 764)	-14%	30 055
Aged Care	6 887	7 985	6 268	478	2 294	2 612	(317)	-12%	6 268
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 892	280	1 488	1 564	(76)	-5%	3 892
Child Care Facilities	36	167	167	–	5	70	(65)	-93%	167
Community Halls and Facilities	5 875	6 675	6 663	444	2 274	2 776	(502)	-18%	6 663
Disaster Management	118	69	69	–	30	29	1	3%	69
Education	1	136	136	–	–	57	(57)	-100%	136
Libraries and Archives	10 969	12 874	12 859	968	4 611	5 358	(747)	-14%	12 859
Sport and recreation	30 250	30 591	30 629	2 384	10 916	12 762	(1 847)	-14%	30 629
Community Parks (including Nurseries)	8 412	8 646	8 716	756	3 604	3 632	(27)	-1%	8 716
Recreational Facilities	15 126	15 400	15 346	1 101	4 844	6 394	(1 550)	-24%	15 346
Sports Grounds and Stadiums	6 712	6 544	6 568	527	2 468	2 737	(269)	-10%	6 568
Public safety	36 554	42 158	42 040	2 831	13 668	17 517	(904)	-5%	42 040
Fire Fighting and Protection	9 108	10 820	10 820	743	3 604	4 508	(904)	-20%	10 820
Housing	4 947	17 172	17 153	404	1 922	7 147	(5 226)	-73%	17 153
Housing	4 917	16 888	16 869	402	1 899	7 029	(5 130)	-73%	16 869
Informal Settlements	30	284	284	3	22	118	(96)	-81%	284
Economic and environmental services	32 010	37 538	39 576	2 670	14 376	16 490	(2 114)	-13%	39 576
Planning and development	11 200	12 176	12 345	1 037	5 039	5 144	(105)	-2%	12 345
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	190	966	967	(1)	0%	2 320
Economic Development/Planning	1 669	1 778	2 018	184	772	841	(69)	-8%	2 018
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	446	2 212	2 087	125	6%	5 009
Project Management Unit	2 473	2 998	2 998	217	1 090	1 249	(159)	-13%	2 998
Road transport	20 001	23 714	23 675	1 551	8 949	9 864	(915)	-9%	23 675
Roads	20 001	23 714	23 675	1 551	8 949	9 864	(915)	-9%	23 675
Environmental protection	808	1 648	3 557	82	388	1 482	(1 094)	-74%	3 557
Biodiversity and Landscape	808	1 648	3 557	82	388	1 482	(1 094)	-74%	3 557
Trading services	450 068	485 015	481 084	31 041	159 461	200 251	(40 790)	-20%	481 084
Energy sources	316 476	353 660	355 165	20 488	116 032	147 986	(31 953)	-22%	355 165
Electricity	313 740	347 622	349 129	20 312	115 327	145 471	(30 144)	-21%	349 129
Street Lighting and Signal Systems	2 737	6 038	6 036	176	705	2 515	(1 810)	-72%	6 036
Water management	39 383	40 655	40 447	3 780	15 545	16 853	(1 308)	-8%	40 447
Water Treatment	201	1 406	1 406	16	80	586	(505)	-86%	1 406
Water Distribution	36 316	34 239	34 451	3 730	13 752	14 355	(603)	-4%	34 451
Water Storage	2 866	5 010	4 590	34	1 712	1 913	(200)	-10%	4 590
Waste water management	37 782	39 546	39 641	2 962	12 437	16 517	(4 080)	-25%	39 641
Public Toilets	1 712	1 995	1 995	197	765	831	(66)	-8%	1 995
Sewerage	28 232	28 633	28 743	2 373	9 050	11 976	(2 927)	-24%	28 743
Storm Water Management	7 838	7 358	7 341	392	2 622	3 059	(437)	-14%	7 341
Waste Water Treatment	0	1 561	1 561	–	0	650	(650)	-100%	1 561
Waste management	56 427	51 154	45 831	3 811	15 447	18 896	(3 449)	-18%	45 831
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	250	670	6 401	(5 731)	-90%	15 362
Solid Waste Removal	35 105	35 220	29 903	3 559	14 747	12 259	2 488	20%	29 903
Street Cleaning	174	566	566	2	30	236	(206)	-87%	566
Other	933	953	953	–	450	397	53	13%	953
Licensing and Regulation	33	53	53	–	0	22	(22)	-100%	53
Tourism	900	900	900	–	450	375	75	20%	900
Total Expenditure - Functional	688 168	799 484	796 526	52 836	261 096	331 627	(67 587)	-20%	796 526
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(10 131)	67 620	15 789	51 831	328%	37 277

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

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - M05 November

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	7 159	73 057	49 948	23 109	46,3%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	1 185	51 383	67 739	(16 356)	-24,1%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 326	6 805	7 048	(243)	-3,4%	16 916
Vote 4 - Technical Services	512 084	505 741	533 049	32 993	197 256	222 104	(24 848)	-11,2%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	53	267	578	(310)	-53,7%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 729	802 479	833 803	42 715	328 768	347 416	(18 648)	-5,4%	833 803
Vote 1 - Financial Services	34 002	51 044	50 646	3 634	15 451	21 106	(5 655)	-26,8%	50 646
Vote 2 - Community Services	74 834	96 548	96 946	6 031	28 617	40 337	(11 720)	-29,1%	96 946
Vote 3 - Corporate Services	77 222	118 517	119 510	7 737	34 779	49 792	(15 013)	-30,2%	119 510
Vote 4 - Technical Services	480 488	519 140	515 138	33 463	172 909	214 439	(41 530)	-19,4%	515 138
Vote 5 - Municipal Manager	11 383	14 235	14 287	1 185	5 236	5 953	(717)	-12,0%	14 287
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	677 929	799 484	796 526	52 050	256 991	331 627	(74 635)	-22,5%	796 526
Surplus/ (Deficit) for the year	101 799	2 995	37 277	(9 335)	71 777	15 789	55 988	354,6%	37 277

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

WC022 Witzenberg - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - M05 Novembe

Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	88 709	95 592	95 592	5 247	61 434	39 830	21 604	54%	95 592
Service charges - electricity revenue	326 702	337 388	337 388	21 605	140 105	140 578	(473)	0%	337 388
Service charges - water revenue	46 201	49 810	49 810	4 338	18 621	20 754	(2 133)	-10%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 429	16 865	13 355	3 510	26%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 579	12 901	12 598	303	2%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	534	1 969	1 423	545	38%	3 416
Interest earned - external investments	5 580	5 089	5 089	1 073	4 846	2 120	2 726	129%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 150	9 133	3 796	5 337	141%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	668	4 086	4 641	(555)	-12%	11 137
Licences and permits	1 198	2 216	2 216	104	518	924	(406)	-44%	2 216
Agency services	4 415	4 249	4 249	553	2 245	1 770	475	27%	4 249
Transfers recognised - operational	124 169	152 300	158 948	247	48 774	66 228	(17 454)	-26%	158 948
Other revenue	16 804	15 609	18 877	1 177	7 219	7 863	(645)	-8%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 051	748 205	758 121	42 705	328 716	315 882	12 834	4%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	240 846	18 757	95 142	100 353	(5 210)	-5%	240 846
Remuneration of councillors	9 925	12 108	12 108	879	4 593	5 045	(452)	-9%	12 108
Debt impairment	50 764	46 031	46 031	6 191	18 364	19 180	(816)	-4%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	16 495	(16 495)	-100%	39 589
Finance charges	8 948	9 116	9 116	18	42	3 798	(3 757)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	17 859	104 912	131 004	(26 092)	-20%	314 411
Other materials	14 449	16 154	16 330	1 302	5 856	6 604	(748)	-11%	16 330
Contracted services	33 782	52 776	54 961	2 770	11 881	22 900	(11 020)	-48%	54 961
Transfers and grants	2 624	13 143	13 112	114	903	5 463	(4 560)	-83%	13 112
Other expenditure	40 507	49 019	50 022	4 946	19 403	20 784	(1 381)	-7%	50 022
Loss on disposal of PPE	882	0	0	–	–	0	(0)	-100%	0
Total Expenditure	688 168	799 484	796 526	52 836	261 096	331 627	(70 531)	-21%	796 526
Surplus/(Deficit)	26 884	(51 279)	(38 406)	(10 131)	67 620	(15 745)	83 365	(0)	(38 406)
Transfers recognised - capital	64 244	53 821	75 229	–	–	31 346	(31 346)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	189	(189)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	91 577	2 995	37 277	(10 131)	67 620	15 789			37 277
Surplus/(Deficit) attributable to Share of surplus/ (deficit) of associate	91 577	2 995	37 277	(10 131)	67 620	15 789			37 277
Surplus/ (Deficit) for the year	91 577	2 995	37 277	(10 131)	67 620	15 789			37 277

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire Charges

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

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M05 November

Vote Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	2 551	20 703	28 874	(8 171)	-28%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	53 353	55 390	69 298	2 551	20 703	28 874	(8 171)	-28%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 415	180	189	–	67	79	(12)	-15%	189
Vote 2 - Community Services	4 487	10 126	10 126	21	63	4 219	(4 156)	-98%	10 126
Vote 3 - Corporate Services	685	650	880	73	138	366	(229)	-62%	880
Vote 4 - Technical Services	14 282	25 797	30 822	1 986	13 708	12 842	866	7%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	21 869	36 753	42 017	2 079	13 976	17 507	(3 531)	-20%	42 017
Total Capital Expenditure	75 222	92 143	111 314	4 630	34 679	46 381	(11 702)	-25%	111 314

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M05 November

Vote Description R thousands	2021/22	Budget Year 2022/23							
	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	4 160	2 180	2 670	88	242	1 112	(870)	-78%	2 670
Executive and council	–	340	340	33	88	142	(54)	-38%	340
Finance and administration	4 160	1 840	2 330	55	155	971	(816)	-84%	2 330
Community and public safety	3 991	9 976	10 206	21	41	4 252	(4 212)	-99%	10 206
Community and social services	667	1 222	1 222	–	7	509	(502)	-99%	1 222
Sport and recreation	3 084	8 754	8 754	21	34	3 648	(3 614)	-99%	8 754
Public safety	240	–	230	–	–	96	(96)	-100%	230
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	33 901	2 579	22 789	14 125	8 663	61%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	2 579	22 789	14 125	8 663	61%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	1 942	11 607	26 891	(15 284)	-57%	64 538
Energy sources	9 573	4 000	7 622	277	1 147	3 176	(2 029)	-64%	7 622
Water management	20 159	23 954	28 366	343	7 878	11 819	(3 941)	-33%	28 366
Waste water management	2 448	16 653	18 097	1 319	2 570	7 540	(4 970)	-66%	18 097
Waste management	21 754	10 453	10 453	4	12	4 355	(4 344)	-100%	10 453
Total Capital Expenditure - Standard Cla	75 222	92 143	111 314	4 630	34 679	46 381	(11 702)	-25%	111 314
Funded by:									
National Government	47 360	51 371	54 993	2 555	21 018	22 914	(1 896)	-8%	54 993
Provincial Government	16 432	7 712	17 207	–	9 909	7 170	2 739	38%	17 207
District Municipality	404	500	935	191	450	390	60	15%	935
Transfers recognised - capital	64 196	60 036	73 589	2 750	31 388	30 662	726	2%	73 589
Borrowing	1 478	10 000	10 000	–	–	4 167	(4 167)	-100%	10 000
Internally generated funds	9 398	22 107	27 726	1 880	3 291	11 552	(8 262)	-72%	27 726
Total Capital Funding	75 072	92 143	111 314	4 630	34 679	46 381	(11 702)	-25%	111 314

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M05 November

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	70 264	143 632
Call investment deposits	–	–	–	95 000	–
Consumer debtors	99 615	63 769	63 769	108 692	63 769
Other debtors	18 418	26 034	26 034	44 454	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	9 481	10 015	9 481
Total current assets	271 947	242 916	242 916	328 425	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 081 628	1 109 670	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 124 460	1 155 175	1 124 460
TOTAL ASSETS	1 390 637	1 367 376	1 367 376	1 483 600	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 312	611
Consumer deposits	11 549	8 732	8 732	11 815	8 732
Trade and other payables	61 869	99 286	99 286	86 168	99 286
Provisions	45 302	28 921	28 921	41 589	28 921
Total current liabilities	120 617	137 549	137 549	140 884	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	236 502	248 076
Total non current liabilities	234 105	260 296	260 296	237 029	260 296
TOTAL LIABILITIES	354 721	397 846	397 846	377 914	397 846
NET ASSETS	1 035 916	969 530	969 530	1 105 686	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	959 088	1 093 147	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	969 530	1 105 686	969 530

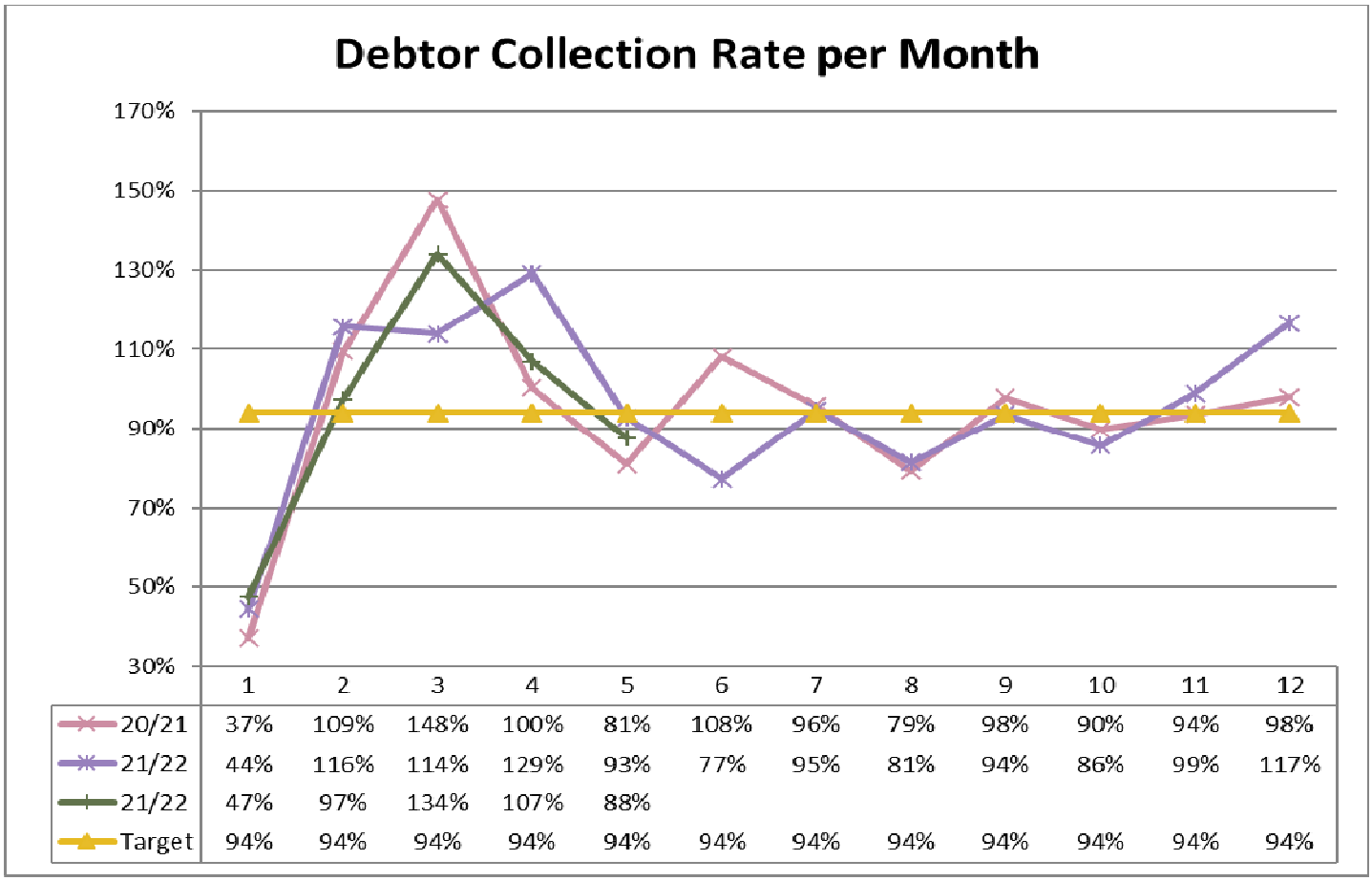
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M05 November

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	6 436	51 900	39 283	12 618	32%	94 278
Service charges	376 330	469 912	469 912	32 526	204 318	195 797	8 521	4%	469 912
Other revenue	32 529	14 898	14 898	3 916	9 901	6 207	3 694	60%	14 898
Government - operating	102 407	149 721	149 721	–	59 673	62 384	(2 711)	-4%	151 705
Government - capital	66 276	62 680	62 680	4 840	28 430	26 117	2 314	9%	81 286
Interest	22 831	14 200	14 200	975	2 837	5 916	(3 079)	-52%	14 200
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(56 799)	(292 938)	(304 856)	(11 917)	4%	(731 653)
Finance charges	(226)	–	–	–	–	–	–		–
Transfers and Grants	–	–	–	(114)	(911)	–	911		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	74 035	(8 221)	63 210	30 848	10 350	34%	94 625
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	25 000	(95 000)	–	(95 000)		–
Payments									
Capital assets	(68 377)	(92 143)	(92 143)	(5 269)	(43 031)	(38 393)	4 638	-12%	(111 314)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(68 377)	(92 143)	(92 143)	19 731	(138 017)	(38 393)	99 624	-259%	(106 902)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	4 167	(4 167)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	96	189	–	189		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	2	(417)	(419)	101%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	96	191	3 750	3 559	95%	191
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	11 605	(74 616)	(3 795)			6 454
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		70 254	148 945			151 325

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M05 November

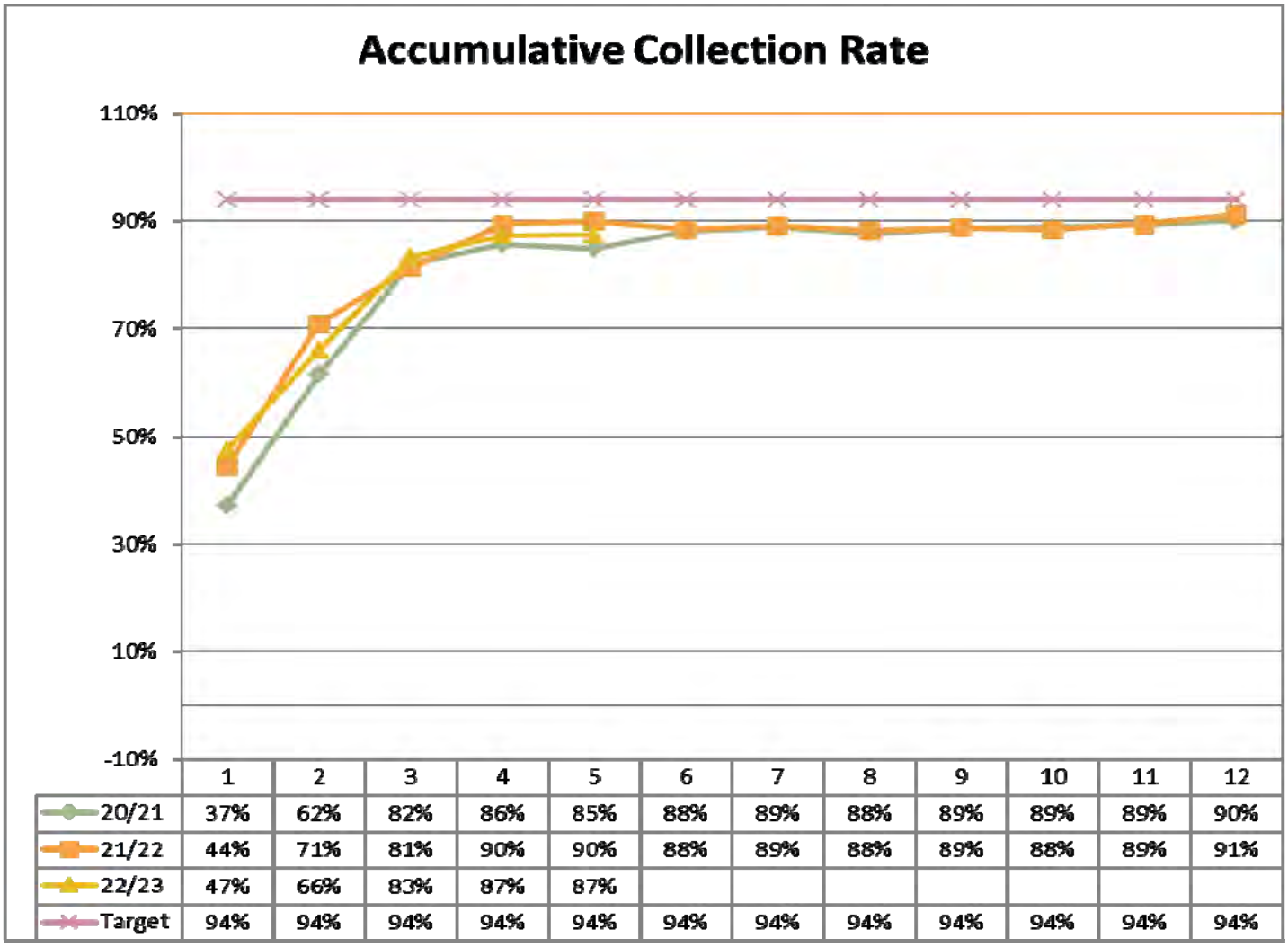
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	21 604	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	(473)	experienced starting from October.
	Service charges - water revenue	(2 133)	prior years.
	Service charges - sanitation revenue	3 510	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August 2022.
	Service charges - refuse revenue	303	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	545	Immaterial Variance.
	Interest earned - external investments	2 726	More funds available for investment due to low initial capital expenditure as well as increase in interest rates.
	Interest earned - outstanding debtors	5 337	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(555)	Immaterial Variance.
	Licences and permits	(406)	Immaterial Variance.
	Agency services	475	Immaterial Variance.
			Revenue in respect of capital grants only recognised when capitalisation of related grant expenditure is processed.
	Transfers and subsidies	(17 454)	
	Other revenue	(645)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	2 504	Increase in expenditure related to standby and overtime.
	Post Employment Provisions	(7 715)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(452)	Immaterial Variance.
	Debt impairment	(816)	debtors aging as at end of November.
	Depreciation & asset impairment	(16 495)	No depreciation runs done to date.
	Finance charges	(3 757)	Finance charges relating to landfill sites recognised on an annual basis.
	Bulk purchases - electricity	(26 092)	Payment of Bulk Purchases for July to October only, 1 month outstanding.
	Inventory consumed	(748)	Immaterial Variance.
	Contracted services	(11 020)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Transfers and subsidies	(4 560)	Delay in Housing Top Structures.
	Other expenditure	(1 381)	Decline in expenditure in respect of items such as Hire Charges and Travel and Subsistence.
	Losses	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(11 702)	Expenditure expected to increase as capital projects are rolled out during financial year
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	12 618	Annual Property Rates billed during July.
	Service charges	8 521	Higher winter tariffs and increased electricity usage during winter months.
	Other revenue	3 694	Increased receipts pertaining to camping fees and agency fees relating to vehicle registrations.
	Government - operating	(2 711)	Various provincial grant receipts still outstanding of which most significant is related to Housing.
	Government - capital	2 314	MIG, RBIG and WSIG funding received.
	Interest	(3 079)	Conservative approach to budgeting followed.
	Dividends	–	
	Payments		
	Suppliers and employees	(11 917)	rolled out during financial year.
	Finance charges	–	Immaterial Variance.
	Transfers and Grants	911	Immaterial Variance.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%							
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 November 2022 amounts to 88% in comparison to the previous year 93%.

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 November 2022 88% beloop in vergelyking met die vorige jaar 93%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%	87%	87%							
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 87%.

The payment culture of consumers are still the same which has a negative impact on collections.

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 87% beloop.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M05 November

Description	NT Code	Budget Year 2022/23									
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	11 661	1 845	1 744	1 785	1 620	1 958	9 164	77 168	106 944	91 695
Electricity	1300	16 701	1 202	706	571	422	411	2 299	3 660	25 973	7 364
Property Rates	1400	6 401	1 268	6 754	1 062	455	357	1 940	22 032	40 271	25 847
Waste Water Management	1500	8 240	1 196	1 119	1 074	985	967	5 407	40 348	59 337	48 781
Waste Management	1600	9 142	1 466	1 380	1 309	1 174	1 150	6 085	42 290	63 996	52 008
Property Rental Debtors	1700	196	13	13	13	13	12	72	1 278	1 611	1 389
Interest on Arrear Accounts	1810	1 326	154	275	216	209	254	1 855	60 464	64 754	62 998
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(5 027)	42	47	45	39	232	476	1 215	(2 931)	2 007
Total By Income Source	2000	48 640	7 187	12 039	6 076	4 916	5 342	27 299	248 455	359 955	292 089
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 849	1 235	1 076	942	309	254	1 057	3 310	10 031	5 871
Commercial	2300	14 405	857	3 777	490	383	452	2 565	14 540	37 468	18 429
Households	2400	31 974	4 912	6 770	4 478	4 060	4 453	22 645	222 315	301 607	257 951
Other	2500	412	184	415	166	164	184	1 032	8 291	10 848	9 837
Total By Customer Group	2600	48 640	7 187	12 039	6 076	4 916	5 342	27 299	248 455	359 955	292 089

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M05 November

Description R thousands	NT Code	Budget Year 2022/23								
		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	1 350	–	–	–	–	–	–	–	1 350
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	1 350	–	–	–	–	–	–	–	1 350

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:

-Amounts did not appear on statement

-Account is in dispute

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M05 November

Investments by maturity Name of institution & investment ID R thousands	Period of Investment Yrs/Months	Type of Investment	Expiry date of investment	Accrued interest for the month	Yield for the month 1 (%)	Market value at beginning of month	Change in market value	Market value at end of the month
Municipality								
Nedbank Ltd	Fixed deposit - 7 months					–	–	30 000
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	20 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	35 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	10 000
TOTAL INVESTMENTS AND INTEREST				–		–	–	95 000

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 - M05 November

Description	Budget Year 2022/23							
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:	3 787	3 787	876	2 986	1 578	–		3 787
Expanded Public Works Programme Integrated Grant for Municipalities	2 237	2 237	876	1 436	932	504	54,0%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	646	904	140,0%	1 550
Provincial Government:	24 266	24 266	–	8 222	10 111	(1 889)	-18,7%	24 266
Specify (Add grant description)	10 517	10 517	–	7 012	4 382	2 630	60,0%	10 517
Specify (Add grant description)	131	131	–	–	55	(55)	-100,0%	131
Specify (Add grant description)	256	2 018	–	1 210	841	369	43,9%	2 018
Specify (Add grant description)	13 362	11 600	–	–	4 833	(4 833)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	1 720	–	1 720		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	1 984	1 984	–	885	827	59	7,1%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	28 053	876	12 928	11 689	1 239	10,6%	41 637
Capital Transfers and Grants						–		
National Government:	60 031	60 031	4 340	26 901	25 013	1 888	10,1%	60 031
Integrated National Electrification Programme (Municipal Grant) [Sched	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	–	11 760	10 455	1 305	12,5%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	4 340	12 030	8 016	4 014	50,1%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	6 542	(3 431)	-52,4%	15 701
Provincial Government:	2 649	18 979	–	1 529	7 908	(6 378)	-80,7%	18 979
Specify (Add grant description)	500	500	–	500	208	292	140,0%	500
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	1 029	1 029	–	1 029	429	601	140,1%	1 029
Specify (Add grant description)	1 120	17 450	–	–	7 271	(7 271)	-100,0%	17 450
District Municipality:	–	–	500	500	–	500		30 037
All Grants	–	–	500	500	–	500		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	4 840	28 930	32 921	(3 990)	-12,1%	109 046
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	5 716	41 858	44 609	(2 751)	-6,2%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M05 November

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	247	1 362	–	1 362	–
Agriculture Research and Technology	–	–	225	1 005	–	1 005	–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management	–	–	22	357	–	357	–

Provincial Government:	–	–	–	–	–	–	–
District Municipality:	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Other grant providers:	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	247	1 362	–	1 362	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	383	3 022	–	3 022	–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	214	1 688	–	1 688	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	1 130	–	1 130	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	169	204	–	204	–
Provincial Government:	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	–	1 486	–	1 486	–
District Municipality:	–	–	29	67	–	67	–
All Grants	–	–	29	67	–	67	–
Other grant providers:	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	412	4 576	–	4 576	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	659	5 938	–	5 938	–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M05 November

Summary of Employee and Councillor remuneration R thousands	Budget Year 2022/23							
	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	8 716	8 716	681	3 584	3 632	(48)	-1%	8 716
Pension and UIF Contributions	1 231	1 231	113	586	513	73	14%	1 231
Medical Aid Contributions	257	257	7	33	107	(74)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	391	724	(333)	-46%	1 738
Housing Allowances	166	166	–	–	69	(69)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	879	4 593	5 045	(452)	-9%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	428	1 732	1 929	(197)	-10%	4 630
Pension and UIF Contributions	992	992	28	142	413	(271)	-66%	992
Medical Aid Contributions	171	171	–	5	71	(66)	-93%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	62	310	470	(160)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	388	555	(167)	-30%	1 332
Cellphone Allowance	90	176	104	136	73	63	86%	176
Housing Allowances	195	195	23	117	81	36	45%	195
Other benefits and allowances	145	103	5	22	43	(21)	-48%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	718	2 852	3 636	(784)	-22%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 666	10 600	53 364	54 444	(1 080)	-2%	130 666
Pension and UIF Contributions	21 415	21 406	1 803	9 010	8 919	91	1%	21 406
Medical Aid Contributions	9 867	9 867	718	3 604	4 111	(508)	-12%	9 867
Overtime	11 713	11 199	2 131	9 768	4 666	5 102	109%	11 199
Performance Bonus	13 329	13 329	826	4 141	5 554	(1 413)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	513	2 728	2 750	(21)	-1%	6 599
Cellphone Allowance	548	602	92	289	251	39	15%	602
Housing Allowances	1 223	1 223	100	498	510	(11)	-2%	1 223
Other benefits and allowances	4 422	4 942	512	2 577	2 059	518	25%	4 942
Payments in lieu of leave	3 264	3 264	(211)	1 531	1 360	171	13%	3 264
Long service awards	–	–	80	401	–	401	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	4 378	12 093	(7 715)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 120	18 038	92 290	96 717	(4 427)	-5%	232 120
TOTAL SALARY, ALLOWANCES &	259 244	252 954	19 636	99 736	105 398	(5 662)	-5%	252 954
% increase								
TOTAL MANAGERS AND STAFF	247 136	240 846	18 757	95 142	100 353	(5 210)	-5%	240 846

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

WC022 Witzenberg - Supporting Table SC9 Monthly Budget Statement - actuals and revised targets for cash receipts - M05 November

Description	Ref	Budget Year 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	–	–	–	–	–	–	42 378
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	–	–	–	–	–	–	216 572
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	–	–	–	–	–	–	25 870
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	–	–	–	–	–	–	6 902
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	–	–	–	–	–	–	13 076
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	–	–	–	–	–	–	3 174
Rental of facilities and equipment		268	170	383	210	452	–	–	–	–	–	–	(1 479)
Interest earned - external investments		443	385	366	668	975	–	–	–	–	–	–	9 349
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	–	–	–	–	–	–	3 739
Licences and permits		129	1 400	102	84	1 004	–	–	–	–	–	–	(398)
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	–	–	–	–	–	–	149 458
Other revenue		48 658	5 627	2 611	3 893	1 781	–	–	–	–	–	–	(58 438)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	–	–	–	–	–	–	416 363
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	–	–	–	–	–	–	57 268
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	–	–	–	–	–	–	8 543
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(80 000)	–	–	(20 000)	25 000	–	–	–	–	–	–	95 000
Total Cash Receipts by Source		21 103	75 410	82 823	29 137	73 789	–	–	–	–	–	–	586 160
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	–	–	–	–	–	–	104 713
Remuneration of councillors		1 189	971	1 027	1 008	998	–	–	–	–	–	–	(5 193)
Interest paid		–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	–	–	–	–	–	–	206 234
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	–	–	–	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	–	–	–	–	–	–	41 789
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	–	–	–	–	–	97 689
General expenses		3 933	4 763	6 005	3 513	5 459	–	–	–	–	–	–	(23 674)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	–	–	–	–	–	–	437 410
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	–	–	–	–	–	–	68 284
Repayment of borrowing		–	–	–	(2)	–	–	–	–	–	–	–	(998)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	–	–	–	–	–	–	7 796
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	–	–	–	–	–	–	512 492
NET INCREASE/(DECREASE) IN CASH HELD		(50 951)	9 006	(912)	(23 366)	11 605	–	–	–	–	–	–	73 668
Cash/cash equivalents at the month/year beginning:		144 870	93 919	102 926	102 014	78 649	90 254	90 254	90 254	90 254	90 254	90 254	90 254
Cash/cash equivalents at the month/year end:		93 919	102 926	102 014	78 649	90 254	90 254	90 254	90 254	90 254	90 254	90 254	163 922

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M05 November

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 276	6 124	6 124	9 276	3 152	34,0%	6%
August	4 632	7 679	9 276	5 634	11 758	18 552	6 794	36,6%	11%
September	3 700	7 679	9 276	7 586	19 344	27 829	8 484	30,5%	17%
October	217	7 679	9 276	10 705	30 049	37 105	7 056	19,0%	27%
November	2 677	7 679	9 276	4 630	34 679	46 381	11 702	25,2%	31%
December	5 676	7 679	9 276	–		55 657	–		
January	8 436	7 679	9 276	–		64 933	–		
February	6 403	7 679	9 276	–		74 209	–		
March	7 601	7 679	9 276	–		83 486	–		
April	10 559	7 679	9 276	–		92 762	–		
May	6 816	7 679	9 276	–		102 038	–		
June	70 865	7 679	9 276	–		111 314	–		
Total Capital expenditure	127 583	92 143	111 314	34 679					

SUPPLY CHAIN MANAGEMENT

VOORSIENINGSKANAAL BESTUUR

3.2.1 Demand and Acquisition

3.2.1 Aanvraag en Verkryging

3.2.1.1 Advertisement stage

3.2.1.1 Adverteringsfase

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

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/40	Body repairs to light commercial vehicles	09-Dec-2022
08/2/20/44	Building, supply and fit of two custom aluminium canopies including a drawer system for two nissan NP200 bakkies	01-Dec-2022
08/2/20/46	Hiring of 7 ton digger loader for witzenberg area	05-Dec-2022
08/2/20/47	Hiring of bull dozer	05-Dec-2022
08/2/20/49	Engine repairs to Isuzu KB200 including the recovery / tow in of the vehicle from ceres to bidder's workshop	02-Dec-2022
08/2/20/51	Appointment of practicing attorney to act on behalf of the municipality against persons who is in contravention of the national building regulations	09-Dec-2022
08/2/20/52	Appointment of a service provider to assist with the recruitment and selection process of Deputy Director Finance	05-Dec-2022
08/2/20/55	Appointment of attorney to draft tender contract	02-Dec-2022
08/2/20/56	Supply, delivery and offloading calcium hypochlorite 25KG	09-Dec-2022

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/13	Supply, delivery installation, commissioning and maintenance of an end-to-end Voice over IP and unified communication solution, including cabling, networking and connectivity for witzenberg municipality for a period of five years	19-Dec-2022
08/2/20/43	Supply, delivery and manufacturing of 5 steel pavilions	09-Dec-2022

3.2.1.2 Evaluation stage:

3.2.1.2 Evaluering stadium:

The following competitive bids are currently in the evaluation stage:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022	K Dingilizwe
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022	21-Nov-2022	N Jacobs
08/2/19/55	The Supply, Maintenance of Digital Speed Cameras and the Administration of the Back Office	03-Oct-2022	28-Oct-2022 14-Nov-2022	M Green
08/2/19/68	Supply and delivery of crushed stone aggregate and sand	21-Jul-2022	22-Aug-2022	E Lintnaar
08/2/19/71	Supply of Banking services to Witzenberg Municipality	20-Oct-2022	08-Nov-2022	WP Mars
08/2/19/78	Appointment of an Auctioneer	19-Sep-2022	25-Oct-2022	M Frieslaar
08/2/19/79	Provision of online electronic CIPC (companies and intellectual property commission) and Credit search services	19-Sep-2022	Awaiting	M Frieslaar
08/2/20/02	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags	03-Oct-2022	09-Nov-2022	M Frieslaar
08/2/20/03	Road markings in the Witzenberg Municipal area	03-Nov-2022	23-Nov-2022	E Lintnaar
08/2/20/04	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	03-Nov-2022	25-Nov-2022	E Lintnaar
08/2/20/05	The Construction of the new ablution facility for the multi-purpose courts & 'vlakkie' cricket facility at Prince Alfred Hamlet	28-Nov-2022	29-Nov-2022	H Truter
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022	24-Oct-2022	H Truter
08/2/20/08	Electrical and Mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	04-Nov-2022	16-Nov-2022	N Jacobs
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	17-Oct-2022	WP Mars
08/2/20/28	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	24-Nov-2022	Awaiting	R Hendricks
08/2/20/29	Supply and delivery of Disposable bags for refuse removal	24-Nov-2022	Awaiting	J Jacobs
08/2/20/33	Construction of Public ablution facility at Lyell street sportsfield, Ceres	17-Nov-2022	21-Nov-2022	H Truter
08/2/20/34	Supply and delivery of computer hardware	24-Nov-2022	30-Nov-2022	R Rhode
08/2/20/38	Supply and delivery of copy paper	24-Nov-2022	Awaiting	M Frieslaar

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/12	Supply and delivery of toilet paper and chemicals	16-Sep-2022	08-Nov-2022	M Frieslaar
08/2/20/15	Training of municipal officials on accredited electrical modular courses	14-Oct-2022	17-Oct-2022	I Barnard
08/2/20/16	Service provider for training of municipal officials (health and safety)	27-Oct-2022	28-Oct-2022 Referred back	I Barnard
08/2/20/18	Appointment of a service provider for a coaching and mentoring course (US 114215)	06-Oct-2022	12-Oct-2022	I Barnard
08/2/20/19	Training of Municipal officials in terms of Regulation 21 of the Fire Arms control act	12-Sep-2022	12-Oct-2022 Referred back	I Barnard
08/2/20/26	Lease of the café building at the Pine Forest holiday resort (Re-advertisement)	30-Nov-2022	Awaiting	R Afrika
08/2/20/27	Supply, delivery and offloading of water pipe repair items	20-Oct-2022	16-Nov-2022	M Frieslaar
08/2/20/31	Supply,delivery and offloading of Wooden transmission poles	31-Oct-2022	23-Nov-2022	M Frieslaar
08/2/20/37	Service provider for compilation and maintenance of Supplementary valuation roll	14-Nov-2022	28-Nov-2022	C Stevens
08/2/20/39	Supply and fit new high pressure pump to trailer mounted sewer jet machine	29-Nov-2022	Awaiting	O Gatyene
08/2/20/48	Service provider for training of municipal officials on a horticultural skills programme	30-Nov-2022	Awaiting	I Barnard

3.2.1.3 Adjudication stage

3.2.1.3 Toekenningsfase:

The following competitives bid are currently in the adjudication stage:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality	04-Nov-2021	15-Dec-2021 21-Apr-2022 18-Aug-2022 24-Aug-2022	-
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022
08/2/19/48	Supply and deliver hot mixed asphalt, all-weather cold mix asphalt bags & bitumen emulsion drums	23-Jun-2022	19-Oct-2022 02, 04,11, 16, 21, 23, 25, 30-Nov-2022	28-Nov-2022

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/19/50	Disconnection, reconnection, inspection and replacement of Electricty supply at pole and meter box in Witzenberg Municipal area	24-Jun-2022	19-Oct-2022	-
08/2/19/61	Manufacture and delivery of prefabricated toilet facilities	14-Jul-2022	19-Oct-2022	-

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

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

3.2.1.4 Bids awarded

The following bids were awarded by the Accounting Officer during the month of November 2022:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Rekenpligtige Beampte gedurende November 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/19/37	22-Nov-2022	Umzali Civils (PTY) Ltd	Construction of the Waverenskroon Pump Station and Rising Main, Tulbagh	Bidder scored the highest points	R 10 627 454.28

The following competitive bids were awarded by the Bid Adjudication Committee during the month of November 2022:

Die volgende mededingende tenders was toegeken deur die Tender Toekenningskomitee gedurende November 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/19/45	12-Oct-2022	Lazar Civil Engineering CC	Hiring of Double Axle combination vacuum and jetting truck and 12000 litre super sucker vacuum truck	Bidder scored the highest points	R 7 475 000.00
08/2/19/54	28-Nov-2022	Western Cape Signs	Supply and delivery of road signs and accessories	Bidder scored the highest points	R1 569 252.05
08/2/20/09	16-Nov-2022	Sizwe Nature Conservation (Pty) Ltd	Clearing of +-120 HA Alien vegetation in the Prince Alfred Hamlet commonage, Ceres nature reserve and dwars river	Only responsive bidder	R 479 300.00

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

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

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/20/26	14-Nov-2022	Lease of the café building at the Pine Forest holiday resort	No acceptable bids were received

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

The following written price quotations were approved during the month of November 2022:

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

Die volgende geskrewe prys kwotasies was goedgekeur gedurende November 2022:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
175720	01-Nov-2022	Sondlo and Knopp Advertising	Publication of Bid Invitations	Lowest responsive quotation	R 18 835.34 (Incl. VAT)	Chief Financial Officer
175915	17-Nov-2022	Labour Guide	Service Providers for Workplace Discipline and Dismissal	Lowest responsive quotation	R 2 440.00 (Incl. VAT)	Chief Financial Officer
175996	22-Nov-2022	Labour Guide	Service Providers for Employment Equity Reporting	Lowest responsive quotation	R 2 150.00 (Incl. VAT)	Chief Financial Officer
176038	25-Nov-2022	Mafoko Security Patrols	Security Services at Ceres Powerstation	Lowest responsive quotation	R 25 196.15 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of November 2022:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van November 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/20/23	29-Nov-2022	MB Truck City (PTY) Ltd	Supply differential center portion for UD90 refuse compactor truck	Only responsive bidder	R 163 173.65 (Incl. VAT)	Director: Technical Services / Chief Financial Officer
08/2/20/36	29-Nov-2022	Harkers Automotive Engineering CC	Engine repairs to ADE 366 (atlantis diesel engines)	Only responsive bidder	R 109 992.35 (Incl. VAT)	Director: Technical Services / Chief Financial Officer
08/2/20/42	04-Nov-2022	Ghost Worldwide Security	Provision of Security services (1month appointment)	Bidder scored the highest points	R 175 950.00 (Incl. VAT)	Director: Technical Services / Chief Financial Officer

3.2.1.8 Appeals

The following appeals were lodged or dealt with by the Accounting Officer during the month of November 2022:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende November 2022:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status
08-2-19-58	Provision of security services, tactical and crowd control management at municipal buildings and sites in the witzenberg municipal area	02-Dec-2022	CRJ Security Risk Training Services	Reason for awarding to bidder	Appeal is being dealt with by the Accounting Officer
		07-Dec-2022	GAP Management (Pty) Ltd		

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of November 2022 which totals R 1 509 585:

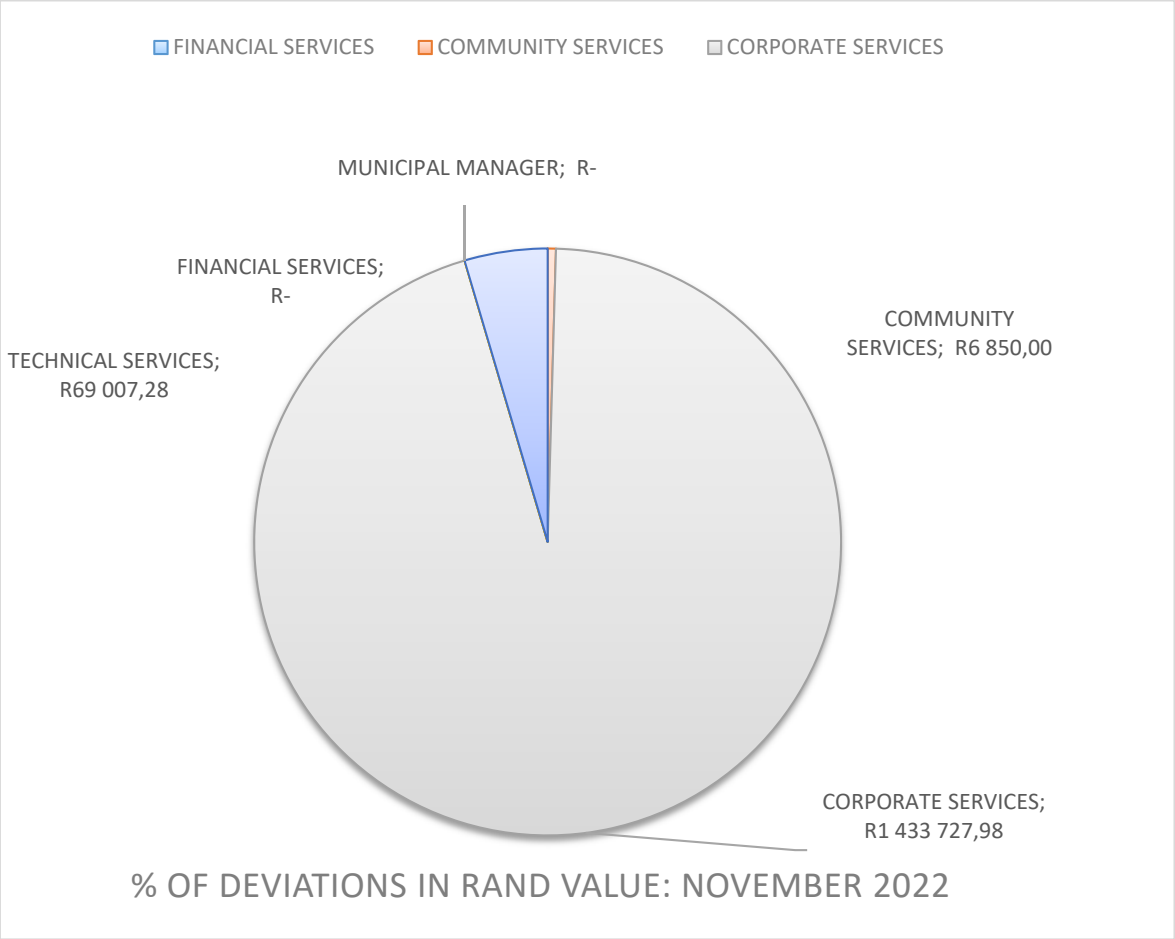
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van November 2022 wat beloop op die totaal van R 1 509 585:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
01-Nov-22	Witzenberg Herald	Public Notices of Council Meeting 9 November 2022	Single supplier	175733	2 808,00
04-Nov-22	Kemach Equipment	Repair of Bomag BW65H drum roller	Single supplier	175778	69 007,28
25-Nov-22	RJC Conservation Services	Removal of Bees	Emergency	176053	6 850,00
30-Nov-22	Microsoft Ireland Operations Ltd	Microsoft Enterprise Agreement fees	Single supplier	10158968	1 430 919,98

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
September 2022	R 171 255	R39 415 333.49	0.43%
October 2022	R 354 318	R29 680 684.59	1.19%
November 2022	R 1 509 585	R25 257 754.37	5.97%

DEVIATIONS PER DIRECTORATE:



Logistics

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

Logistieke

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

MONTH	Sep 2022	Oct 2022	Nov 2022
Value of inventory at hand	R 7 846 245	R 7 487 603	R 8 203 345
Turnover rate of total value of inventory	1.24	1.27	1.24
Date of latest stores reconciliation	30 Nov 2022		
Date of last stock count	06 Dec 2022		
Date of next stock count	22 Mar 2023		

Cash Flow Forecast

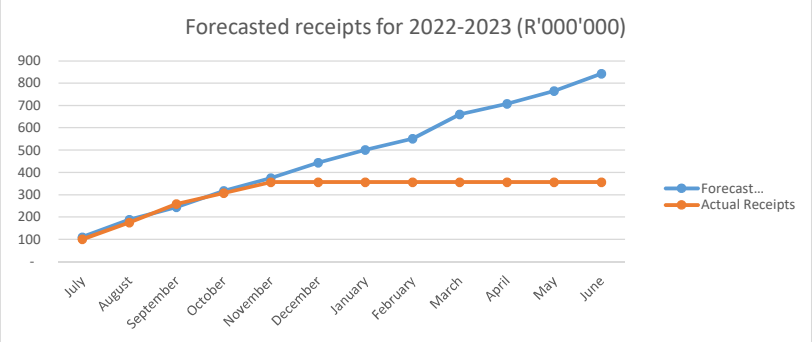
Current commitments against cash

Cash Book Balance plus Investments	R	165 254 261
Total Commitments		(R145 232 925)
Unspent Grants		(R27 074 130)
Outstanding orders exlcluding grants		(R37 434 342)
Eskom Account		(R20 198 611)
Consumer Deposits		(R7 649 382)
Required Annual Contribution to the Provi		(R29 052 145)
Provision Current Employee Benefits		(R23 824 316)
Uncommitted Cash Balance	R	20 021 336

The estimated cost coverage ratio is as follow

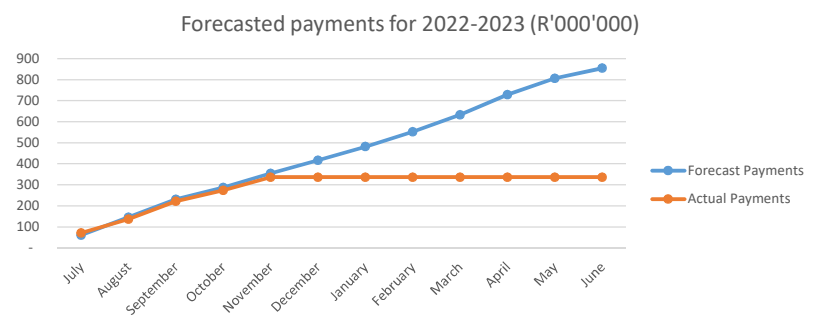
		Current
Bank Balance	R	260 254 261
Average fixed cost per month	R	53 416 713
Ratio		4,87

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3,09 months.This is slightly below the acceptable norm of 3 months



It is estimated that cash receipts will amount to R835 m for the 2022-2023 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receitps	Actual Receipts
September	R56m	R83m
October	R73m	R49m
November	R57m	R49m



It is estimated that cash payments will amount to R834 m for the 2022-2023 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
September	R85m	R84m
October	R56m	R53m
November	R67m	R62m

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	1	4	6	44	55
Motor Accident	0	0	0	14	14
Public Liability	1	0	3	20	24
Glass	0	0		1	1
Money loss	0	0	0	0	0
	2	4	9	79	94

High Value Third Party Claims

Claim Description	Value
Third party Fell on pavement after stepping into hole covered by grass	R 585 766
Third party stepped into hole of manhole cover on c/o Friesland & Delta Street,	R 628 370
Third party broke ankle after stepping in open storm channel	R 986 285
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee	R 2 551 000
Electrical fault causing damages to third party household items	R 52 202
Third Party Elec Serv. (Five YO Boy burned at Pumpstation)	R 1 210 000

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Fenching stolen at Wolseley Landfill site	R 148 000
Storm Damage to Pine Forest Resort	R 269 984
Vandalism at Nduli Pumpstaion	R 942 425
Vandalism to transfomer	R 200 000
Burglary and theft Tulbagh stores	R 186 390
Theft and Vandalism at Vredebes Subatation	R 2 412 727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	59	14	25	1	0
New Claims	0	0	0	0	0
Claims Closed	4	0	1	0	0
Closing Balance	55	14	24	1	0

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2022 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2023	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)	Current Year Allocation	
									(DORA) Allocation Division of Revenue Amendment	Not Yet Received
	R	R	R	R	R	R	R	R		
National Government Grants										
Finance Management Grant	-	1 550 000	-	(357 449)	-	1 192 551	1 192 551	-	1 550 000	-
Municipal infrastructure Grant	1 273 038	11 760 000	-	-	(12 940 615)	92 423	92 423	-	24 980 000	13 220 000
Regional Bulk Infrastructure Grant (DWAF)	(2 160 011)	12 030 000	-	-	(8 665 555)	1 204 434	1 204 434	-	20 000 000	7 970 000
Integrated National Electricity Program	3 873 783	-	-	-	(870 300)	3 003 483	3 003 483	-	12 762 000	12 762 000
Equitable share	-	47 450 000	-	-	-	47 450 000		-	106 000 000	58 550 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-		-
Expanded Public Works Programme	-	1 435 652	-	(1 004 523)	-	431 129	431 129	-	2 617 000	1 181 348
Neighbourhood Development Plan	321	-	-	-	-	321	321	-		-
Water Service Infrastructure Grant	-	3 111 000	-	-	(1 563 732)	1 547 268	1 547 268	-		
Provincial Government Grants										
Library services	1	7 012 000	-	(4 405 432)	-	2 606 569	2 606 569	-	10 536 000	3 524 000
CDW	201 060	-	(69 060)	-	-	132 000	132 000	-	132 000	132 000
Main roads	-	-	-	-	-	-	-	-		-
Municipal Infrastructure Support Grant	(1 046 497)	-	-	-	-	(1 046 497)	-	1 046 497		-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-		-
Public Transport	-	-	-	-	-	-	-	-		-
Municipal Accreditation and Capacity Building Grant	490 000	256 000	-	-	-	746 000	746 000	-	252 000	(4 000)
Human Settlement Development	2 993 067	-	-	-	-	2 993 067	2 993 067	-	18 499 000	18 499 000
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-		-
Capacity Building (Internship)	826 978	-	(576 978)	-	-	250 000	250 000	-	250 000	250 000
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126		-
Financial Management Support	(300 000)	-	-	-	-	(300 000)	-	300 000		-
Financial Management	300 000	-	-	-	-	300 000	300 000	-		-
Maintenance and Construction of Transport Infrastructure	(7 378 770)	-	-	-	(11 395 142)	(18 773 912)	-	18 773 912	28 092 000	28 092 000
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	477	500 000	-	-	-	500 477	500 477	-	800 000	300 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	1 600 000	1 600 000
Municipal Service Delivery & Capacity Building	600 000	-	-	-	-	600 000	600 000	-	600 000	600 000
Informal Settlements Upgrading Partnership Grant: Provinces	-	-	-	-	-	-	-	-	1 790 000	1 790 000
Sport and Recreation	-	1 029 352	-	-	-	1 029 352	1 029 352	-		
Municipal Energy Resilience Fund	-	954 000	-	-	-	954 000	954 000	-		
District Municipality										
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-		-
Sanitation Infrastructure	(25 090)	-	-	-	(691 455)	(716 545)	-	716 545		-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-		-
Infrastructure	1 311 519	500 000	-	-	(67 460)	1 744 059	1 744 059	-	500 000	-
Covid 19	1 969 326	-	-	-	-	1 969 326	1 969 326	-		-
Safety Project	-	-	-	-	-	-	-	-		-
Other										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	-	635 030	-	-	-	635 030	635 030	-		
Perdekraal Wind Farm	-	250 000	-	-	-	250 000	250 000	-		
										-
Public Contributions										-
Essen Belgium	3 179 030	835 204	-	-	-	4 014 234	4 014 234	-		(835 204)
China - Water meters	7 183	-	-	-	-	7 183	7 183	-		-
Total	**6 780 513**	**89 308 238**	**(646 038)**	**(5 767 404)**	**(36 194 258)**	**53 481 050**	**27 074 130**	**21 043 079**	**230 960 000**	**147 631 144**

OVERTIME AND STANDBY REPORT NOVEMBER 2022

Overtime	Actual YTD	Actual vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021-2022
Administration	0	0.0%	678	678	0	678	0
Cemetries	43,292	67.3%	64,287	64,287	103,900	(39,613)	126,424
Community Halls And Facilities	106,481	95.6%	111,409	111,409	255,554	(144,145)	174,918
Electricity*	871,656	125.3%	695,622	695,622	2,091,975	(1,396,353)	1,400,388
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	10,076	5.0%	200,303	200,303	24,183	176,120	9,894
Housing: Administration	0	0.0%	29,325	29,325	0	29,325	7,293
Human Resources	0	0.0%	792	159	0	792	520
IDP	4,207	282.8%	1,488	1,488	10,098	(8,610)	32,798
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services	1,970	123.8%	1,592	1,592	4,728	(3,136)	1,905
Marketing & Communications	166,279	129.7%	128,169	128,169	399,070	(270,901)	492,729
Mechanical Workshop	112,512	106.7%	105,447	105,447	270,029	(164,582)	230,865
Parks	83,899	120.1%	69,831	69,831	201,359	(131,528)	102,104
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	178,133	95.1%	187,398	187,398	427,520	(240,122)	501,992
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	42,621	65.3%	65,234	65,234	102,290	(37,056)	114,191
Recreational Land	97,692	112.9%	86,507	86,507	234,462	(147,955)	167,954
Roads	135,396	77.1%	175,686	175,686	324,951	(149,265)	344,892
Sewerage	1,018,691	64.3%	1,584,229	1,584,229	2,444,859	(860,630)	2,078,359
Social & Welfare Services	0	0.0%	1,794	1,794	0	1,794	53,591
Solid Waste*	912,707	100.6%	907,634	907,634	2,190,498	(1,282,864)	1,954,579
Stormwater Management	83,836	79.7%	105,176	105,176	201,206	(96,030)	195,366
Supply Chain Management	19,972	88.5%	22,569	22,569	47,933	(25,364)	46,095
Swimming Pools	19,428	38.2%	50,806	50,806	46,626	4,180	111,232
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	0	0.0%	5,819	5,819	0	5,819	615
Traffic	1,922,164	169.6%	1,133,668	1,133,668	4,613,193	(3,479,525)	2,724,803
Treasury*	49,594	51.5%	96,289	96,289	119,026	(22,737)	132,923
Vehicle Licensing & Testing	174,573	216.8%	80,530	80,530	418,975	(338,445)	299,745
Water Distribution	734,035	70.6%	1,039,459	1,039,459	1,761,685	(722,226)	1,455,400
TOTAL OVERTIME	**6,789,217**	**97.1%**	**6,990,931**	**6,990,298**	**16,294,120**	**(9,303,189)**	**12,761,574**

Standby	Actual YTD		Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021-2022
Administration	13,043	88.0%	14,829	14,829	31,304	(16,475)	29,457
Cemetries	51,199	79.5%	64,377	64,377	122,878	(58,501)	124,805
Community Halls And Facilities	74,164	85.0%	87,206	87,206	177,993	(90,787)	168,658
Electricity*	280,780	88.9%	315,874	315,874	673,873	(357,999)	605,393
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	361,752	92.8%	389,695	909,695	868,206	(478,511)	320,877
Housing: Administration	0	0.0%	16,731	16,731	0	16,731	16,418
Human Resources	0		0	0	0	-	0
IDP	0		0	0	0	-	0
Information Tecnology	31,580	55.0%	57,371	57,371	75,793	(18,422)	74,502
Internal Audit	0		0	0	0	-	0
L E D	0		0	0	0	-	0
Library Services	0	0.0%	10,796	10,796	0	10,796	6,849
Marketing & Communications	0		0	0	0	-	0
Mechanical Workshop	87,063	85.3%	102,119	102,119	208,950	(106,831)	200,597
Parks	98,309	87.1%	112,874	112,874	235,943	(123,069)	218,421
Performance Management	0		0	0	0	-	0
Pine Forest*	56,153	81.4%	68,968	68,968	134,768	(65,800)	142,477
Project Management	0		0	0	0	-	0
Property & Legal Services	0		0	0	0	-	0
Public Toilets	0		0	0	0	-	0
Recreational Land	78,742	93.6%	84,086	84,086	188,981	(104,895)	173,144
Roads	253,508	78.6%	322,371	322,371	608,420	(286,049)	538,781
Sewerage	345,251	55.3%	624,139	624,139	828,602	(204,463)	700,163
Social & Welfare Services	0		0	0	0	-	0
Solid Waste*	59,757	71.8%	83,268	83,268	143,417	(60,149)	117,629
Stormwater Management	150,843	87.0%	173,371	173,371	362,022	(188,651)	301,865
Supply Chain Management	37,654	89.0%	42,296	42,296	90,369	(48,073)	83,214
Swimming Pools	5,213	114.0%	4,574	4,574	12,510	(7,936)	23,875
Thusong Centre	0		0	0	0	-	0
Town Secretary	0		0	0	0	-	0
Traffic	543,944	86.1%	631,979	631,979	1,305,466	(673,487)	1,064,470
Treasury*	47,059	80.9%	58,152	58,152	112,942	(54,790)	106,204
Vehicle Licensing & Testing	83,043	99.4%	83,551	83,551	199,303	(115,752)	176,855
Water Distribution	301,536	56.2%	536,699	536,699	723,685	(186,986)	628,305
TOTAL STANDBY	**2,960,594**	**75.6%**	**3,914,057**	**4,434,057**	**7,105,425**	**(3,191,368)**	**5,822,958**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of November 2022 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 13/12/2022

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for December 2022

Financial data is in respect of the period 1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

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

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

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

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

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

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

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

(2) Die staat moet die volgende insluit-

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

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

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

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

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

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

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R9.15 million in comparison to the prior month figure of R10.03 million.

The monthly billing was also done as scheduled and during this process 19 764 accounts amounting to R40.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R5.4. million in comparison to a cost of R6.1 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.8 million in comparison to the prior month figure of R1.8 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 84% in comparison to a rate of 88% for the same month in the previous year.

The municipality issued orders to the value of R 18.7 million of which R2.1 million was in terms of deviations.

The municipality currently has R 120.6 million in its primary bank account and R95 million in investments. The bank balance at the end of the previous month was R76 million with R95 million in investments.

The calculated cost coverage ratio of the municipality as at the end of December 2022 is 3.85 months.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of December 2022 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

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

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R9.15 miljoen in vergelyking met die vorige maand syfer van R10.03 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 764 rekeninge ten bedrae van R40.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R5.4 miljoen en was R6.1 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.8 miljoen in vergelyking met die vorige maand syfer van R1.8 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 84% in vergelyking met 88% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 18.7 miljoen uitgereik, waarvan R2.1 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 120.6 miljoen in die primêre bankrekening met R 95 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R76 miljoen met R95 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van Desember 2022 is 3.85 maande.

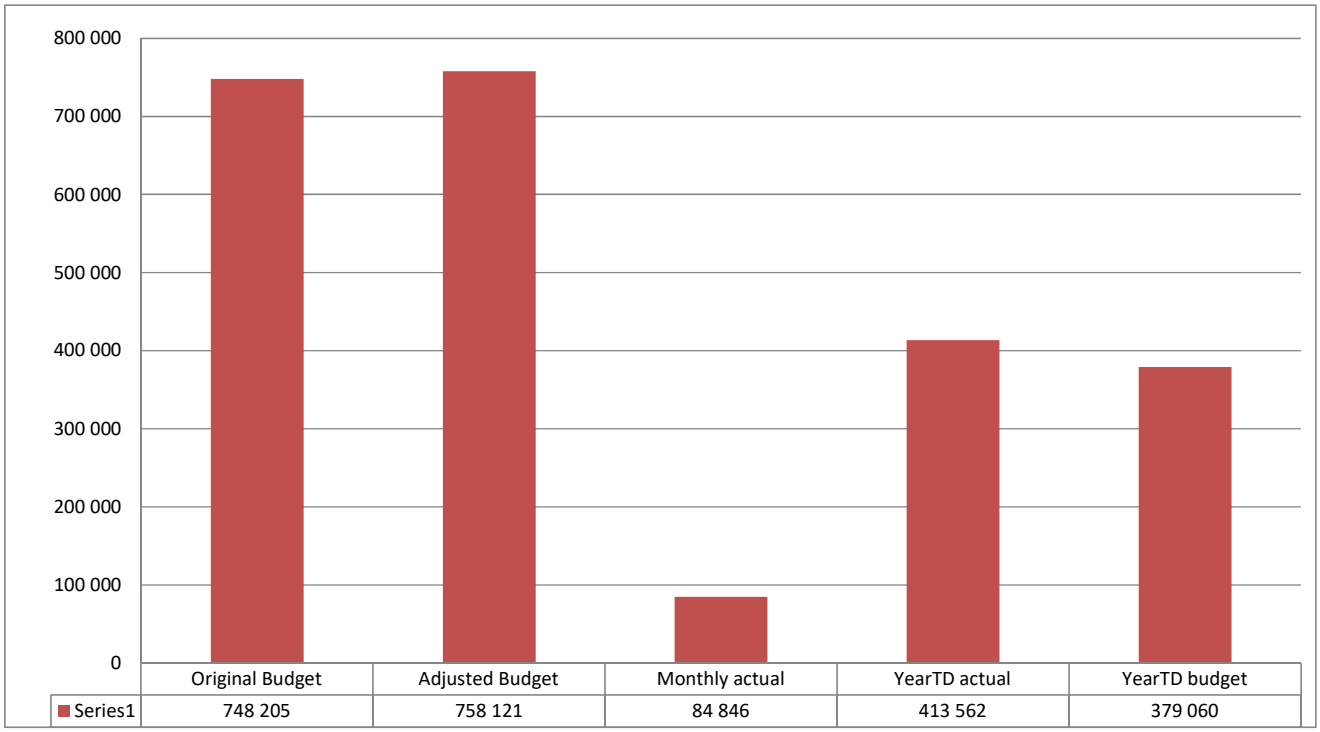
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Desember 2022 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

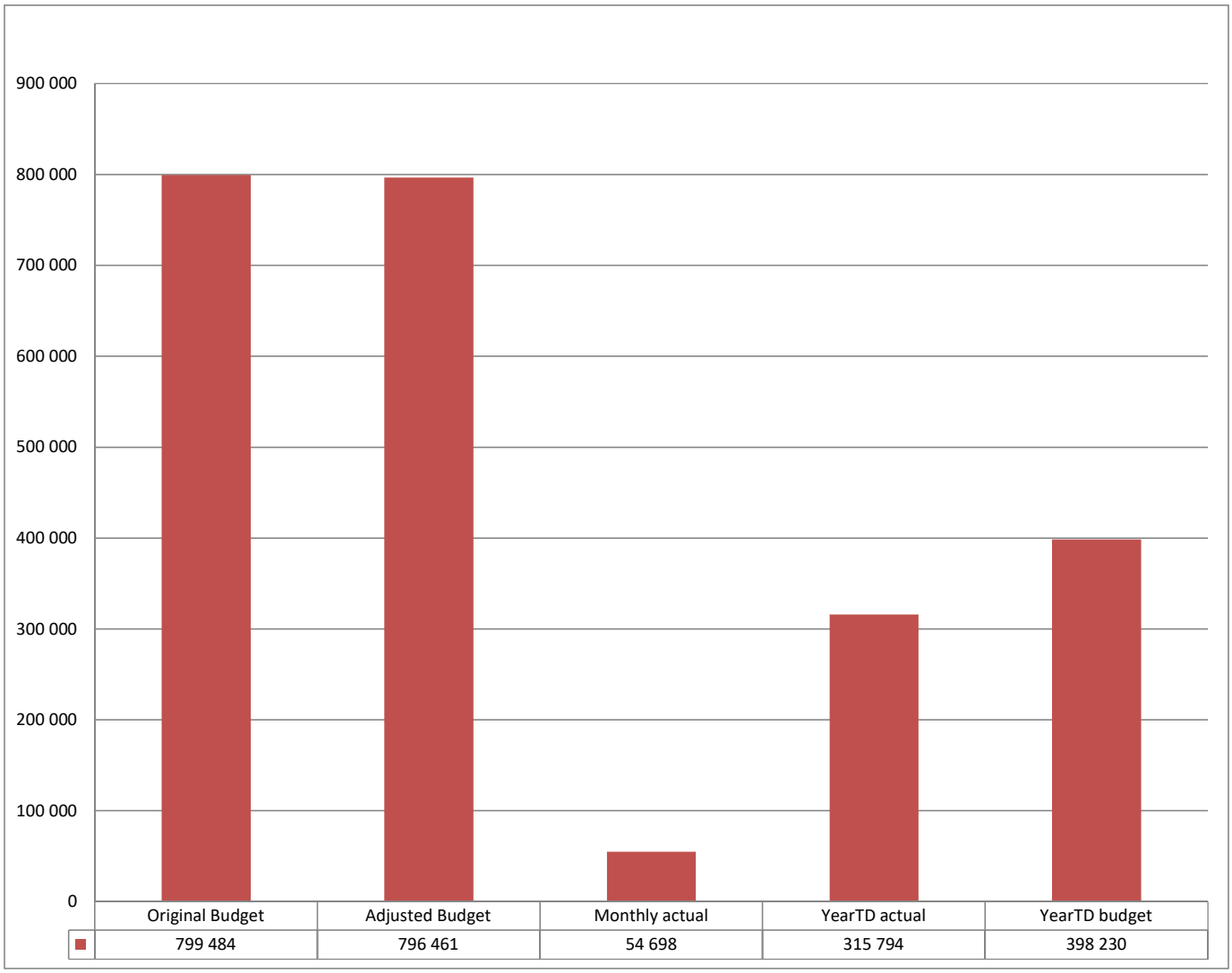
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2022 to 31 December 2022, 54.55% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 tot 31 Desember 2022, is 54.55% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



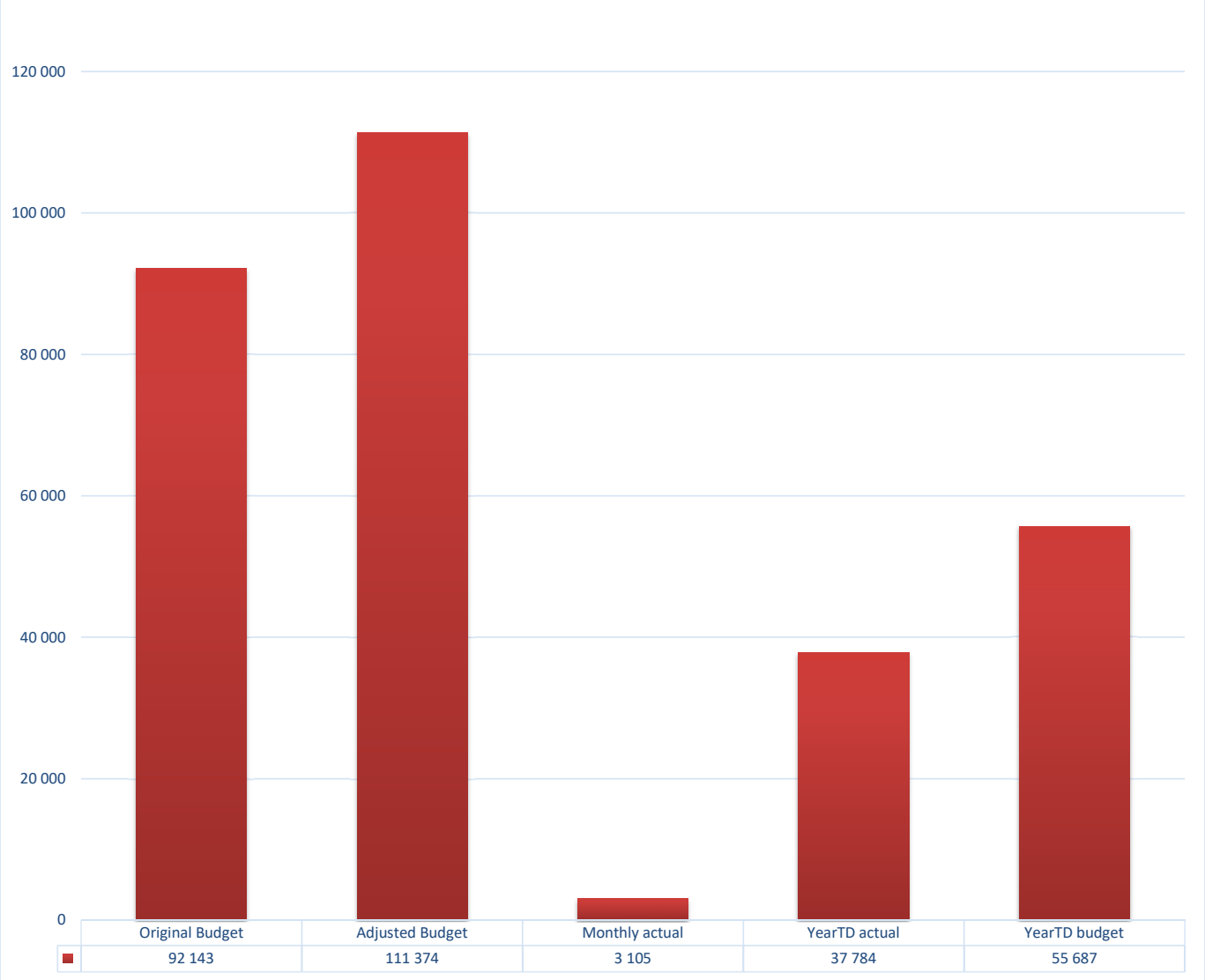
For the period 1 July 2022 to 31 December 2022, 39.65% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 31 Desember 2022, is 39.65% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 31 December 2022, 33.93% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 31 Desember 2022, is 33.93% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

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 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M06 December

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 256	66 690	47 796	18 894	40%	95 592
Service charges	434 782	449 486	449 486	38 291	226 784	224 743	2 041	1%	449 486
Investment revenue	5 580	5 089	5 089	940	5 786	2 545	3 242	127%	5 089
Transfers recognised - operational	124 169	152 300	158 948	35 242	84 016	79 474	4 542	6%	158 948
Other own revenue	62 003	45 738	49 005	5 117	30 286	24 503	5 783	24%	49 005
transfers and contributions)	715 243	748 205	758 121	84 846	413 562	379 060	34 502	9%	758 121
Employee costs	202 247	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846
Remuneration of Councillors	10 070	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	19 794	(19 794)	-100%	39 589
Finance charges	8 948	9 116	9 116	9	51	4 558	(4 507)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 308	18 835	129 603	165 154	(35 551)	-22%	330 308
Transfers and grants	2 624	13 143	13 112	–	903	6 556	(5 653)	-86%	13 112
Other expenditure	128 132	147 827	151 382	18 441	68 088	75 691	(7 602)	-10%	151 382
Total Expenditure	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/(Deficit)	24 734	(51 279)	(38 340)	30 148	97 768	(19 170)	116 938	-610%	(38 340)
Transfers recognised - capital	64 244	53 821	75 229	–	–	37 615	(37 615)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	227	(227)	-100%	453
& contributions	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	37 342
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	37 342
Capital expenditure & funds sources									
Capital expenditure	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Capital transfers recognised	64 905	60 036	73 589	626	32 014	36 794	(4 780)	-13%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	2 479	5 770	13 893	(8 123)	-58%	27 786
Total sources of capital funds	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Financial position									
Total current assets	271 947	242 916	242 916		381 294				242 916
Total non current assets	1 118 690	1 124 460	1 124 460		1 156 473				1 124 460
Total current liabilities	120 617	137 549	137 549		166 467				137 549
Total non current liabilities	234 105	260 296	260 296		237 616				260 296
Community wealth/Equity	1 035 916	969 530	969 530		1 133 684				969 530
Cash flows									
Net cash from (used) operating	97 075	74 035	74 035	44 155	107 365	37 018	70 347	190%	94 625
Net cash from (used) investing	(68 377)	(92 143)	(92 143)	(3 609)	(141 626)	(46 072)	(95 555)	207%	(106 962)
Net cash from (used) financing	876	9 000	9 000	(158)	33	4 500	(4 467)	-99%	33
end	144 880	143 632	143 632	–	110 642	148 186	(37 544)	-25%	151 265
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	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108
Creditors Age Analysis									
Total Creditors	210	82	–	–	–	–	–	–	292

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) - M06 December

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	7 250	80 511	61 828	18 683	30%	123 657
Executive and council	8 088	260	260	3	16	130	(114)	-88%	260
Finance and administration	113 021	120 347	123 396	7 248	80 495	61 698	18 797	30%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	36 998	94 966	87 969	6 997	8%	175 939
Community and social services	121 745	135 103	135 304	35 253	83 883	67 652	16 231	24%	135 304
Sport and recreation	9 438	12 172	12 172	450	2 935	6 086	(3 150)	-52%	12 172
Public safety	14 298	16 035	16 299	1 274	8 039	8 150	(110)	-1%	16 299
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	415	1 518	17 006	(15 488)	-91%	34 012
Planning and development	2 643	4 600	3 119	415	1 518	1 560	(42)	-3%	3 119
Road transport	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Environmental protection	0	10	1 993	–	–	997	(997)	-100%	1 993
Trading services	497 310	489 091	500 069	40 179	236 469	250 035	(13 566)	-5%	500 069
Energy sources	335 811	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Water management	72 814	87 028	91 441	4 872	27 083	45 720	(18 637)	-41%	91 441
Waste water management	37 551	33 120	34 531	12 415	31 273	17 266	14 008	81%	34 531
Waste management	51 135	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Total Revenue - Functional	779 937	802 479	833 803	84 846	413 562	416 902	(3 339)	-1%	833 803
Expenditure - Functional									
Governance and administration	108 349	154 226	154 992	9 438	59 040	77 496	(18 456)	-24%	154 992
Executive and council	23 583	31 784	32 066	2 287	12 572	16 033	(3 461)	-22%	32 066
Finance and administration	82 852	120 211	120 689	6 977	45 272	60 344	(15 072)	-25%	120 689
Internal audit	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Community and public safety	99 148	121 751	119 856	7 819	45 026	59 928	(14 902)	-25%	119 856
Community and social services	27 397	31 831	30 050	2 211	12 913	15 025	(2 112)	-14%	30 050
Sport and recreation	30 250	30 591	30 589	2 437	13 353	15 295	(1 942)	-13%	30 589
Public safety	36 554	42 158	42 040	2 796	16 464	21 020	(4 556)	-22%	42 040
Housing	4 947	17 172	17 177	374	2 296	8 589	(6 292)	-73%	17 177
Economic and environmental services	32 010	37 538	39 576	2 538	16 914	19 788	(2 874)	-15%	39 576
Planning and development	11 200	12 176	12 345	1 007	6 046	6 172	(127)	-2%	12 345
Road transport	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Environmental protection	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Trading services	450 070	485 015	481 084	34 903	194 364	240 542	(46 178)	-19%	481 084
Energy sources	316 479	353 660	355 165	20 929	136 961	177 583	(40 622)	-23%	355 165
Water management	39 383	40 655	40 447	5 480	21 025	20 223	802	4%	40 447
Waste water management	37 782	39 546	39 641	3 961	16 398	19 820	(3 422)	-17%	39 641
Waste management	56 427	51 154	45 831	4 533	19 980	22 916	(2 935)	-13%	45 831
Other	933	953	953	0	450	477	(26)	-6%	953
Total Expenditure - Functional	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096		37 342

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) - M06 December

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	7 250	80 511	61 828	18 683	30%	123 657
Executive and council	8 088	260	260	3	16	130	(114)	-88%	260
Mayor and Council	8 088	–	–	3	16	–	16		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	130	(130)	-100%	260
Finance and administration	113 021	120 347	123 396	7 248	80 495	61 698	18 797	30%	123 396
Administrative and Corporate Support	1	10	10	–	0	5	(4)	-90%	10
Finance	112 606	119 453	122 502	7 066	80 266	61 251	19 015	31%	122 502
Human Resources	354	609	609	181	210	304	(94)	-31%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	2	(2)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	60	78	78	1	19	39	(20)	-52%	78
Community and public safety	146 316	175 474	175 939	36 998	94 966	87 969	6 997	8%	175 939
Community and social services	121 745	135 103	135 304	35 253	83 883	67 652	16 231	24%	135 304
Aged Care	110 799	124 036	124 237	35 200	83 639	62 118	21 520	35%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	14	76	121	(45)	-37%	242
Community Halls and Facilities	186	283	283	36	137	142	(5)	-4%	283
Libraries and Archives	10 498	10 542	10 542	3	31	5 271	(5 240)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	450	2 935	6 086	(3 150)	-52%	12 172
Recreational Facilities	6 547	4 869	4 869	449	2 871	2 435	436	18%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	1	64	3 651	(3 587)	-98%	7 302

Description	2021/22	Budget Year 2022/23							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Public safety	14 298	16 035	16 299	1 274	8 039	8 150	(110)	-1%	16 299
Fire Fighting and Protection	25	7	7	0	4	3	1	0	7
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	415	1 518	17 006	(15 488)	-91%	34 012
Planning and development	2 643	4 600	3 119	415	1 518	1 560	(42)	-3%	3 119
Economic Development/Planning	902	2 149	668	–	–	334	(334)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	415	1 518	749	769	103%	1 497
Project Management Unit	–	954	954	–	–	477	(477)	-100%	954
Road transport	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Environmental protection	0	10	1 993	–	–	997	(997)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	997	(997)	-100%	1 993
Trading services	497 310	489 091	500 069	40 179	236 469	250 035	(13 566)	-5%	500 069
Energy sources	335 811	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Electricity	334 246	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	4 872	27 083	45 720	(18 637)	-41%	91 441
Water Distribution	72 814	70 521	74 933	4 872	27 083	37 466	(10 383)	-28%	74 933
Waste water management	37 551	33 120	34 531	12 415	31 273	17 266	14 008	81%	34 531
Sewerage	36 498	33 120	33 720	12 378	31 169	16 860	14 310	85%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Other	116	126	126	3	98	63	35	55%	126
Licensing and Regulation	116	126	126	3	98	63	35	55%	126
Total Revenue - Functional	779 937	802 479	833 803	84 846	413 562	416 902	(3 339)	-1%	833 803

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M06 December

Description	2021/22	Budget Year 2022/23							
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	108 349	154 226	154 992	9 438	59 040	77 496	(18 456)	-24%	154 992
Executive and council	23 583	31 784	32 066	2 287	12 572	16 033	(3 461)	-22%	32 066
Mayor and Council	14 331	20 035	20 213	1 417	7 316	10 107	(2 791)	-28%	20 213
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 853	869	5 256	5 927	(670)	-11%	11 853
Finance and administration	82 852	120 211	120 689	6 977	45 272	60 344	(15 072)	-25%	120 689
Administrative and Corporate Support	10 523	13 079	14 381	910	4 569	7 190	(2 621)	-36%	14 381
Asset Management	31	1 804	1 804	–	3	902	(899)	-100%	1 804
Finance	34 833	36 843	36 485	4 875	19 802	18 242	1 559	9%	36 485
Fleet Management	4 925	3 146	3 126	334	1 799	1 563	236	15%	3 126
Human Resources	11 708	40 419	40 155	(655)	9 011	20 077	(11 066)	-55%	40 155
Information Technology	3 868	5 135	5 025	112	2 366	2 513	(147)	-6%	5 025
Legal Services	1 368	2 821	2 821	222	775	1 411	(636)	-45%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 188	325	1 980	2 094	(114)	-5%	4 188
Property Services	4 110	1 687	1 683	76	458	842	(384)	-46%	1 683
Risk Management	7	382	382	–	–	191	(191)	-100%	382
Supply Chain Management	7 006	8 381	8 314	632	3 620	4 157	(537)	-13%	8 314
Valuation Service	451	2 325	2 325	146	889	1 162	(273)	-24%	2 325
Internal audit	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Governance Function	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Community and public safety	99 148	121 751	119 856	7 819	45 026	59 928	(11 412)	-19%	119 856
Community and social services	27 397	31 831	30 050	2 211	12 913	15 025	(2 112)	-14%	30 050
Aged Care	6 887	7 985	6 268	462	2 756	3 134	(378)	-12%	6 268
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 892	362	1 850	1 946	(96)	-5%	3 892
Child Care Facilities	36	167	167	–	5	83	(79)	-94%	167
Community Halls and Facilities	5 875	6 675	6 658	466	2 740	3 329	(589)	-18%	6 658
Disaster Management	118	69	69	0	30	35	(4)	-13%	69
Education	1	136	136	–	–	68	(68)	-100%	136
Libraries and Archives	10 969	12 874	12 859	921	5 532	6 429	(898)	-14%	12 859
Sport and recreation	30 250	30 591	30 589	2 437	13 353	15 295	(1 942)	-13%	30 589
Community Parks (including Nurseries)	8 412	8 646	8 716	849	4 453	4 358	95	2%	8 716
Recreational Facilities	15 126	15 400	15 306	1 110	5 954	7 653	(1 699)	-22%	15 306
Sports Grounds and Stadiums	6 712	6 544	6 568	478	2 946	3 284	(338)	-10%	6 568
Public safety	36 554	42 158	42 040	2 796	16 464	21 020	(1 066)	-5%	42 040
Fire Fighting and Protection	9 108	10 820	10 820	740	4 344	5 410	(1 066)	-20%	10 820
Housing	4 947	17 172	17 177	374	2 296	8 589	(6 292)	-73%	17 177
Housing	4 917	16 888	16 893	371	2 270	8 447	(6 177)	-73%	16 893
Informal Settlements	30	284	284	4	26	142	(116)	-82%	284

Description	2021/22	Budget Year 2022/23							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	32 010	37 538	39 576	2 538	16 914	19 788	(2 874)	-15%	39 576
Planning and development	11 200	12 176	12 345	1 007	6 046	6 172	(127)	-2%	12 345
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	184	1 149	1 160	(11)	-1%	2 320
Economic Development/Planning	1 669	1 778	2 018	181	953	1 009	(56)	-6%	2 018
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	424	2 636	2 505	131	5%	5 009
Project Management Unit	2 473	2 998	2 998	218	1 307	1 499	(192)	-13%	2 998
Road transport	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Roads	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Environmental protection	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Biodiversity and Landscape	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Trading services	450 070	485 015	481 084	34 903	194 364	240 542	(46 178)	-19%	481 084
Energy sources	316 479	353 660	355 165	20 929	136 961	177 583	(40 622)	-23%	355 165
Electricity	313 742	347 622	349 129	20 792	136 119	174 565	(38 446)	-22%	349 129
Street Lighting and Signal Systems	2 737	6 038	6 036	137	842	3 018	(2 176)	-72%	6 036
Water management	39 383	40 655	40 447	5 480	21 025	20 223	802	4%	40 447
Water Treatment	201	1 406	1 406	7	88	703	(615)	-88%	1 406
Water Distribution	36 316	34 239	34 451	5 463	19 215	17 226	1 989	12%	34 451
Water Storage	2 866	5 010	4 590	10	1 722	2 295	(573)	-25%	4 590
Waste water management	37 782	39 546	39 641	3 961	16 398	19 820	(3 422)	-17%	39 641
Public Toilets	1 712	1 995	1 995	159	924	997	(73)	-7%	1 995
Sewerage	28 232	28 633	28 743	3 335	12 385	14 372	(1 987)	-14%	28 743
Storm Water Management	7 838	7 358	7 341	467	3 089	3 670	(582)	-16%	7 341
Waste Water Treatment	0	1 561	1 561	–	0	781	(780)	-100%	1 561
Waste management	56 427	51 154	45 831	4 533	19 980	22 916	(2 935)	-13%	45 831
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	40	710	7 681	(6 971)	-91%	15 362
Solid Waste Removal	35 105	35 220	29 903	4 491	19 238	14 951	4 287	29%	29 903
Street Cleaning	174	566	566	2	32	283	(251)	-89%	566
Other	933	953	953	0	450	477	(26)	-6%	953
Licensing and Regulation	33	53	53	0	0	26	(26)	-100%	53
Tourism	900	900	900	–	450	450	(0)	0%	900
Total Expenditure - Functional	690 510	799 484	796 461	54 698	315 794	398 230	(78 946)	-20%	796 461
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	37 342

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) - M06 December

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	6 911	79 968	59 940	20 028	33,4%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	35 744	87 126	81 286	5 840	7,2%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 457	8 262	8 458	(196)	-2,3%	16 916
Vote 4 - Technical Services	512 276	505 741	533 049	40 693	237 949	266 524	(28 575)	-10,7%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	53	320	693	(373)	-53,8%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	833 803	84 858	413 626	416 902	(3 276)	-0,8%	833 803
Vote 1 - Financial Services	34 002	51 044	50 622	5 026	20 477	25 311	(4 834)	-19,1%	50 622
Vote 2 - Community Services	74 834	96 548	96 925	6 095	34 713	48 462	(13 750)	-28,4%	96 925
Vote 3 - Corporate Services	78 251	118 517	119 490	4 371	39 150	59 745	(20 595)	-34,5%	119 490
Vote 4 - Technical Services	481 802	519 140	515 138	37 319	210 227	257 569	(47 341)	-18,4%	515 138
Vote 5 - Municipal Manager	11 383	14 235	14 287	1 086	6 321	7 143	(822)	-11,5%	14 287
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	680 271	799 484	796 461	53 897	310 888	398 230	(87 342)	-21,9%	796 461
Surplus/ (Deficit) for the year	99 649	2 995	37 342	30 961	102 737	18 671	84 066	450,2%	37 342

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) - M06 Decembe

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 256	66 690	47 796	18 894	40%	95 592
Service charges - electricity revenue	326 894	337 388	337 388	19 712	159 817	168 694	(8 876)	-5%	337 388
Service charges - water revenue	46 201	49 810	49 810	4 021	22 642	24 905	(2 263)	-9%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	11 910	28 775	16 026	12 749	80%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 648	15 550	15 118	432	3%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	273	2 242	1 708	534	31%	3 416
Interest earned - external investments	5 580	5 089	5 089	940	5 786	2 545	3 242	127%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 295	11 427	4 555	6 872	151%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	924	5 010	5 569	(559)	-10%	11 137
Licences and permits	1 198	2 216	2 216	49	566	1 108	(542)	-49%	2 216
Agency services	4 415	4 249	4 249	303	2 548	2 124	424	20%	4 249
Transfers recognised - operational	124 169	152 300	158 948	35 242	84 016	79 474	4 542	6%	158 948
Other revenue	16 804	15 609	18 877	1 273	8 492	9 438	(946)	-10%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 243	748 205	758 121	84 846	413 562	379 060	34 502	9%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846
Remuneration of councillors	10 070	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Debt impairment	50 764	46 031	46 031	10 693	29 058	23 016	6 042	26%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	19 794	(19 794)	-100%	39 589
Finance charges	8 948	9 116	9 116	9	51	4 558	(4 507)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	17 895	122 807	157 205	(34 398)	-22%	314 411
Other materials	14 449	16 154	15 898	940	6 796	7 949	(1 153)	-15%	15 898
Contracted services	33 782	52 776	55 331	3 306	15 187	27 665	(12 479)	-45%	55 331
Transfers and grants	2 624	13 143	13 112	–	903	6 556	(5 653)	-86%	13 112
Other expenditure	40 337	49 019	50 019	4 441	23 844	25 009	(1 165)	-5%	50 019
Loss on disposal of PPE	3 248	0	0	–	–	0	(0)	-100%	0
Total Expenditure	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/(Deficit)	24 734	(51 279)	(38 340)	30 148	97 768	(19 170)	116 938	(0)	(38 340)
Transfers recognised - capital	64 244	53 821	75 229	–	–	37 615	(37 615)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	227	(227)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	89 427	2 995	37 342	30 148	97 768	18 671			37 342
Surplus/(Deficit) attributable to	89 427	2 995	37 342	30 148	97 768	18 671			37 342
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671			37 342

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel

Hire 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) - M06 December

Vote Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	2 467	23 170	34 649	(11 479)	-33%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	53 353	55 390	69 298	2 467	23 170	34 649	(11 479)	-33%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 974	180	189	–	67	94	(28)	-29%	189
Vote 2 - Community Services	4 487	10 126	10 126	20	83	5 063	(4 980)	-98%	10 126
Vote 3 - Corporate Services	685	650	940	45	182	470	(287)	-61%	940
Vote 4 - Technical Services	14 282	25 797	30 822	573	14 281	15 411	(1 130)	-7%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	22 428	36 753	42 077	638	14 614	21 038	(6 424)	-31%	42 077
Total Capital Expenditure	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M06 December

Vote Description R thousands	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Capital Expenditure - Standard Classification									
Governance and administration	4 719	2 180	2 730	51	294	1 365	(1 071)	-78%	2 730
Executive and council	–	340	400	51	139	200	(61)	-31%	400
Finance and administration	4 719	1 840	2 330	–	155	1 165	(1 010)	-87%	2 330
Community and public safety	3 991	9 976	10 206	14	54	5 103	(5 049)	-99%	10 206
Community and social services	667	1 222	1 222	14	20	611	(591)	-97%	1 222
Sport and recreation	3 084	8 754	8 754	–	34	4 377	(4 343)	-99%	8 754
Public safety	240	–	230	–	–	115	(115)	-100%	230
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	33 901	1 004	23 793	16 950	6 843	40%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	1 004	23 793	16 950	6 843	40%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	2 036	13 643	32 269	(18 626)	-58%	64 538
Energy sources	9 573	4 000	7 622	1 078	2 226	3 811	(1 586)	-42%	7 622
Water management	20 159	23 954	28 366	–	7 878	14 183	(6 305)	-44%	28 366
Waste water management	2 448	16 653	18 097	957	3 528	9 049	(5 521)	-61%	18 097
Waste management	21 754	10 453	10 453	–	12	5 227	(5 215)	-100%	10 453
Total Capital Expenditure - Standard Cla	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Funded by:									
National Government	48 069	51 371	54 993	384	21 402	27 497	(6 094)	-22%	54 993
Provincial Government	16 432	7 712	17 207	–	9 909	8 603	1 305	15%	17 207
District Municipality	404	500	935	242	691	468	224	48%	935
Transfers recognised - capital	64 905	60 036	73 589	626	32 014	36 794	(4 780)	-13%	73 589
Borrowing	1 478	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	2 479	5 770	13 893	(8 123)	-58%	27 786
Total Capital Funding	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374

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

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M06 December

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	110 652	143 632
Call investment deposits	–	–	–	95 000	–
Consumer debtors	99 615	63 769	63 769	116 757	63 769
Other debtors	18 418	26 034	26 034	49 356	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	9 481	9 529	9 481
Total current assets	271 947	242 916	242 916	381 294	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 081 628	1 110 967	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 124 460	1 156 473	1 124 460
TOTAL ASSETS	1 390 637	1 367 376	1 367 376	1 537 767	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 203	611
Consumer deposits	11 549	8 732	8 732	11 831	8 732
Trade and other payables	61 869	99 286	99 286	113 202	99 286
Provisions	45 302	28 921	28 921	40 230	28 921
Total current liabilities	120 617	137 549	137 549	166 467	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	237 089	248 076
Total non current liabilities	234 105	260 296	260 296	237 616	260 296
TOTAL LIABILITIES	354 721	397 846	397 846	404 083	397 846
NET ASSETS	1 035 916	969 530	969 530	1 133 684	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	959 088	1 121 144	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	969 530	1 133 684	969 530

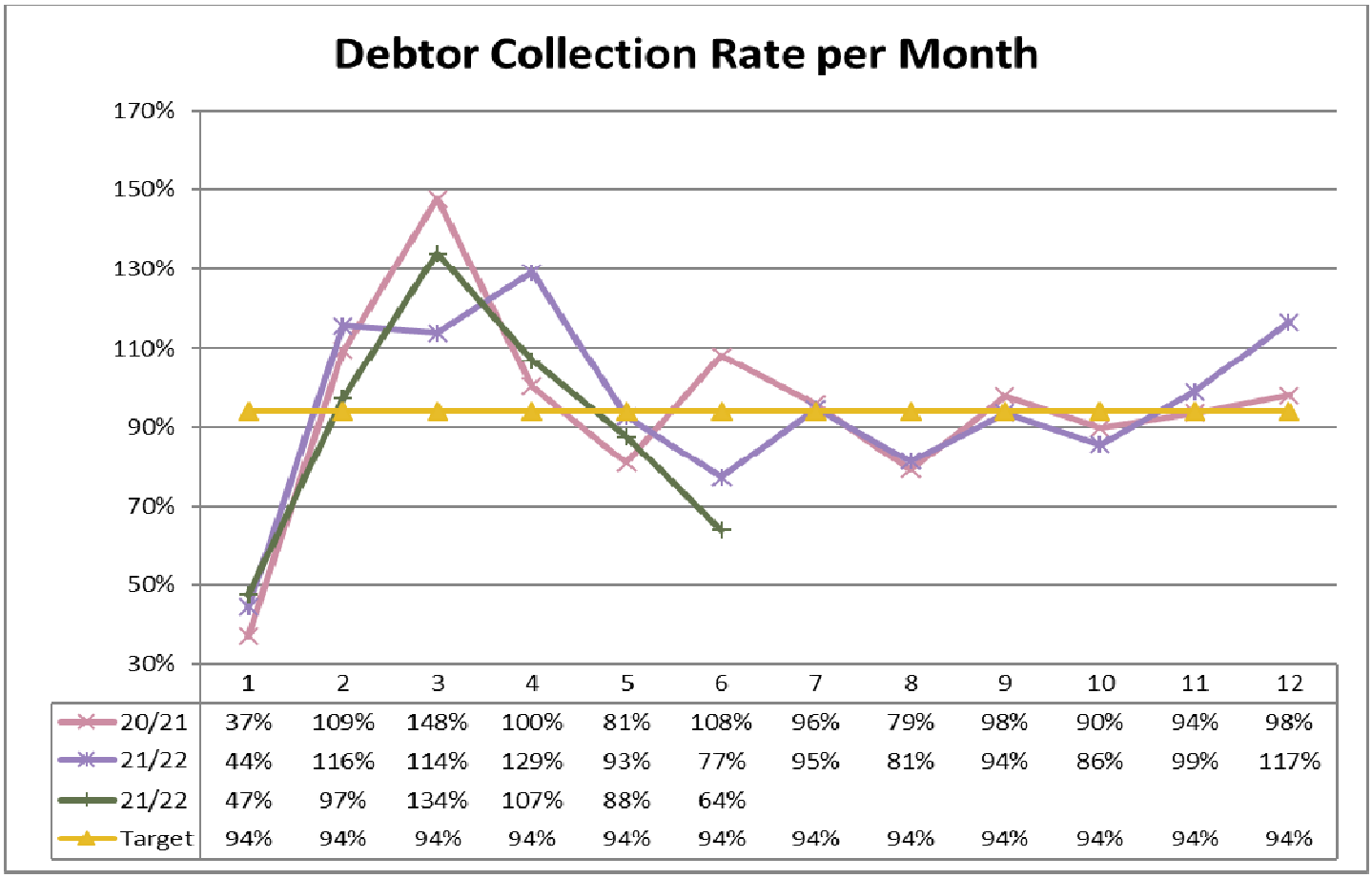
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M06 December

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	5 433	57 333	47 139	10 194	22%	94 278
Service charges	376 330	469 912	469 912	30 844	235 162	234 956	206	0%	469 912
Other revenue	32 529	14 898	14 898	486	10 387	7 449	2 938	39%	14 898
Government - operating	102 407	149 721	149 721	35 003	94 676	74 861	19 816	26%	151 705
Government - capital	66 276	62 680	62 680	23 555	51 986	31 340	20 646	66%	81 286
Interest	22 831	14 200	14 200	350	3 187	7 100	(3 913)	-55%	14 200
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(51 507)	(344 445)	(365 827)	(21 382)	6%	(731 653)
Finance charges	(226)	–	–	(10)	(10)	–	10		–
Transfers and Grants	–	–	–	–	(911)	–	911		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	74 035	44 155	107 365	37 018	29 427	79%	94 625
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(95 000)	–	(95 000)		–
Payments									
Capital assets	(68 377)	(92 143)	(92 143)	(3 609)	(46 640)	(46 072)	568	-1%	(111 374)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(68 377)	(92 143)	(92 143)	(3 609)	(141 626)	(46 072)	95 555	-207%	(106 962)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	(49)	140	–	140		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	(109)	(107)	(500)	(393)	79%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	(158)	33	4 500	4 467	99%	33
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	40 388	(34 228)	(4 554)			6 394
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		110 642	148 186			151 265

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M06 December

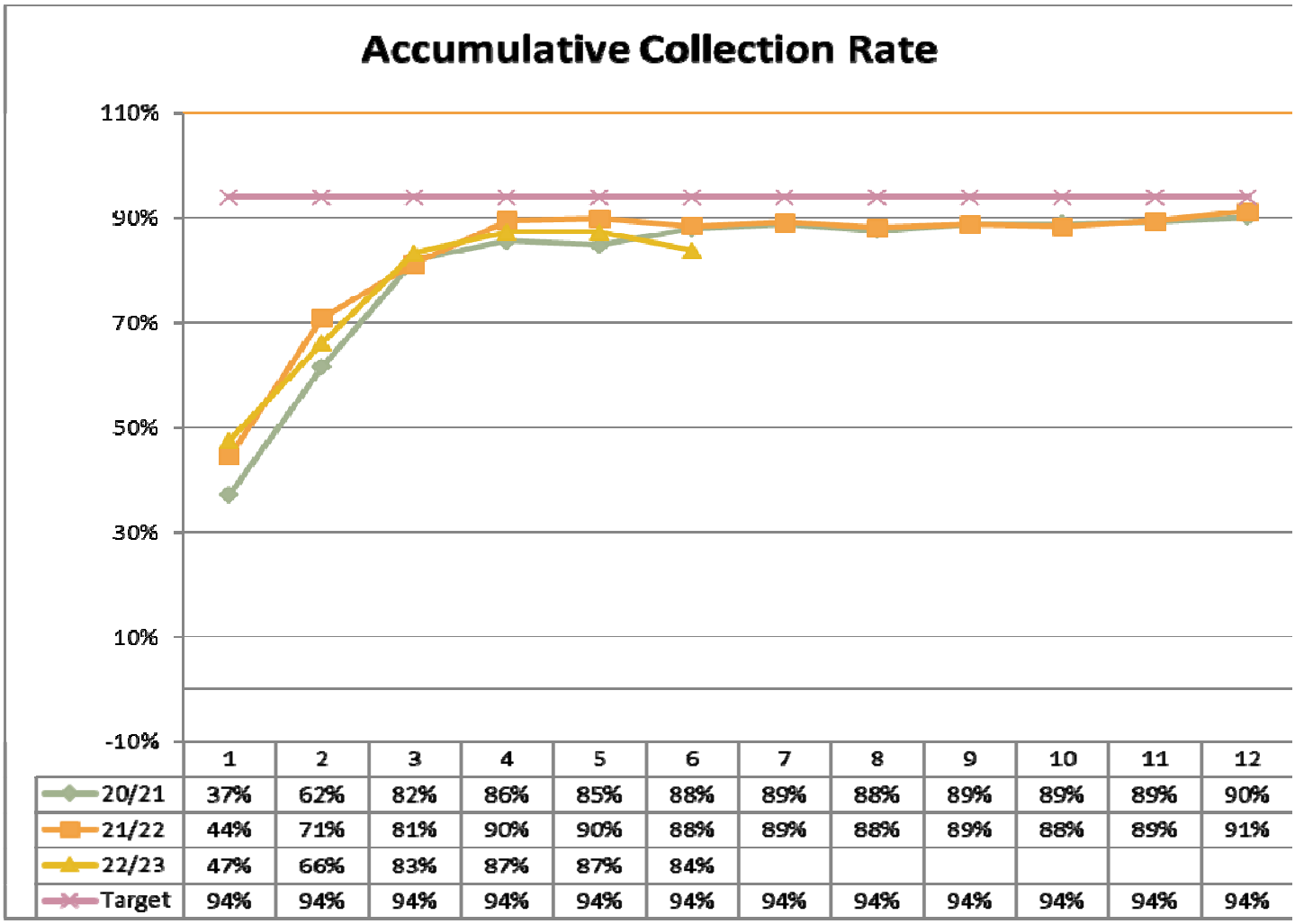
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	18 894	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	(8 876)	Higher winter tariffs and increased electricity usage during winter months - downward trend experienced starting from October. Based on historical data usage expected to increase during last quarter of financial year.
	Service charges - water revenue	(2 263)	Seasonal fluctuations experienced as well as lower dam levels due to lower winter rains experienced in relation to prior years.
	Service charges - sanitation revenue	12 749	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August and December 2022 - reversal of August billing to be done during January 2023
	Service charges - refuse revenue	432	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	534	Immaterial Variance.
	Interest earned - external investments	3 242	More funds available for investment due to low initial capital expenditure as well as increase in interest rates.
	Interest earned - outstanding debtors	6 872	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(559)	Immaterial Variance.
	Licences and permits	(542)	Immaterial Variance.
	Agency services	424	Immaterial Variance.
	Transfers and subsidies	4 542	Revenue in respect of capital grants only recognised when capitalisation of related grant expenditure is processed.
	Other revenue	(946)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	511	Immaterial Variance.
	Post Employment Provisions	(9 258)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(581)	Immaterial Variance.
	Debt impairment	6 042	Adjustment to debt impairment provision based on provision included in draft Annual Financial Statements and debtors aging as at end of December.
	Depreciation & asset impairment	(19 794)	No depreciation runs done to date.
	Finance charges	(4 507)	Finance charges relating to landfill sites recognised on an annual basis.
	Bulk purchases - electricity	(34 398)	Payment of Bulk Purchases for July to November only, 1 month outstanding.
	Inventory consumed	(1 153)	Immaterial Variance.
	Contracted services	(12 479)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Transfers and subsidies	(5 653)	Delay in Housing Top Structures.
	Other expenditure	(1 165)	Decline in expenditure in respect of items such as Hire Charges and Travel and Subsistence.
	Losses	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(17 903)	Expenditure expected to increase as capital projects are rolled out during financial year.
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	10 194	Annual Property Rates billed during July due at end of September.
	Service charges	206	Immaterial Variance.
	Other revenue	2 938	Increased receipts pertaining to camping fees during December 2022 and agency fees relating to vehicle registrations.
	Government - operating	19 816	Second Equitable Share tranch received during December 2022.
	Government - capital	20 646	MIG, RBIG, WSIG and Van Breda Bridge Project funding received.
	Interest	(3 913)	Conservative approach to budgeting followed.
	Dividends	–	
	Payments		
	Suppliers and employees	(21 382)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Finance charges	10	Immaterial Variance.
	Transfers and Grants	911	Immaterial Variance.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	64%						
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 December 2022 amounts to 64% in comparison to the previous year 77%.

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 Desember 2022 64% beloop in vergelyking met die vorige jaar 77%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%	87%	87%	84%						
Target	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%	94%

The purpose of this graph is to illustrate effectiveness of collection of debt against targets set for the year. The target for the year to date is 94% while the actual figure is 84%.

The payment culture of consumers are still the same which has a negative impact on collections.

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 84% beloop.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

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

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M06 December

Description	NT Code	Budget Year 2022/23									
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	11 728	1 916	1 780	1 696	1 739	1 583	9 551	78 489	108 481	93 058
Electricity	1300	17 126	939	942	535	482	344	2 369	3 814	26 550	7 543
Property Rates	1400	6 399	1 094	1 035	6 309	537	359	1 876	21 986	39 594	31 066
Waste Water Management	1500	19 222	1 223	1 157	1 092	1 056	968	5 467	41 116	71 302	49 700
Waste Management	1600	9 504	1 503	1 399	1 331	1 263	1 138	6 160	43 073	65 371	52 965
Property Rental Debtors	1700	190	14	13	13	13	13	74	1 293	1 623	1 406
Interest on Arrear Accounts	1810	1 313	157	196	361	231	235	1 938	62 269	66 700	65 034
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 581)	40	31	36	35	28	523	1 375	(2 513)	1 997
Total By Income Source	2000	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108	302 770
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 912	1 006	972	905	275	108	791	3 180	9 149	5 259
Commercial	2300	26 303	719	720	3 620	482	380	2 833	14 781	49 838	22 097
Households	2400	32 255	4 972	4 680	6 434	4 432	4 017	23 290	227 042	307 121	265 215
Other	2500	431	189	181	413	167	164	1 044	8 411	11 001	10 200
Total By Customer Group	2600	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108	302 770

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M06 December

Description R thousands	NT Code	Budget Year 2022/23								
		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	210	82	–	–	–	–	–	–	292
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	210	82	–	–	–	–	–	–	292

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:

-Amounts did not appear on statement

-Account is in dispute

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M06 December

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								
Nedbank Ltd	Fixed deposit - 7 months					–	–	30 000
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	20 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	35 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	10 000
TOTAL INVESTMENTS AND INTEREST				–		–	–	95 000

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 - M06 December

Description	Budget Year 2022/23							
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:	3 787	3 787	–	2 986	1 894	–		3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 237	2 237	–	1 436	1 119	317	28,4%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	775	775	100,0%	1 550
Provincial Government:	24 266	24 266	–	8 222	12 133	(3 911)	-32,2%	24 266
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	10 517	10 517	–	7 012	5 259	1 753	33,3%	10 517
Specify (Add grant description)	131	131	–	–	66	(66)	-100,0%	131
Specify (Add grant description)	256	2 018	–	1 210	1 009	201	19,9%	2 018
Specify (Add grant description)	13 362	11 600	–	–	5 800	(5 800)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	1 720	–	1 720		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	1 984	1 984	–	885	992	(107)	-10,8%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	28 053	–	12 928	14 027	(1 099)	-7,8%	41 637
						–		
Capital Transfers and Grants						–		
National Government:	60 031	60 031	10 046	36 947	30 016	6 931	38,5%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	10 046	21 806	12 546	9 260	73,8%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	12 030	9 620	2 411	25,1%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	7 851	(4 740)	-60,4%	15 701
Provincial Government:	2 649	18 979	13 509	15 039	9 489	5 550	58,5%	18 979
Specify (Add grant description)	500	500	–	500	250	250	100,0%	500
Specify (Add grant description)	1 029	1 029	–	1 029	515	515	100,1%	1 029
Specify (Add grant description)	1 120	17 450	13 509	13 509	8 725	4 785	54,8%	17 450
District Municipality:	–	–	–	500	–	500		30 037
All Grants	–	–	–	500	–	500		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	23 555	52 486	39 505	12 981	32,9%	109 046
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	23 555	65 414	53 531	11 882	22,2%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

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

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M06 December

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	240	1 602	–	1 602	–
2014 African Nations Championship Host City Operating Grant [Schedule 5B]	–	–	–	–	–	–	–
Agriculture Research and Technology	–	–	198	1 202	–	1 202	–
Arts and Culture Sustainable Resource Management	–	–	42	400	–	400	–

Provincial Government:	–	–	–	–	–	–	–
Public Transport Network Operations Grant [Schedule 5B]	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	1 130	–	1 130	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	58	262	–	262	–
Provincial Government:	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	–	1 486	–	1 486	–
District Municipality:	–	–	36	104	–	104	–
All Grants	–	–	36	104	–	104	–
Other grant providers:	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	94	4 670	–	4 670	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	334	6 272	–	6 272	–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M06 December

Summary of Employee and Councillor remuneration R thousands	Budget Year 2022/23							
	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	8 716	8 716	681	4 265	4 358	(93)	-2%	8 716
Pension and UIF Contributions	1 231	1 231	113	699	615	83	14%	1 231
Medical Aid Contributions	257	257	7	40	128	(89)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	469	869	(400)	-46%	1 738
Housing Allowances	166	166	–	–	83	(83)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	331	2 063	2 315	(252)	-11%	4 630
Pension and UIF Contributions	992	992	28	170	496	(326)	-66%	992
Medical Aid Contributions	171	171	–	5	85	(80)	-94%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	63	373	564	(191)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	455	666	(211)	-32%	1 332
Cellphone Allowance	90	176	31	167	88	79	90%	176
Housing Allowances	195	195	23	141	97	43	45%	195
Other benefits and allowances	145	103	4	27	51	(25)	-48%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	549	3 401	4 363	(962)	-22%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 666	10 640	64 004	65 333	(1 329)	-2%	130 666
Pension and UIF Contributions	21 415	21 406	1 794	10 804	10 703	101	1%	21 406
Medical Aid Contributions	9 867	9 867	715	4 318	4 933	(615)	-12%	9 867
Overtime	11 713	11 199	2 069	11 837	5 600	6 237	111%	11 199
Performance Bonus	13 329	13 329	826	4 967	6 665	(1 698)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	513	3 242	3 300	(58)	-2%	6 599
Cellphone Allowance	548	602	60	349	301	48	16%	602
Housing Allowances	1 223	1 223	98	596	612	(16)	-3%	1 223
Other benefits and allowances	4 422	4 942	504	3 080	2 471	609	25%	4 942
Payments in lieu of leave	3 264	3 264	(2 188)	(657)	1 632	(2 289)	-140%	3 264
Long service awards	–	–	80	482	–	482	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	5 254	14 512	(9 258)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 120	15 985	108 275	116 060	(7 785)	-7%	232 120
TOTAL SALARY, ALLOWANCES &	259 244	252 954	17 413	117 149	126 477	(9 328)	-7%	252 954
% increase								
TOTAL MANAGERS AND STAFF	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846

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 - M06 December

Description	Ref	Budget Year 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	5 433	–	–	–	–	–	36 945
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	22 792	–	–	–	–	–	193 780
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	3 107	–	–	–	–	–	22 763
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	1 689	–	–	–	–	–	5 213
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	1 738	–	–	–	–	–	11 338
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	1 518	–	–	–	–	–	1 657
Rental of facilities and equipment		268	170	383	210	452	173	–	–	–	–	–	(1 652)
Interest earned - external investments		443	385	366	668	975	350	–	–	–	–	–	8 999
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	61	–	–	–	–	–	3 677
Licences and permits		129	1 400	102	84	1 004	(793)	–	–	–	–	–	394
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	287	–	–	–	–	–	149 172
Other revenue		48 658	5 627	2 611	3 893	1 781	35 760	–	–	–	–	–	(94 197)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	72 116	–	–	–	–	–	344 247
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	23 555	–	–	–	–	–	33 712
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	(49)	–	–	–	–	–	8 592
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	(20 000)	25 000	–	–	–	–	–	–	95 000
Total Cash Receipts by Source		1 103	75 410	82 823	29 137	73 789	95 623	–	–	–	–	–	490 537
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	17 059	–	–	–	–	–	87 654
Remuneration of councillors		1 189	971	1 027	1 008	998	998	–	–	–	–	–	(6 191)
Interest paid		–	–	–	–	–	10	–	–	–	–	–	(10)
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	20 580	–	–	–	–	–	185 654
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	1 686	–	–	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	3 702	–	–	–	–	–	38 086
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	–	–	–	–	–	97 689
General expenses		3 933	4 763	6 005	3 513	5 459	5 207	–	–	–	–	–	(28 881)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	49 241	–	–	–	–	–	389 854
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	3 609	–	–	–	–	–	64 735
Repayment of borrowing		–	–	–	(2)	–	109	–	–	–	–	–	(1 107)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	2 276	–	–	–	–	–	5 521
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	55 235	–	–	–	–	–	459 003
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	(23 366)	11 605	40 388	–	–	–	–	–	31 534
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	58 649	70 254	110 642	110 642	110 642	110 642	110 642	110 642
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	58 649	70 254	110 642	110 642	110 642	110 642	110 642	110 642	142 177

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M06 December

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 281	6 124	6 124	9 281	3 157	34,0%	5%
August	4 632	7 679	9 281	5 634	11 758	18 562	6 804	36,7%	11%
September	3 700	7 679	9 281	7 586	19 344	27 844	8 499	30,5%	17%
October	217	7 679	9 281	10 705	30 049	37 125	7 076	19,1%	27%
November	2 677	7 679	9 281	4 630	34 679	46 406	11 727	25,3%	31%
December	5 676	7 679	9 281	3 105	37 784	55 687	17 903	32,1%	34%
January	8 436	7 679	9 281	–		64 968	–		
February	6 403	7 679	9 281	–		74 249	–		
March	7 601	7 679	9 281	–		83 531	–		
April	10 559	7 679	9 281	–		92 812	–		
May	6 816	7 679	9 281	–		102 093	–		
June	71 424	7 679	9 281	–		111 374	–		
Total Capital expenditure	128 142	92 143	111 374	37 784					

SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

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

No competitive bids are currently in the advertisement stage.

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

Geen mededingende tenders is tans in die adverteringsfase nie.

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022 12-Dec-2022	K Dingilizwe
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022	21-Nov-2022	N Jacobs
08/2/19/78	Appointment of an Auctioneer	19-Sep-2022	25-Oct-2022	M Frieslaar
08/2/19/79	Provision of online electronic CIPC (companies and intellectual property commission) and Credit search services	19-Sep-2022	16-Nov-2022	M Frieslaar
08/2/20/02	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags	03-Oct-2022	09-Nov-2022	M Frieslaar
08/2/20/03	Road markings in the Witzenberg Municipal area	03-Nov-2022	23-Nov-2022	E Lintnaar
08/2/20/04	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	03-Nov-2022	25-Nov-2022	E Lintnaar
08/2/20/13	Supply, delivery installation, commissioning and maintenance of an end-to-end Voice over IP and unified communication solution, including cabling, networking and connectivity for witzenberg municipality for a period of five years	19-Dec-2022	Awaiting	R Rhode
08/2/20/28	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	24-Nov-2022	Awaiting	R Hendricks
08/2/20/29	Supply and delivery of Disposable bags for refuse removal	24-Nov-2022	15-Dec-2022	J Jacobs
08/2/20/34	Supply and delivery of computer hardware	24-Nov-2022	30-Nov-2022	R Rhode
08/2/20/38	Supply and delivery of copy paper	24-Nov-2022	Awaiting	M Frieslaar

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER

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

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/12	Supply and delivery of toilet paper and chemicals	16-Sep-2022	08-Nov-2022	M Frieslaar
08/2/20/18	Appointment of a service provider for a coaching and mentoring course (US 114215)	06-Oct-2022	12-Oct-2022	I Barnard
08/2/20/26	Lease of the café building at the Pine Forest holiday resort (Re-advertisement)	30-Nov-2022	08-Dec-2022	R Afrika
08/2/20/27	Supply, delivery and offloading of water pipe repair items	20-Oct-2022	16-Nov-2022	M Frieslaar
08/2/20/31	Supply,delivery and offloading of Wooden transmission poles	31-Oct-2022	23-Nov-2022	M Frieslaar
08/2/20/39	Supply and fit new high pressure pump to trailer mounted sewer jet machine	29-Nov-2022	07-Dec-2022	O Gatyene
08/2/20/44	Building, supply and fit of two custom aluminium canopies including a drawer system for two Nissan NP200 Bakkies	01-Dec-2022	Awaiting	O Gatyene
08/2/20/46	Hiring of 7 ton Digger loader for Witzenberg area	05-Dec-2022	Awaiting	J Jacobs
08/2/20/47	Hiring of Bull dozer	05-Dec-2022	Awaiting	J Jacobs
08/2/20/48	Service provider for training of municipal officials on a horticultural skills programme	30-Nov-2022	05-Dec-2022	I Barnard
08/2/20/49	Engine Repairs to Isuzu KB200 Including the Recovery / Tow in of The Vehicle from Ceres to Bidder's Workshop	02-Dec-2022	12-Dec-2022	O Gatyene
08/2/20/51	Appointment of Practicing Attorney to act on behalf of the municipality against persons who is in contravention of the national building regulations	09-Dec-2022	Awaiting	L Nieuwenhuis

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality	04-Nov-2021	15-Dec-2021 21-Apr-2022 18-Aug-2022 24-Aug-2022	06-Dec-2022
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/19/71	Supply of Banking services to Witzenberg Municipality	20-Oct-2022	08-Dec-2022 20-Dec-2022 21-Dec-2022	21-Dec-2022
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022	20-Dec-2022	-
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	08-Dec-2022	21-Dec-2022
08/2/20/33	Construction of Public ablution facility at Lyell street sportsfield, Ceres	17-Nov-2022	20-Dec-2022 21-Dec-2022	-

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

3.2.1.4 Tenders toegeken

The following bids were awarded by the Bid Adjudication Committee during the month of December 2022:

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Desember 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/19/48	06-Dec-2022	Makaza Concrete Mixers CC	Supply and deliver hot mixed asphalt, all-weather cold mix asphalt bags & bitumen emulsion drums Cluster 1 – Hot mixed Asphalt	Bidder scored the highest points	R 3 726 874.00
		Diphororo Consulting (PTY) Ltd	Cluster 2: Bitumen Emulsion		R 3 449 450.30
		Carboncor Distribution SA (PTY) Ltd	Cluster 3: Cold mix Bags		R 2 158 320.00
08/2/19/50	16-Nov-2022	Bohlabela Systems (PTY) Ltd	Disconnection, reconnection, inspection and replacement of Electricty supply at pole and meter box in Witzenberg Municipal area	Bidder scored the highest points	R 1 646 000.00
08/2/19/55	22-Dec-2022	Syntell (PTY) Ltd	The Supply, Maintenance of Digital Speed Cameras and the Administration of the Back Office	Bidder scored the highest points	R 4 785 253.50

The following competitive bids were awarded by the Accounting Officer during the month of December 2022:

Die volgende mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende Desember 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Value (incl. VAT)
08/2/20/08	22-Dec-2022	Keineli Investments CC T/A Megaflow	Electrical and Mechanical maintenance of water and sewer pump stations, treatment works and related infrastructure in Witzenberg area	Bidder scored the highest points	R 12 788 605.00

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/19/61	06-Dec-2022	Manufacture and delivery of prefabricated toilet facilities	Funds are no longer available to cover the total expenditure
08/2/20/05	21-Dec-2022	The Construction of the new ablution facility for the multi-purpose courts & 'vlakkie' cricket facility at Prince Alfred Hamlet	Funds are no longer available to cover the total expenditure
08/2/20/15	12-Dec-2022	Training of municipal officials on accredited electrical modular courses	No acceptable bids were received
08/2/20/16	12-Dec-2022	Service provider for training of municipal officials (Health and Safety)	No acceptable bids were received
08/2/20/40	09-Dec-2022	Body repairs to Light Commercial Vehicles	No bids were received
08/2/20/43	09-Dec-2022	Supply, delivery and manufacturing of 5 steel pavilions	No bids were received
08/2/20/59	14-Dec-2022	Appointment of an Independent Investigator with the relevant Legal qualification	No bids were received

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

The following written price quotations were approved during the month of December 2022:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Desember 2022:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
176129	02-Dec-2022	R van der Ross Transport	Transport for 30 Youth of Witzenberg to attend Leadership training camp	Only responsive quotation	R 3 450.00 (Incl. VAT)	Chief Financial Officer
176255	12-Dec-2022	Van der Merwe Houtsaery CC	Supply, Delivery and Assemble of a Wendy Security guard hut	Only responsive quotation	R 13 463.20 (Incl. VAT)	Chief Financial Officer
176294	14-Dec-2022	JC Services	Removal of Building Rubble with a 10m^2 Truck	Lowest responsive quotation	R 23 460.00 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of December 2022:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Desember 2022:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/20/19	14-Dec-2022	Zibar Security Services (PTY) Ltd T/A Firearm Competency Assessment Training Centre	Training of Municipal officials in terms of Regulation 21 of the Fire Arms control act	Bidder scored the highest points	R 47 437.50 (Incl. VAT)	Director: Corporate Services
08/2/20/37	21-Dec-2022	HCB Valuations and Services (PTY) Ltd	Service provider for compilation and maintenance of Supplementary valuation roll	Bidder scored the highest points	R 48 150.00 (Incl. VAT)	Chief Financial Officer
08/2/20/52	14-Dec-2022	Roy Steele & Associates CC	Appointment of a service provider to assist with the recruitment and selection process of Deputy Director Finance	Only responsive bidder	R 44 850.00 (Incl. VAT)	Director: Corporate Services
08/2/20/55	07-Dec-2022	Johan Bezuidenhout Attorneys	Appointment of attorney to draft tender contract	Bidder scored the highest points	R 180 000.00 (Incl. VAT)	Director: Corporate Services
08/2/20/56	12-Dec-2022	West Coast Builders CC	Supply, delivery and offloading of Calcium Hypochlorite 25KG	Bidder scored the highest points	R 191 820.00 (Incl. VAT)	Acting Director: Technical Services / Chief Financial Officer

3.2.1.8 Appeals

The following appeals were lodged or dealt with by the Accounting Officer during the month of December 2022:

3.2.1.8 Appèlle

Die volgende appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Desember 2022:

Bid number	Bid title	Date of appeal	Appellant	Reason for appeal	Status
08-2-19-58	Provision of security services, tactical and crowd control management at municipal buildings and sites in the witzenberg municipal area	02-Dec-2022	CRJ Security Risk Training Services	Error in bid process	Appeal was dismissed by the Western Cape High Court
		07-Dec-2022	GAP Management (Pty) Ltd	Error in bid process	Appeal was dismissed by the Municipality

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of December 2022 which totals R 2 129 012:

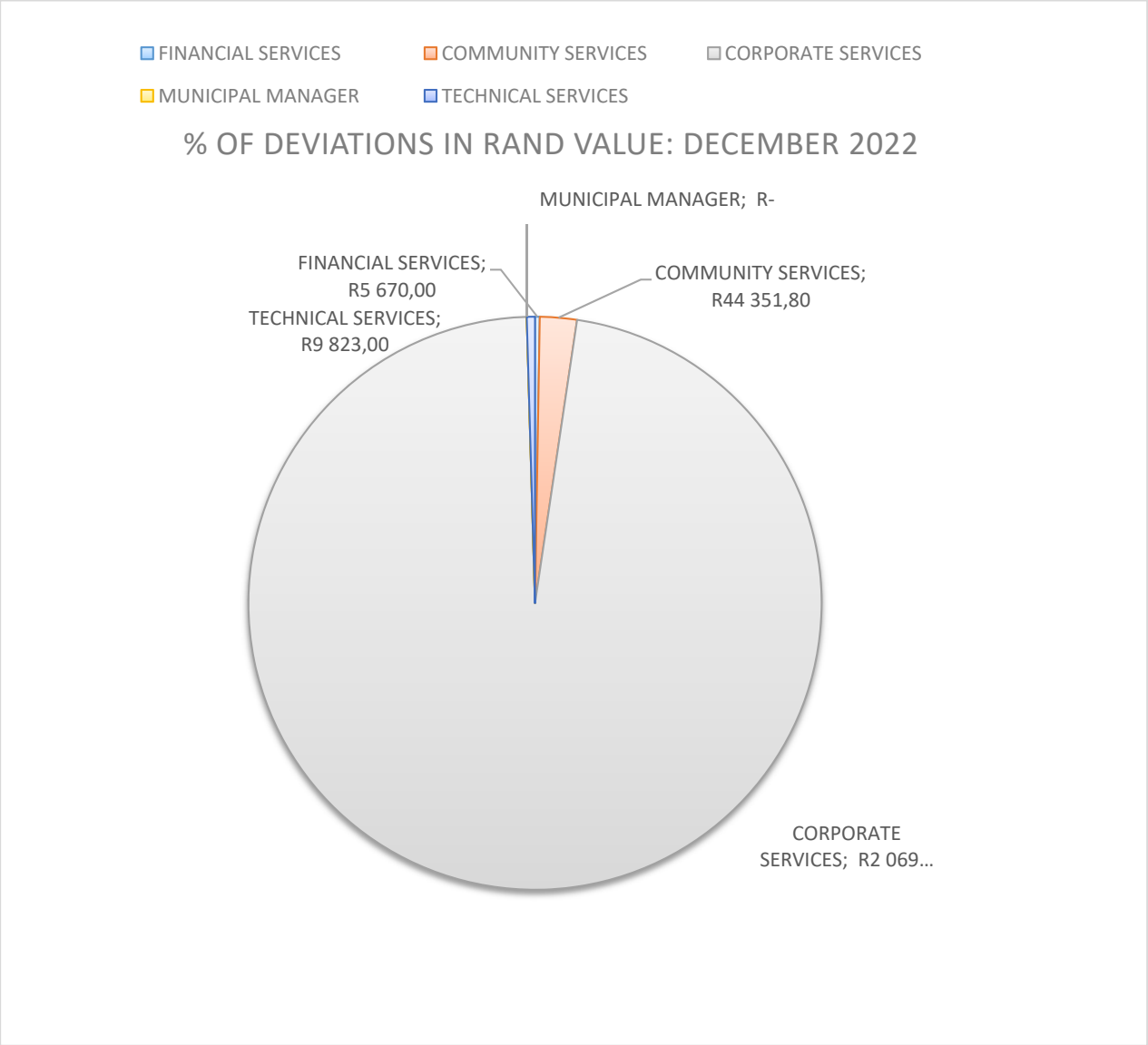
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Desember 2022 wat beloop op die totaal van R 2 129 012:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
03-Aug-22	SABS Commercial (SOC) Ltd	eNATIS 3% Levy	Single supplier	10157570	1 660,05
06-Sep-22	Telkom SA Ltd	Supply of telephony services	Single supplier	600189	196 722,94
01-Dec-22	Witzenberg Herald	Public Notice: Bella Vista Rugby Club	Impractical	176122	6 240,00
06-Dec-22	Telkom SA	Provision of telephony services	Impractical	176184	1 800 000,00
06-Dec-22	Cimso Business Solutions Africa (PTY) Ltd	Annual License Fees: Innkeeper	Impractical	176199	44 351,80
07-Dec-22	Witzenberg Herald	Publish Notice: Draft 2021/22 Annual report for Public comments	Single supplier	176206	5 670,00
09-Dec-22	Witzenberg Herald	Publish Notice: Refuse removal during festive season	Single supplier	176251	5 148,00
12-Dec-22	Total Computer Services (PTY) Ltd	6 Month Software License fees - Traffic Management system	Single supplier	176272	50 439,00
12-Dec-22	Witzenberg Herald	Publish Notice: Mayoral Christmas message and operating hours	Single supplier	176270	7 488,00
13-Dec-22	Witzenberg Herald	Publish Notice: Council Meetings 2023	Single supplier	176276	4 536,00
14-Dec-22	Engineering Council of South Africa	Annual Membership fees: K Dingilizwe	Single supplier	176314	4 675,00
15-Dec-22	Dräger SA (PTY) Ltd	Supply of Mouth Pieces for Alcohol tests	Single supplier	176323	2 081,50
21-Dec-22	CN Construction	Emergency repair to roof at Kliprug Hall PAH	Emergency	176396	8 000,00
21-Dec-22	JC Services CC	Hiring of Skiploader	Emergency	176402	44 620,00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
October 2022	R 354 318	R29 680 684.59	1.19%
November 2022	R 1 509 585	R25 257 754.37	5.97%
December 2022	R 2 129 012	R18 760 357.15	11.34%

DEVIATIONS PER DIRECTORATE:



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	Oct 2022	Nov 2022	Dec 2022
Value of inventory at hand	R 7 487 603	R 8 203 345	R 8 445 302
Turnover rate of total value of inventory	1.27	1.24	1.21
Date of latest stores reconciliation	31 Dec 2022		
Date of last stock count	06 Dec 2022		
Date of next stock count	14 Mar 2023		

Cash Flow Forecast

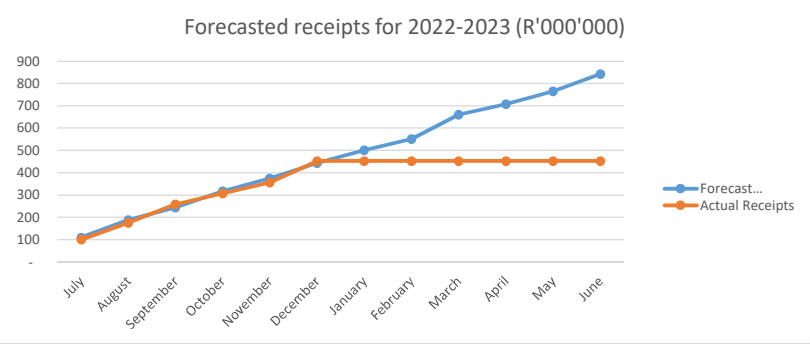
Current commitments against cash

Cash Book Balance plus Investments	R	205 642 274
Total Commitments		(R139 475 164)
Unspent Grants		(R27 880 795)
Outstanding orders exlcluding grants		(R24 393 156)
Eskom Account		(R16 951 006)
Consumer Deposits		(R11 830 629)
Required Annual Contribution to the Provi		(R29 052 145)
Provision Current Employee Benefits		(R29 367 434)
Uncommitted Cash Balance	R	66 167 110

The estimated cost coverage ratio is as follow

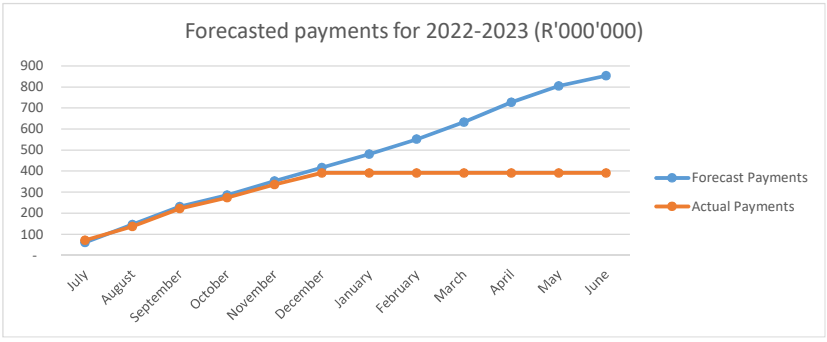
		Current
Bank Balance	R	205 642 274
Average fixed cost per month	R	53 460 029
Ratio		3,85

The ratio indicates that the municipality has sufficient cash available to cover its fixed cost for the next 3,85 months.This is slightly below the acceptable norm of 3 months



It is estimated that cash receipts will amount to R835 m for the 2022-2023 Financial Year
The performance of actual receipts against projected receipts for the month can be summarised as follow

Month	Projected Receitps	Actual Receipts
October	R73m	R49m
November	R57m	R49m
December	R70m	R96m



It is estimated that cash payments will amount to R834 m for the 2022-2023 Financial Year
The performance of actual payments against projected payments for the month can be summarised as follow

Month	Projected Payments	Actual payments
October	R55m	R53m
November	R67m	R62m
December	R63m	R55m

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2022 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2023	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)	Current Year Allocation	
									(DORA) Allocation Division of Revenue Amendment	Not Yet Received
	R	R	R	R	R	R	R	R		
National Government Grants										
Finance Management Grant	-	1 550 000	-	(399 918)	-	1 150 082	1 150 082	-	1 550 000	-
Municipal infrastructure Grant	1 273 038	21 806 000	-	-	(12 940 615)	10 138 423	10 138 423	-	24 980 000	3 174 000
Regional Bulk Infrastructure Grant (DWAF)	(2 160 011)	12 030 000	-	-	(8 665 555)	1 204 434	1 204 434	-	20 000 000	7 970 000
Integrated National Electricity Program	3 873 783	-	-	-	(870 300)	3 003 483	3 003 483	-	12 762 000	12 762 000
Equitable share	-	82 453 000	-	-	-	82 453 000		-	106 000 000	23 547 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-		-
Expanded Public Works Programme	-	1 435 652	-	(1 202 217)	-	233 435	233 435	-	2 617 000	1 181 348
Neighbourhood Development Plan	321	-	-	-	-	321	321	-		-
Water Service Infrastructure Grant	-	3 111 000	-	-	(1 948 121)	1 162 879	1 162 879	-		
Provincial Government Grants										
Library services	1	7 012 000	-	(5 232 943)	-	1 779 058	1 779 058	-	10 536 000	3 524 000
CDW	201 060	-	(69 060)	-	-	132 000	132 000	-	132 000	132 000
Main roads	-	-	-	-	-	-	-	-		-
Municipal Infrastructure Support Grant	(1 046 497)	-	-	-	-	(1 046 497)	-	1 046 497		-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-		-
Public Transport	-	-	-	-	-	-	-	-		-
Municipal Accreditation and Capacity Building Grant	490 000	256 000	-	-	-	746 000	746 000	-	252 000	(4 000)
Human Settlement Development	2 993 067	-	-	-	-	2 993 067	2 993 067	-	18 499 000	18 499 000
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-		-
Capacity Building (Internship)	826 978	-	(576 978)	-	-	250 000	250 000	-	250 000	250 000
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126		-
Financial Management Support	(300 000)	-	-	-	-	(300 000)	-	300 000		-
Financial Management	300 000	-	-	-	-	300 000	300 000	-		-
Maintenance and Construction of Transport Infrastructure	(7 378 770)	13 509 487	-	-	(11 395 142)	(5 264 425)	-	5 264 425	28 092 000	14 582 513
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	477	500 000	-	-	-	500 477	500 477	-	800 000	300 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	1 600 000	1 600 000
Municipal Service Delivery & Capacity Building	600 000	-	-	-	-	600 000	600 000	-	600 000	600 000
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	-	-	-	-	-	-	-	-	1 790 000	1 790 000
Sport and Recreation	-	1 029 352	-	-	-	1 029 352	1 029 352	-		
Municipal Energy Resilience Fund	-	954 000	-	-	-	954 000	954 000	-		
District Municipality										
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-		-
Sanitation Infrastructure	(25 090)	-	-	-	(691 455)	(716 545)	-	716 545		-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-		-
Infrastructure	1 311 519	500 000	-	-	(67 460)	1 744 059	1 744 059	-	500 000	-
Covid 19	1 969 326	-	-	-	-	1 969 326	1 969 326	-		-
Safety Project	-	-	-	-	-	-	-	-		-
Other										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	-	635 030	-	-	-	635 030	635 030	-		
Perdekraal Wind Farm	-	250 000	-	-	-	250 000	250 000	-		
										-
Public Contributions										-
Essen Belgium	3 179 030	835 204	-	-	-	4 014 234	4 014 234	-		(835 204)
China - Water meters	7 183	-	-	-	-	7 183	7 183	-		-
Total	**6 780 513**	**147 866 725**	**(646 038)**	**(6 835 078)**	**(36 578 647)**	**110 587 475**	**35 668 067**	**7 533 592**	**230 960 000**	**89 072 657**

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	0	0	9	46	55
Motor Accident	0	0	0	14	14
Public Liability	0	0	3	20	23
Glass	0	0		1	1
Money loss	0	0	0	0	0
	0	0	12	81	93

High Value Third Party Claims

Claim Description	Value
Third party Fell on pavement after stepping into hole covered by grass	R 585 766
Third party stepped into hole of manhole cover on c/o Friesland & Delta Street,	R 628 370
Third party broke ankle after stepping in open storm channel	R 986 285
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee	R 2 551 000
Electrical fault causing damages to third party household items	R 52 202
Third Party Elec Serv. (Five YO Boy burned at Pumpstation)	R 1 210 000

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Fenching stolen at Wolseley Landfill site	R 148 000
Storm Damage to Pine Forest Resort	R 269 984
Vandalism at Nduli Pumpstaion	R 942 425
Vandalism to transfomer	R 200 000
Burglary and theft Tulbagh stores	R 186 390
Theft and Vandalism at Vredebes Subatation	R 2 412 727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	57	14	24	1	0
New Claims	0	0	0	0	0
Claims Closed	2	0	1	0	0
Closing Balance	55	14	23	1	0

OVERTIME & STANDBY REPORT DESEMBER 2022

Overtime	YTD 2022/2023	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	0	0.0%	678	678	0	678	0
Cemetries	56,064	87.2%	64,287	64,287	112,128	-47,841	56,064
Community Halls And Facil	140,244	125.9%	111,409	111,409	280,489	-169,080	140,244
Electricity*	1,074,543	154.5%	695,622	695,622	2,149,086	-1,453,464	1,074,543
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	19,239	9.6%	200,303	200,303	38,478	161,825	19,239
Housing: Administration	0	0.0%	29,325	29,325	0	29,325	0
Human Resources	0	0.0%	792	159	0	792	0
IDP	8,662	582.1%	1,488	1,488	17,324	-15,836	8,662
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services	1,970	123.8%	1,592	1,592	3,940	-2,348	1,970
Marketing & Communicati	193,529	151.0%	128,169	128,169	387,059	-258,890	193,529
Mechanical Workshop	138,761	131.6%	105,447	105,447	277,523	-172,076	138,761
Parks	108,522	155.4%	69,831	69,831	217,045	-147,214	108,522
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	226,672	121.0%	187,398	187,398	453,344	-265,946	226,672
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	50,275	77.1%	65,234	65,234	100,551	-35,317	50,275
Recreational Land	121,656	140.6%	86,507	86,507	243,313	-156,806	121,656
Roads	157,860	89.9%	175,686	175,686	315,720	-140,034	157,860
Sewerage	1,216,879	76.8%	1,584,229	1,584,229	2,433,758	-849,529	1,216,879
Social & Welfare Services	0	0.0%	1,794	1,794	0	1,794	0
Solid Waste*	1,079,181	118.9%	907,634	907,634	2,158,361	-1,250,727	1,079,181
Stormwater Management	98,889	94.0%	105,176	105,176	197,779	-92,603	98,889
Supply Chain Management	23,417	103.8%	22,569	22,569	46,835	-24,266	23,417
Swimming Pools	34,054	67.0%	50,806	50,806	68,107	-17,301	34,054
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	0	0.0%	5,819	5,819	0	5,819	0
Traffic	2,368,626	208.9%	1,133,668	1,133,668	4,737,252	-3,603,584	2,368,626
Treasury*	57,342	59.6%	96,289	96,289	114,683	-18,394	57,342
Vehicle Licensing & Testing	191,074	237.3%	80,530	80,530	382,149	-301,619	191,074
Water Distribution	882,447	84.9%	1,039,459	1,039,459	1,764,894	-725,435	882,447
TOTAL OVERTIME	**8,249,909**	**118.0%**	**6,990,931**	**6,990,298**	**16,499,818**	**-9,508,887**	**8,249,909**

Standby	YTD 2022/2023	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	15,130	102.0%	14,829	14,829	30,261	-15,432	15,130
Cemetries	61,480	95.5%	64,377	64,377	122,960	-58,583	61,480
Community Halls And Facil	90,862	104.2%	87,206	87,206	181,725	-94,519	90,862
Electricity*	344,713	109.1%	315,874	315,874	689,427	-373,553	344,713
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	442,510	113.6%	389,695	909,695	885,021	-495,326	442,510
Housing: Administration	0	0.0%	16,731	16,731	0	16,731	0
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	37,375	65.1%	57,371	57,371	74,749	-17,378	37,375
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	0	0.0%	10,796	10,796	0	10,796	0
Marketing & Communicati	0		0	0	0	0	0
Mechanical Workshop	106,877	104.7%	102,119	102,119	213,753	-111,634	106,877
Parks	116,731	103.4%	112,874	112,874	233,461	-120,587	116,731
Performance Managemen	0		0	0	0	0	0
Pine Forest*	68,543	99.4%	68,968	68,968	137,087	-68,119	68,543
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	0		0	0	0	0	0
Recreational Land	94,313	112.2%	84,086	84,086	188,626	-104,540	94,313
Roads	308,504	95.7%	322,371	322,371	617,009	-294,638	308,504
Sewerage	409,292	65.6%	624,139	624,139	818,585	-194,446	409,292
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	74,244	89.2%	83,268	83,268	148,489	-65,221	74,244
Stormwater Management	183,473	105.8%	173,371	173,371	366,946	-193,575	183,473
Supply Chain Managemen	44,404	105.0%	42,296	42,296	88,808	-46,512	44,404
Swimming Pools	6,555	143.3%	4,574	4,574	13,110	-8,536	6,555
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	651,269	103.1%	631,979	631,979	1,302,538	-670,559	651,269
Treasury*	53,030	91.2%	58,152	58,152	106,060	-47,908	53,030
Vehicle Licensing & Testing	94,782	113.4%	83,551	83,551	189,565	-106,014	94,782
Water Distribution	356,221	66.4%	536,699	536,699	712,442	-175,743	356,221
TOTAL STANDBY	**3,560,310**	**91.0%**	**3,914,057**	**4,434,057**	**7,120,620**	**-3,206,563**	**3,560,310**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of December 2022 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 13/01/2023

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for January 2023

Financial data is in respect of the period 1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

(a) Actual revenue, per revenue source;
(b) actual borrowings;
(c) actual expenditure, per vote;
(d) actual capital expenditure, per vote;
(e) the amount of any allocations received;
(f) actual expenditure on those allocations, excluding expenditure on—
(i) its share of the local government equitable share; and
(ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
(g) when necessary, an explanation of—
(i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
(ii) any material variances from the service delivery and budget implementation plan; and
(iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

(a) werklike inkomste per bron van inkomste;
(b) werklike lenings;
(c) die werklike uitgawes per stem;
(d) die werklike kapitaalbesteding, per stem;
(e) die bedrag van enige toekennings ontvang;
(f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
(i) sy deel van die plaaslike regering billike deel;
(ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
(g) wanneer dit nodig is, 'n verduideliking van-
(i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
(ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;
(iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

(a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
(b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R9.58 million in comparison to the prior month figure of R9.15 million.

The monthly billing was also done as scheduled and during this process 19 732 accounts amounting to R34.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R5.4. million in comparison to a cost of R6.2 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.8 million in comparison to the prior month figure of R1.8 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 88% in comparison to a rate of 89% for the same month in the previous year.

The municipality issued orders to the value of R 29.5 million of which R151 thousand was in terms of deviations.

The municipality currently has R 151.5 million in its primary bank account and R60 million in investments. The bank balance at the end of the previous month was R120.6 million with R95 million in investments.

The calculated cost coverage ratio of the municipality as at the end of January 2023 is 3.85 months.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of January 2023 .

C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R9.58 miljoen in vergelyking met die vorige maand syfer van R9.15 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 732 rekeninge ten bedrae van R40.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R5.4 miljoen en was R6.2 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.8 miljoen in vergelyking met die vorige maand syfer van R1.8 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 88% in vergelyking met 89% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 29.5 miljoen uitgereik, waarvan R151 duisend ten opsigte van afwykings is.

Die munisipaliteit het R 151.5 miljoen in die primêre bankrekening met R 60 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R120.6 miljoen met R95 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van Januarie 2023 is 3.85 maande.

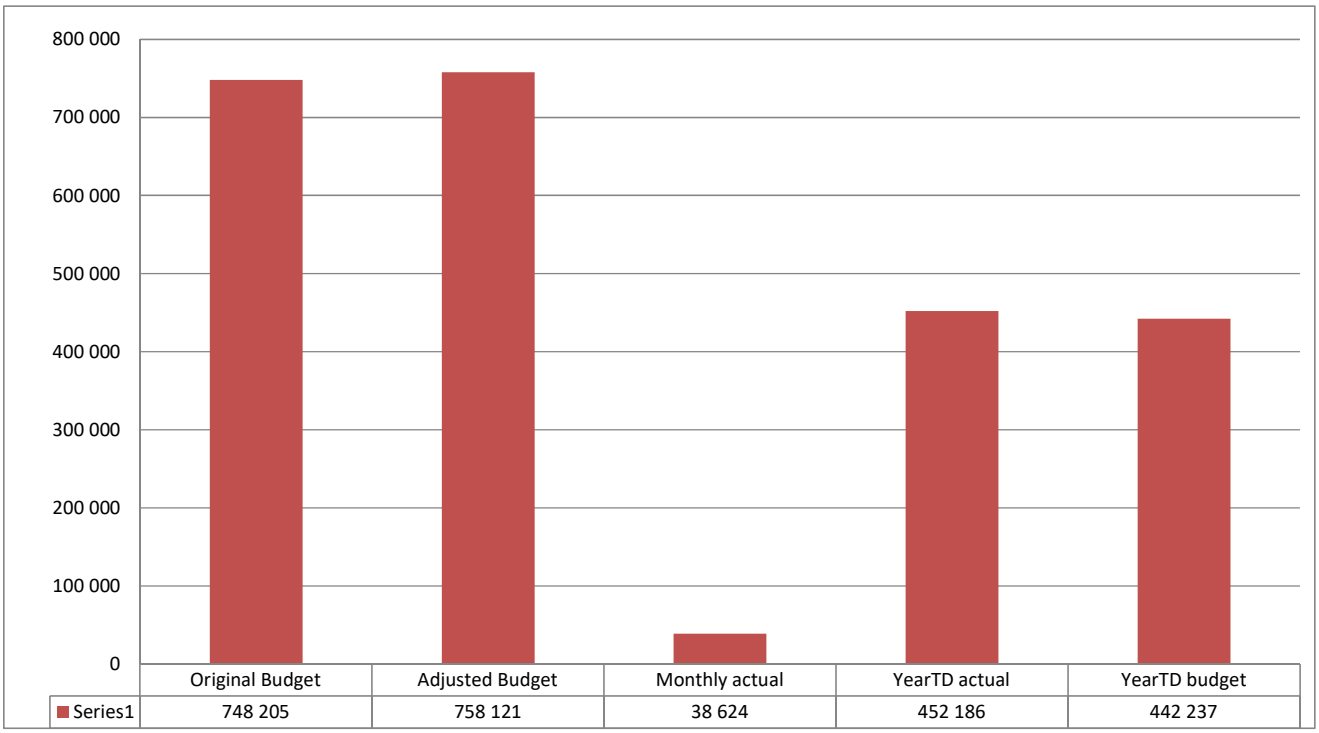
B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Januarie 2023 .

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

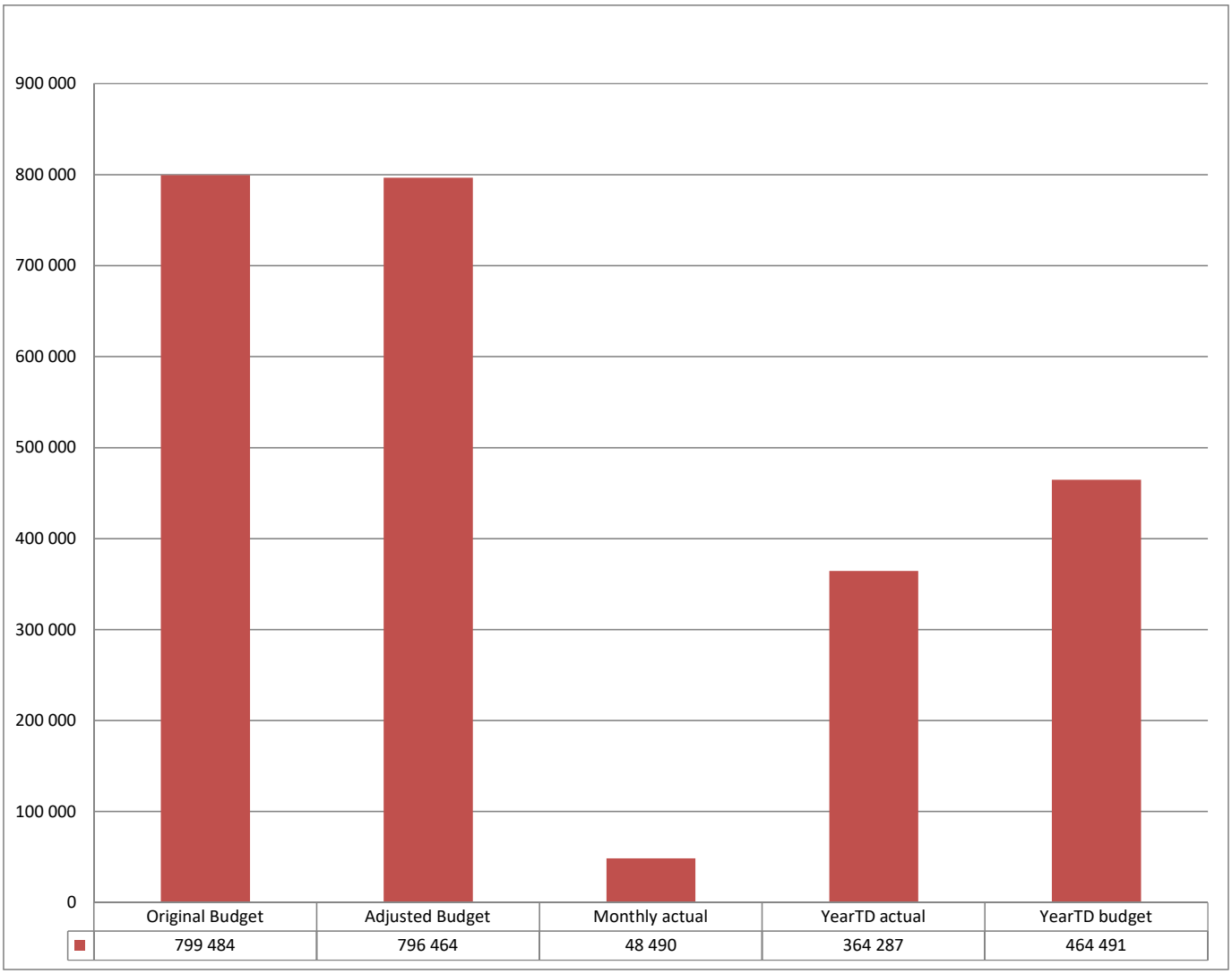
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2022 to 31 January 2023, 59.65% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 tot 31 Januarie 2023, is 59.65% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



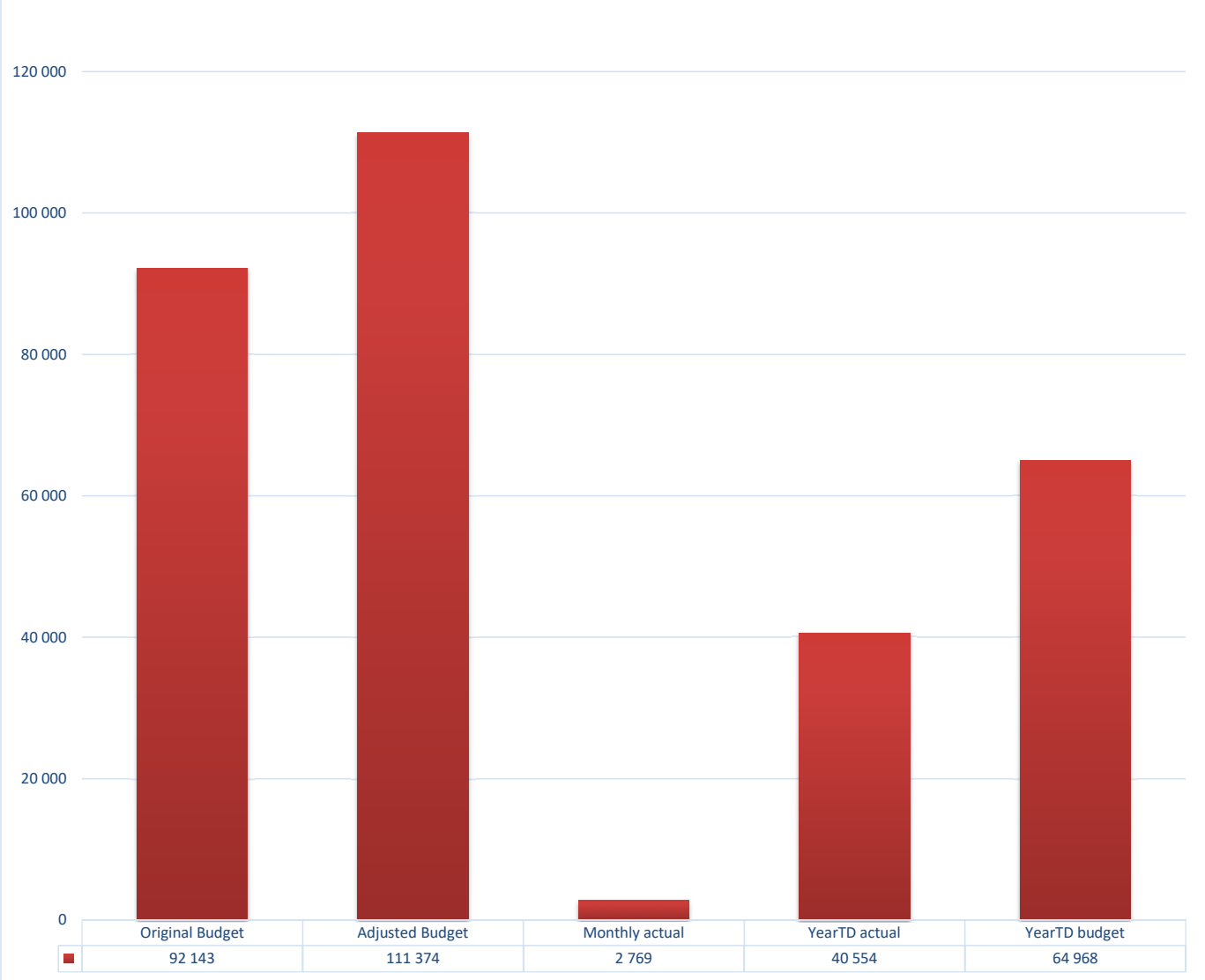
For the period 1 July 2022 to 31 January 2023, 45.74% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 31 Januarie 2023, is 45.74% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 31 January 2023, 36.41% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 31 Januarie 2023, is 36.41% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 31 January 2023.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M07 January

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 131	71 821	55 762	16 059	29%	95 592
Service charges	434 782	449 486	449 486	25 511	252 295	262 200	(9 905)	-4%	449 486
Investment revenue	5 580	5 089	5 089	1 058	6 844	2 969	3 876	131%	5 089
Transfers recognised - operational	124 169	152 300	158 948	223	84 239	92 720	(8 480)	-9%	158 948
Other own revenue	62 003	45 738	49 005	6 701	36 986	28 586	8 400	29%	49 005
transfers and contributions)	715 243	748 205	758 121	38 624	452 186	442 237	9 950	2%	758 121
Employee costs	202 247	247 136	241 175	18 870	130 547	140 686	(10 139)	-7%	241 175
Remuneration of Councillors	10 070	12 108	12 108	918	6 390	7 063	(673)	-10%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	23 093	(23 093)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	51	5 318	(5 267)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 163	16 207	145 811	192 495	(46 684)	-24%	330 163
Transfers and grants	2 624	13 143	13 216	225	1 128	7 709	(6 581)	-85%	13 216
Other expenditure	128 132	147 827	151 098	12 270	80 360	88 128	(7 768)	-9%	151 098
Total Expenditure	690 510	799 484	796 464	48 490	364 287	464 491	(100 204)	-22%	796 464
Surplus/(Deficit)	24 734	(51 279)	(38 343)	(9 866)	87 899	(22 255)	110 154	-495%	(38 343)
Transfers recognised - capital	64 244	53 821	75 229	0	0	43 884	(43 884)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	264	(264)	-100%	453
& contributions	89 427	2 995	37 339	(9 866)	87 899	21 894	66 006	301%	37 339
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	89 427	2 995	37 339	(9 866)	87 899	21 894	66 006	301%	37 339
Capital expenditure & funds sources									
Capital expenditure	78 021	92 143	111 374	2 769	40 554	64 968	(24 415)	-38%	111 374
Capital transfers recognised	64 196	60 036	73 589	905	32 919	42 927	(10 007)	-23%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	5 833	(5 833)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	1 864	7 634	16 208	(8 574)	-53%	27 786
Total sources of capital funds	75 072	92 143	111 374	2 769	40 554	64 968	(24 415)	-38%	111 374
Financial position									
Total current assets	271 947	242 916	242 916		371 070				242 916
Total non current assets	1 118 690	1 124 460	1 124 460		1 159 242				1 124 460
Total current liabilities	120 617	137 549	137 549		168 480				137 549
Total non current liabilities	234 105	260 296	260 296		238 016				260 296
Community wealth/Equity	1 035 916	969 530	969 530		1 123 815				969 530
Cash flows									
Net cash from (used) operating	97 075	74 035	74 035	2 539	109 904	43 187	66 717	154%	99 037
Net cash from (used) investing	(68 377)	(92 143)	(92 143)	31 801	(109 825)	(53 750)	(56 075)	104%	(111 374)
Net cash from (used) financing	876	9 000	9 000	69	102	5 250	(5 148)	-98%	102
end	144 880	143 632	143 632	–	145 052	147 427	(2 375)	-2%	141 533
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	48 930	7 078	6 466	6 155	10 585	5 117	28 099	258 497	370 925
Creditors Age Analysis									
Total Creditors	403	26	–	–	–	–	–	0	430

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) - M07 January

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	8 050	88 561	72 133	16 428	23%	123 657
Executive and council	8 088	260	260	3	19	152	(133)	-88%	260
Finance and administration	113 021	120 347	123 396	8 047	88 542	71 981	16 561	23%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	3 101	98 068	102 631	(4 563)	-4%	175 939
Community and social services	121 745	135 103	135 304	252	84 135	78 927	5 208	7%	135 304
Sport and recreation	9 438	12 172	12 172	1 287	4 222	7 100	(2 878)	-41%	12 172
Public safety	14 298	16 035	16 299	1 538	9 577	9 508	70	1%	16 299
Housing	835	12 165	12 165	24	133	7 096	(6 963)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	71	1 589	19 840	(18 252)	-92%	34 012
Planning and development	2 643	4 600	3 119	71	1 589	1 820	(231)	-13%	3 119
Road transport	12 443	12 570	28 899	0	0	16 858	(16 858)	-100%	28 899
Environmental protection	0	10	1 993	–	–	1 163	(1 163)	-100%	1 993
Trading services	497 310	489 091	500 069	27 399	263 868	291 707	(27 839)	-10%	500 069
Energy sources	335 811	335 873	341 027	20 474	180 242	198 932	(18 690)	-9%	341 027
Water management	72 814	87 028	91 441	5 468	32 551	53 340	(20 789)	-39%	91 441
Waste water management	37 551	33 120	34 531	(1 605)	29 668	20 143	9 525	47%	34 531
Waste management	51 135	33 071	33 071	3 062	21 406	19 291	2 115	11%	33 071
Total Revenue - Functional	779 937	802 479	833 803	38 624	452 186	486 385	(34 199)	-7%	833 803
Expenditure - Functional									
Governance and administration	108 349	154 226	154 964	9 797	68 838	90 395	(21 557)	-24%	154 964
Executive and council	23 583	31 784	32 185	2 027	14 599	18 774	(4 175)	-22%	32 185
Finance and administration	82 852	120 211	120 543	7 533	52 806	70 317	(17 511)	-25%	120 543
Internal audit	1 914	2 231	2 237	237	1 433	1 305	128	10%	2 237
Community and public safety	99 148	121 751	119 889	8 327	53 355	69 924	(16 568)	-24%	119 889
Community and social services	27 397	31 831	30 083	2 181	15 094	17 537	(2 443)	-14%	30 083
Sport and recreation	30 250	30 591	30 589	2 994	16 347	17 844	(1 496)	-8%	30 589
Public safety	36 554	42 158	42 040	2 744	19 210	24 523	(5 313)	-22%	42 040
Housing	4 947	17 172	17 177	408	2 704	10 020	(7 316)	-73%	17 177
Economic and environmental services	32 010	37 538	39 573	2 106	19 020	23 084	(4 064)	-18%	39 573
Planning and development	11 200	12 176	12 342	961	7 006	7 199	(193)	-3%	12 342
Road transport	20 001	23 714	23 675	1 056	11 446	13 810	(2 364)	-17%	23 675
Environmental protection	808	1 648	3 557	90	568	2 075	(1 507)	-73%	3 557
Trading services	450 070	485 015	481 084	28 035	222 399	280 532	(58 133)	-21%	481 084
Energy sources	316 479	353 660	355 165	17 472	154 433	207 180	(52 747)	-25%	355 165
Water management	39 383	40 655	40 447	3 855	24 880	23 594	1 286	5%	40 447
Waste water management	37 782	39 546	39 641	3 150	19 549	23 124	(3 575)	-15%	39 641
Waste management	56 427	51 154	45 831	3 557	23 538	26 635	(3 097)	-12%	45 831
Other	933	953	953	225	675	556	119	21%	953
Total Expenditure - Functional	690 510	799 484	796 464	48 490	364 287	464 491	(100 204)	-22%	796 464
Surplus/ (Deficit) for the year	89 427	2 995	37 339	(9 866)	87 899	21 894	66 006		37 339

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) - M07 January

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	8 050	88 561	72 133	16 428	23%	123 657
Executive and council	8 088	260	260	3	19	152	(133)	-88%	260
Mayor and Council	8 088	–	–	3	19	–	19		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	152	(152)	-100%	260
Finance and administration	113 021	120 347	123 396	8 047	88 542	71 981	16 561	23%	123 396
Administrative and Corporate Support	1	10	10	–	0	6	(5)	-91%	10
Finance	112 606	119 453	122 502	8 046	88 312	71 459	16 853	24%	122 502
Human Resources	354	609	609	–	210	355	(145)	-41%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	3	(3)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	60	78	78	1	19	45	(26)	-57%	78
Community and public safety	146 316	175 474	175 939	3 101	98 068	102 631	(4 563)	-4%	175 939
Community and social services	121 745	135 103	135 304	252	84 135	78 927	5 208	7%	135 304
Aged Care	110 799	124 036	124 237	188	83 826	72 472	11 355	16%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	11	87	141	(54)	-38%	242
Community Halls and Facilities	186	283	283	51	188	165	22	14%	283
Libraries and Archives	10 498	10 542	10 542	3	34	6 149	(6 115)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	1 287	4 222	7 100	(2 878)	-41%	12 172
Recreational Facilities	6 547	4 869	4 869	1 279	4 150	2 840	1 310	46%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	8	72	4 260	(4 187)	-98%	7 302

Description	2021/22	Budget Year 2022/23							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Public safety	14 298	16 035	16 299	1 538	9 577	9 508	70	1%	16 299
Fire Fighting and Protection	25	7	7	–	4	4	(0)	(0)	7
Housing	835	12 165	12 165	24	133	7 096	(6 963)	-98%	12 165
Housing	835	12 165	12 165	24	133	7 096	(6 963)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	71	1 589	19 840	(18 252)	-92%	34 012
Planning and development	2 643	4 600	3 119	71	1 589	1 820	(231)	-13%	3 119
Economic Development/Planning	902	2 149	668	–	–	390	(390)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	71	1 589	873	715	82%	1 497
Project Management Unit	–	954	954	–	–	557	(557)	-100%	954
Road transport	12 443	12 570	28 899	0	0	16 858	(16 858)	-100%	28 899
Roads	12 443	12 570	28 899	0	0	16 858	(16 858)	-100%	28 899
Environmental protection	0	10	1 993	–	–	1 163	(1 163)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	1 163	(1 163)	-100%	1 993
Trading services	497 310	489 091	500 069	27 399	263 868	291 707	(27 839)	-10%	500 069
Energy sources	335 811	335 873	341 027	20 474	180 242	198 932	(18 690)	-9%	341 027
Electricity	334 246	335 873	341 027	20 474	180 242	198 932	(18 690)	-9%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	5 468	32 551	53 340	(20 789)	-39%	91 441
Water Distribution	72 814	70 521	74 933	5 468	32 551	43 711	(11 159)	-26%	74 933
Waste water management	37 551	33 120	34 531	(1 605)	29 668	20 143	9 525	47%	34 531
Sewerage	36 498	33 120	33 720	(1 605)	29 564	19 670	9 895	50%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 062	21 406	19 291	2 115	11%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 062	21 406	19 291	2 115	11%	33 071
Other	116	126	126	3	101	74	27	37%	126
Licensing and Regulation	116	126	126	3	101	74	27	37%	126
Total Revenue - Functional	779 937	802 479	833 803	38 624	452 186	486 385	(34 199)	-7%	833 803

WC022 Witzenberg - Table C2 Monthly Budget Statement - Financial Performance (standard classification) - M07 January

Description	2021/22	Budget Year 2022/23							
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	108 349	154 226	154 964	9 797	68 838	90 395	(21 557)	-24%	154 964
Executive and council	23 583	31 784	32 185	2 027	14 599	18 774	(4 175)	-22%	32 185
Mayor and Council	14 331	20 035	20 223	1 179	8 494	11 797	(3 303)	-28%	20 223
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 962	848	6 105	6 977	(872)	-13%	11 962
Finance and administration	82 852	120 211	120 543	7 533	52 806	70 317	(17 511)	-25%	120 543
Administrative and Corporate Support	10 523	13 079	14 369	1 713	6 282	8 382	(2 100)	-25%	14 369
Asset Management	31	1 804	1 804	7	11	1 052	(1 042)	-99%	1 804
Finance	34 833	36 843	36 351	2 737	22 539	21 206	1 333	6%	36 351
Fleet Management	4 925	3 146	3 126	339	2 138	1 824	314	17%	3 126
Human Resources	11 708	40 419	40 155	1 221	10 233	23 423	(13 190)	-56%	40 155
Information Technology	3 868	5 135	5 025	238	2 603	2 931	(328)	-11%	5 025
Legal Services	1 368	2 821	2 821	136	911	1 646	(735)	-45%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 188	316	2 297	2 443	(146)	-6%	4 188
Property Services	4 110	1 687	1 683	76	534	982	(447)	-46%	1 683
Risk Management	7	382	382	–	–	223	(223)	-100%	382
Supply Chain Management	7 006	8 381	8 314	603	4 223	4 850	(627)	-13%	8 314
Valuation Service	451	2 325	2 325	146	1 035	1 356	(321)	-24%	2 325
Internal audit	1 914	2 231	2 237	237	1 433	1 305	128	10%	2 237
Governance Function	1 914	2 231	2 237	237	1 433	1 305	128	10%	2 237
Community and public safety	99 148	121 751	119 889	8 327	53 355	69 924	(12 425)	-18%	119 889
Community and social services	27 397	31 831	30 083	2 181	15 094	17 537	(2 443)	-14%	30 083
Aged Care	6 887	7 985	6 272	445	3 201	3 658	(457)	-12%	6 272
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 922	387	2 237	2 277	(39)	-2%	3 922
Child Care Facilities	36	167	167	–	5	97	(93)	-95%	167
Community Halls and Facilities	5 875	6 675	6 658	448	3 188	3 884	(696)	-18%	6 658
Disaster Management	118	69	69	3	33	40	(8)	-19%	69
Education	1	136	136	–	–	80	(80)	-100%	136
Libraries and Archives	10 969	12 874	12 859	899	6 431	7 501	(1 070)	-14%	12 859
Sport and recreation	30 250	30 591	30 589	2 994	16 347	17 844	(1 496)	-8%	30 589
Community Parks (including Nurseries)	8 412	8 646	8 826	896	5 349	5 148	201	4%	8 826
Recreational Facilities	15 126	15 400	15 306	1 628	7 582	8 928	(1 346)	-15%	15 306
Sports Grounds and Stadiums	6 712	6 544	6 458	471	3 417	3 767	(351)	-9%	6 458
Public safety	36 554	42 158	42 040	2 744	19 210	24 523	(1 170)	-5%	42 040
Fire Fighting and Protection	9 108	10 820	10 820	798	5 142	6 312	(1 170)	-19%	10 820
Housing	4 947	17 172	17 177	408	2 704	10 020	(7 316)	-73%	17 177
Housing	4 917	16 888	16 893	400	2 670	9 854	(7 184)	-73%	16 893
Informal Settlements	30	284	284	8	33	165	(132)	-80%	284

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	32 010	37 538	39 573	2 106	19 020	23 084	(4 064)	-18%	39 573
Planning and development	11 200	12 176	12 342	961	7 006	7 199	(193)	-3%	12 342
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	159	1 308	1 353	(45)	-3%	2 320
Economic Development/Planning	1 669	1 778	2 015	145	1 098	1 175	(77)	-7%	2 015
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	446	3 082	2 922	159	5%	5 009
Project Management Unit	2 473	2 998	2 998	212	1 519	1 749	(229)	-13%	2 998
Road transport	20 001	23 714	23 675	1 056	11 446	13 810	(2 364)	-17%	23 675
Roads	20 001	23 714	23 675	1 056	11 446	13 810	(2 364)	-17%	23 675
Environmental protection	808	1 648	3 557	90	568	2 075	(1 507)	-73%	3 557
Biodiversity and Landscape	808	1 648	3 557	90	568	2 075	(1 507)	-73%	3 557
Trading services	450 070	485 015	481 084	28 035	222 399	280 532	(58 133)	-21%	481 084
Energy sources	316 479	353 660	355 165	17 472	154 433	207 180	(52 747)	-25%	355 165
Electricity	313 742	347 622	349 129	17 396	153 515	203 659	(50 144)	-25%	349 129
Street Lighting and Signal Systems	2 737	6 038	6 036	77	918	3 521	(2 603)	-74%	6 036
Water management	39 383	40 655	40 447	3 855	24 880	23 594	1 286	5%	40 447
Water Treatment	201	1 406	1 406	33	121	820	(699)	-85%	1 406
Water Distribution	36 316	34 239	34 682	3 812	23 027	20 231	2 796	14%	34 682
Water Storage	2 866	5 010	4 359	10	1 732	2 543	(811)	-32%	4 359
Waste water management	37 782	39 546	39 641	3 150	19 549	23 124	(3 575)	-15%	39 641
Public Toilets	1 712	1 995	1 995	107	1 032	1 164	(132)	-11%	1 995
Sewerage	28 232	28 633	28 743	2 644	15 029	16 767	(1 738)	-10%	28 743
Storm Water Management	7 838	7 358	7 341	399	3 488	4 282	(794)	-19%	7 341
Waste Water Treatment	0	1 561	1 561	–	0	911	(910)	-100%	1 561
Waste management	56 427	51 154	45 831	3 557	23 538	26 635	(3 097)	-12%	45 831
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	116	826	8 961	(8 135)	-91%	15 362
Solid Waste Removal	35 105	35 220	29 903	3 439	22 677	17 343	5 334	31%	29 903
Street Cleaning	174	566	566	2	34	330	(296)	-90%	566
Other	933	953	953	225	675	556	119	21%	953
Licensing and Regulation	33	53	53	–	0	31	(31)	-100%	53
Tourism	900	900	900	225	675	525	150	29%	900
Total Expenditure - Functional	690 510	799 484	796 464	48 490	364 287	464 491	(96 061)	-21%	796 464
Surplus/ (Deficit) for the year	89 427	2 995	37 339	(9 866)	87 899	21 894	66 006	301%	37 339

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) - M07 January

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	7 877	87 845	69 929	17 916	25,6%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	1 582	88 709	94 834	(6 125)	-6,5%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 541	9 803	9 868	(64)	-0,7%	16 916
Vote 4 - Technical Services	512 276	505 741	533 049	27 581	265 530	310 945	(45 415)	-14,6%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	53	373	809	(435)	-53,8%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	833 803	38 634	452 260	486 385	(34 125)	-7,0%	833 803
Vote 1 - Financial Services	34 002	51 044	50 488	2 850	23 327	29 452	(6 125)	-20,8%	50 488
Vote 2 - Community Services	74 791	96 548	96 955	6 678	41 391	56 545	(15 155)	-26,8%	96 955
Vote 3 - Corporate Services	75 105	118 517	119 493	7 038	46 191	69 703	(23 513)	-33,7%	119 493
Vote 4 - Technical Services	481 478	519 140	515 138	30 039	240 267	300 396	(60 129)	-20,0%	515 138
Vote 5 - Municipal Manager	11 383	14 235	14 390	1 074	7 395	8 394	(999)	-11,9%	14 390
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	676 759	799 484	796 464	47 679	358 570	464 491	(105 921)	-22,8%	796 464
Surplus/ (Deficit) for the year	103 162	2 995	37 339	(9 045)	93 690	21 894	71 796	327,9%	37 339

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) - M07 January

Description R thousands	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	88 709	95 592	95 592	5 131	71 821	55 762	16 059	29%	95 592
Service charges - electricity revenue	326 894	337 388	337 388	20 486	180 303	196 809	(16 506)	-8%	337 388
Service charges - water revenue	46 201	49 810	49 810	4 593	27 235	29 056	(1 821)	-6%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	(2 081)	26 694	18 697	7 997	43%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 513	18 062	17 638	425	2%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	534	2 776	1 993	783	39%	3 416
Interest earned - external investments	5 580	5 089	5 089	1 058	6 844	2 969	3 876	131%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 324	13 751	5 315	8 436	159%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	1 182	6 192	6 497	(304)	-5%	11 137
Licences and permits	1 198	2 216	2 216	65	631	1 293	(662)	-51%	2 216
Agency services	4 415	4 249	4 249	282	2 830	2 478	351	14%	4 249
Transfers recognised - operational	124 169	152 300	158 948	223	84 239	92 720	(8 480)	-9%	158 948
Other revenue	16 804	15 609	18 877	2 314	10 806	11 011	(205)	-2%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 243	748 205	758 121	38 624	452 186	442 237	9 950	2%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	241 175	18 870	130 547	140 686	(10 139)	-7%	241 175
Remuneration of councillors	10 070	12 108	12 108	918	6 390	7 063	(673)	-10%	12 108
Debt impairment	50 764	46 031	46 031	5 637	34 695	26 852	7 843	29%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	23 093	(23 093)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	51	5 318	(5 267)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	15 056	137 863	183 406	(45 543)	-25%	314 411
Other materials	14 449	16 154	15 752	1 151	7 948	9 088	(1 141)	-13%	15 752
Contracted services	33 782	52 776	55 000	3 834	19 022	32 083	(13 061)	-41%	55 000
Transfers and grants	2 624	13 143	13 216	225	1 128	7 709	(6 581)	-85%	13 216
Other expenditure	40 337	49 019	50 067	2 799	26 643	29 193	(2 550)	-9%	50 067
Loss on disposal of PPE	3 248	0	0	–	–	0	(0)	-100%	0
Total Expenditure	690 510	799 484	796 464	48 490	364 287	464 491	(100 204)	-22%	796 464
Surplus/(Deficit)	24 734	(51 279)	(38 343)	(9 866)	87 899	(22 255)	110 154	(0)	(38 343)
Transfers recognised - capital	64 244	53 821	75 229	0	0	43 884	(43 884)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	264	(264)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	89 427	2 995	37 339	(9 866)	87 899	21 894			37 339
Surplus/(Deficit) attributable to	89 427	2 995	37 339	(9 866)	87 899	21 894			37 339
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	89 427	2 995	37 339	(9 866)	87 899	21 894			37 339

The revenue and expenditure figures excludes internal charges.

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire 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) - M07 January

Vote Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	2 240	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	2 536	25 706	40 424	(14 717)	-36%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	55 593	55 390	69 298	2 536	25 706	40 424	(14 717)	-36%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 974	180	189	3	70	110	(40)	-36%	189
Vote 2 - Community Services	4 487	10 126	10 126	8	92	5 907	(5 815)	-98%	10 126
Vote 3 - Corporate Services	685	650	940	–	182	548	(366)	-67%	940
Vote 4 - Technical Services	14 282	25 797	30 822	222	14 503	17 979	(3 476)	-19%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	22 428	36 753	42 077	234	14 847	24 545	(9 697)	-40%	42 077
Total Capital Expenditure	78 021	92 143	111 374	2 769	40 554	64 968	(24 415)	-38%	111 374

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M07 January

Vote Description R thousands	2021/22	Budget Year 2022/23							
	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	6 960	2 180	2 730	3	297	1 592	(1 295)	-81%	2 730
Executive and council	–	340	400	–	139	233	(94)	-40%	400
Finance and administration	6 960	1 840	2 330	3	158	1 359	(1 201)	-88%	2 330
Community and public safety	3 991	9 976	10 206	8	62	5 953	(5 891)	-99%	10 206
Community and social services	667	1 222	1 222	–	20	713	(692)	-97%	1 222
Sport and recreation	3 084	8 754	8 754	8	42	5 107	(5 065)	-99%	8 754
Public safety	240	–	230	–	–	134	(134)	-100%	230
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	33 901	1 770	25 563	19 775	5 788	29%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	1 770	25 563	19 775	5 788	29%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	988	14 631	37 647	(23 016)	-61%	64 538
Energy sources	9 573	4 000	7 622	–	2 226	4 446	(2 221)	-50%	7 622
Water management	20 159	23 954	28 366	321	8 199	16 547	(8 348)	-50%	28 366
Waste water management	2 448	16 653	18 097	667	4 195	10 557	(6 362)	-60%	18 097
Waste management	21 754	10 453	10 453	–	12	6 098	(6 086)	-100%	10 453
Total Capital Expenditure - Standard Cla	78 021	92 143	111 374	2 769	40 554	64 968	(24 415)	-38%	111 374
Funded by:									
National Government	47 360	51 371	54 993	905	22 308	32 079	(9 772)	-30%	54 993
Provincial Government	16 432	7 712	17 207	–	9 909	10 037	(129)	-1%	17 207
District Municipality	404	500	935	–	691	546	146	27%	935
Transfers recognised - capital	64 196	60 036	73 589	905	32 919	42 927	(10 007)	-23%	73 589
Borrowing	1 478	10 000	10 000	–	–	5 833	(5 833)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	1 864	7 634	16 208	(8 574)	-53%	27 786
Total Capital Funding	75 072	92 143	111 374	2 769	40 554	64 968	(24 415)	-38%	111 374

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M07 January

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	145 061	143 632
Call investment deposits	–	–	–	60 000	–
Consumer debtors	99 615	63 769	63 769	104 253	63 769
Other debtors	18 418	26 034	26 034	52 377	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	9 481	9 379	9 481
Total current assets	271 947	242 916	242 916	371 070	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 081 628	1 113 737	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 124 460	1 159 242	1 124 460
TOTAL ASSETS	1 390 637	1 367 376	1 367 376	1 530 311	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 203	611
Consumer deposits	11 549	8 732	8 732	11 906	8 732
Trade and other payables	61 869	99 286	99 286	114 390	99 286
Provisions	45 302	28 921	28 921	40 980	28 921
Total current liabilities	120 617	137 549	137 549	168 480	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	237 489	248 076
Total non current liabilities	234 105	260 296	260 296	238 016	260 296
TOTAL LIABILITIES	354 721	397 846	397 846	406 496	397 846
NET ASSETS	1 035 916	969 530	969 530	1 123 815	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	959 088	1 111 276	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	969 530	1 123 815	969 530

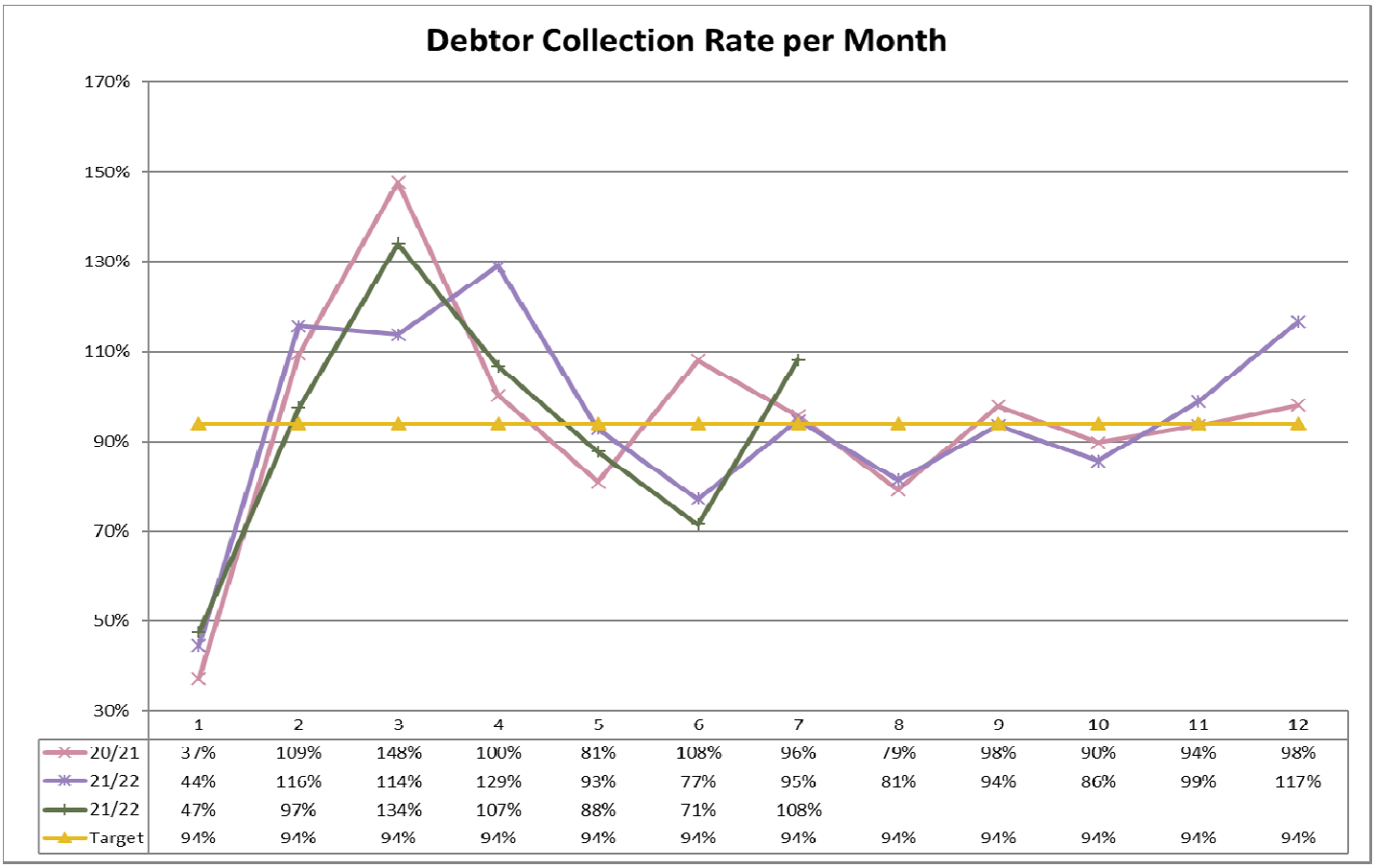
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M07 January

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	5 934	63 267	54 996	8 271	15%	94 278
Service charges	376 330	469 912	469 912	36 974	272 136	274 115	(1 980)	-1%	469 912
Other revenue	32 529	14 898	14 898	2 627	13 014	8 690	4 323	50%	14 898
Government - operating	102 407	149 721	149 721	136	94 812	87 337	7 475	9%	151 705
Government - capital	66 276	62 680	62 680	–	51 986	36 563	15 423	42%	85 698
Interest	22 831	14 200	14 200	1 617	4 803	8 283	(3 480)	-42%	14 200
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(44 522)	(388 967)	(426 798)	(37 831)	9%	(731 653)
Finance charges	(226)	–	–	–	(10)	–	10		–
Transfers and Grants	–	–	–	(225)	(1 136)	–	1 136		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	74 035	2 539	109 904	43 187	(6 652)	-15%	99 037
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	35 000	(60 000)	–	(60 000)		–
Payments									
Capital assets	(68 377)	(92 143)	(92 143)	(3 199)	(49 838)	(53 750)	(3 912)	7%	(111 374)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(68 377)	(92 143)	(92 143)	31 801	(109 825)	(53 750)	56 075	-104%	(111 374)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	5 833	(5 833)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	69	209	–	209		–
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	(107)	(583)	(477)	82%	(1 000)
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	69	102	5 250	5 148	98%	102
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	34 410	182	(5 313)			(3 338)
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		145 052	147 427			141 533

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M07 January

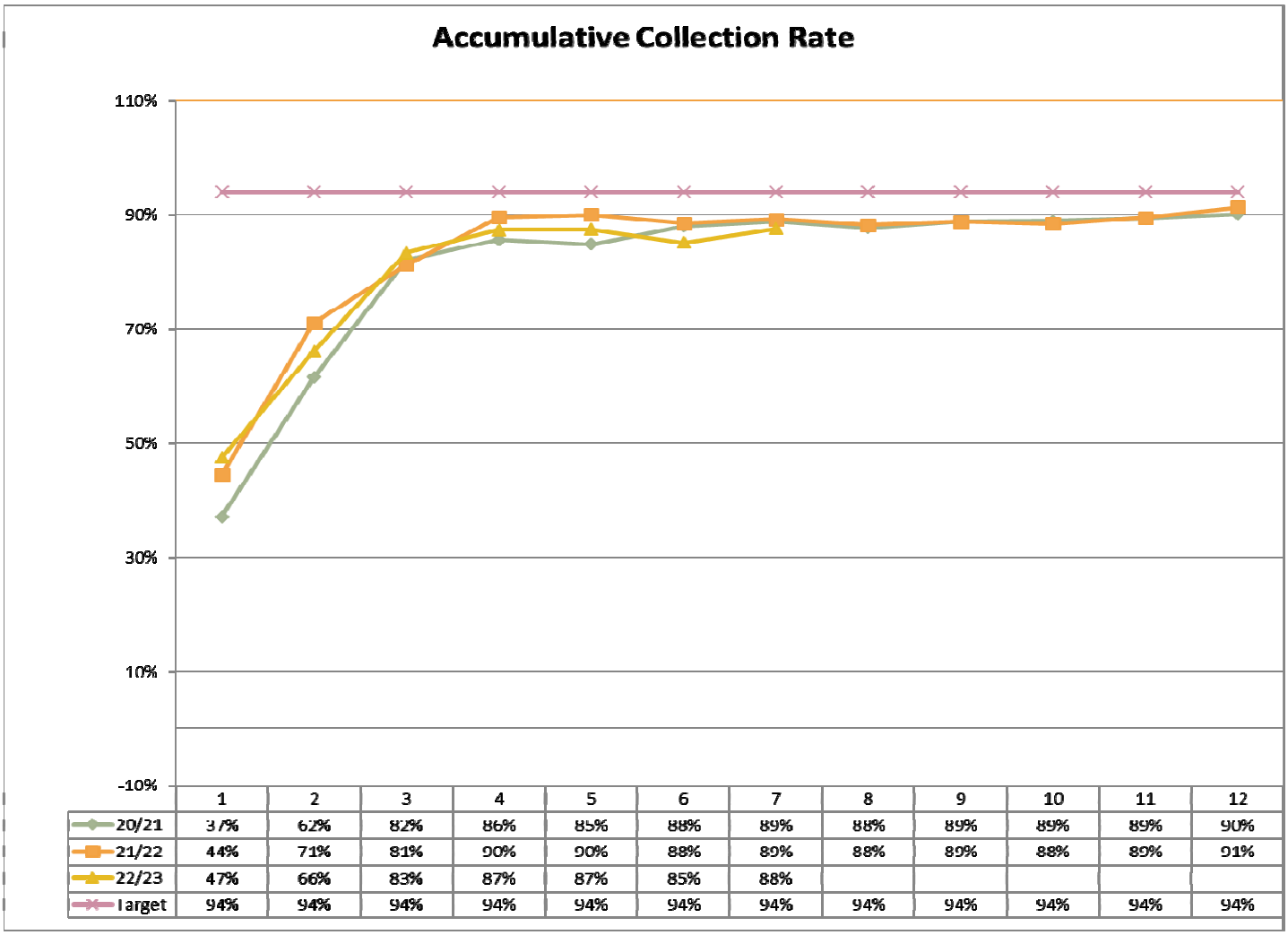
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	16 059	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	(16 506)	Based on historical data usage expected to increase during last quarter of financial year (Agriculture Season). Reduced usage due to impact of Load Shedding.
	Service charges - water revenue	(1 821)	Seasonal fluctuations experienced as well as lower dam levels due to lower winter rains experienced in relation to prior years.
	Service charges - sanitation revenue	7 997	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August and December 2022 - reversal of August billing done during January 2023
	Service charges - refuse revenue	425	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	783	Immaterial Variance.
	Interest earned - external investments	3 876	More funds available for investment due to low initial capital expenditure as well as increase in interest rates.
	Interest earned - outstanding debtors	8 436	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(304)	Immaterial Variance.
	Licences and permits	(662)	Immaterial Variance.
	Agency services	351	Immaterial Variance.
	Transfers and subsidies	(8 480)	Revenue in respect of capital grants only recognised when capitalisation of related grant expenditure is processed.
	Other revenue	(205)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	662	Immaterial Variance.
	Post Employment Provisions	(10 801)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(673)	Immaterial Variance.
	Debt impairment	7 843	Adjustment to debt impairment provision based on provision included in Annual Financial Statements and debtors aging as at end of January.
	Depreciation & asset impairment	(23 093)	No depreciation runs done to date.
	Finance charges	(5 267)	Finance charges relating to landfill sites recognised on an annual basis.
	Bulk purchases - electricity	(45 543)	Payment of Bulk Purchases for July to December only, 1 month outstanding. Based on historical data usage expected to increase during last quarter of financial year (Agriculture Season). Reduced usage due to impact of Load Shedding.
	Inventory consumed	(1 141)	Low expenditure trends experienced.
	Contracted services	(13 061)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Transfers and subsidies	(6 581)	Delay in Housing Top Structures.
	Other expenditure	(2 550)	Decline in expenditure in respect of items such as Hire Charges and Travel and Subsistence.
	Losses	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(24 415)	Expenditure expected to increase as capital projects are rolled out during financial year.
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	8 271	Annual Property Rates billed during July due at end of September.
	Service charges	(1 980)	Based on historical data electricity usage expected to increase during last quarter of financial year (Agriculture Season). Reduced electricity usage due to impact of Load Shedding.
	Other revenue	4 323	Increased receipts pertaining to camping fees and agency fees relating to vehicle registrations and insurance claims.
	Government - operating	7 475	Second Equitable Share tranch received during December 2022.
	Government - capital	15 423	MIG, RBIG, WSIG and Van Breda Bridge Project funding received.
	Interest	(3 480)	Conservative approach to budgeting followed.
	Dividends	–	
	Payments		
	Suppliers and employees	(37 831)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Finance charges	10	Immaterial Variance.
	Transfers and Grants	1 136	Delay in Housing Top Structures.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	71%	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 January 2023 amounts to 108% in comparison to the previous year 95%.

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 Januarie 2023 108% beloop in vergelyking met die vorige jaar 95%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%	87%	87%	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.

The payment culture of consumers are still the same which has a negative impact on collections.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M07 January

Description	NT Code	Budget Year 2022/23									
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	12 000	2 043	1 808	1 717	1 663	1 712	9 615	79 713	110 270	94 420
Electricity	1300	16 459	928	800	692	479	396	2 379	3 941	26 073	7 886
Property Rates	1400	6 303	1 097	1 030	996	5 616	430	1 875	22 109	39 458	31 027
Waste Water Management	1500	8 157	1 265	1 162	1 120	1 073	1 036	5 528	41 859	61 199	50 616
Waste Management	1600	9 150	1 520	1 417	1 350	1 284	1 228	6 213	43 904	66 066	53 979
Property Rental Debtors	1700	179	15	14	13	13	13	75	1 309	1 630	1 422
Interest on Arrear Accounts	1810	1 296	163	199	238	421	266	2 009	64 156	68 748	67 089
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 615)	47	36	30	36	35	405	1 506	(2 519)	2 013
Total By Income Source	2000	48 930	7 078	6 466	6 155	10 585	5 117	28 099	258 497	370 925	308 451
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 829	1 150	1 001	909	484	178	770	3 263	9 585	5 604
Commercial	2300	14 905	681	606	589	3 446	470	2 861	15 013	38 571	22 379
Households	2400	31 756	5 051	4 673	4 476	6 265	4 302	23 421	231 618	311 563	270 083
Other	2500	440	195	186	181	389	167	1 047	8 602	11 206	10 385
Total By Customer Group	2600	48 930	7 078	6 466	6 155	10 585	5 117	28 099	258 497	370 925	308 451

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M07 January

Description R thousands	NT Code	Budget Year 2022/23								
		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	403	26	–	–	–	–	–	0	430
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	403	26	–	–	–	–	–	0	430

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:
-Amounts did not appear on statement
-Account is in dispute

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M07 January

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								
Nedbank Ltd	Fixed deposit - 7 months					–	–	30 000
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	20 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	10 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	60 000

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 - M07 January

Description	Budget Year 2022/23							
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:	3 787	3 787	–	2 986	2 209	–		3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 237	2 237	–	1 436	1 305	131	10,0%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	904	646	71,4%	1 550
Provincial Government:	24 266	24 266	–	8 222	14 155	(5 933)	-41,9%	24 266
Specify (Add grant description)	10 517	10 517	–	7 012	6 135	877	14,3%	10 517
Specify (Add grant description)	131	131	–	–	76	(76)	-100,0%	131
Specify (Add grant description)	256	2 018	–	1 210	1 177	33	2,8%	2 018
Specify (Add grant description)	13 362	11 600	–	–	6 767	(6 767)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
Other grant providers:	–	–	–	1 850	–	1 850		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	1 984	1 984	130	1 015	1 157	(142)	-12,3%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	28 053	–	13 058	16 364	(3 306)	-20,2%	41 637
Capital Transfers and Grants						–		
National Government:	60 031	60 031	–	36 947	35 018	1 929	-9,9%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	–	21 806	14 636	7 170	49,0%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	12 030	11 223	807	7,2%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	9 159	(6 048)	-66,0%	15 701
Provincial Government:	2 649	18 979	–	15 039	11 071	3 968	35,8%	18 979
Specify (Add grant description)	500	500	–	500	292	208	71,4%	500
Specify (Add grant description)	1 029	1 029	–	1 029	600	429	71,5%	1 029
Specify (Add grant description)	1 120	17 450	–	13 509	10 179	3 331	32,7%	17 450
								–
District Municipality:	–	–	–	500	–	500		30 037
All Grants	–	–	–	500	–	500		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	–	52 486	46 089	6 397	13,9%	109 046
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	–	65 544	62 453	3 091	4,9%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M07 January

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	224	1 826	–	1 826	–
Agriculture Research and Technology	–	–	188	1 390	–	1 390	–
Arts and Culture Sustainable Resource Management	–	–	36	436	–	436	–

Provincial Government:	–	–	–	–	–	–	–
District Municipality:	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Other grant providers:	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	224	1 826	–	1 826	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	136	3 216	–	3 216	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	–	1 688	–	1 688	–
Public Transport Network Operations Grant [Schedule 5B]	–	–	–	–	–	–	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	48	1 178	–	1 178	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	88	349	–	349	–
Provincial Government:	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	–	1 486	–	1 486	–
District Municipality:	–	–	–	104	–	104	–
All Grants	–	–	–	104	–	104	–
Other grant providers:	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	136	4 806	–	4 806	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	359	6 631	–	6 631	–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M07 January

Summary of Employee and Councillor remuneration R thousands	Budget Year 2022/23							
	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	8 716	8 716	681	4 946	5 084	(138)	-3%	8 716
Pension and UIF Contributions	1 231	1 231	113	812	718	94	13%	1 231
Medical Aid Contributions	257	257	7	46	150	(104)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	117	586	1 014	(427)	-42%	1 738
Housing Allowances	166	166	–	–	97	(97)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	918	6 390	7 063	(673)	-10%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	331	2 395	2 701	(306)	-11%	4 630
Pension and UIF Contributions	992	992	23	193	579	(385)	-67%	992
Medical Aid Contributions	171	171	–	5	100	(95)	-95%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	63	436	658	(222)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	523	777	(254)	-33%	1 332
Cellphone Allowance	90	176	24	191	102	89	87%	176
Housing Allowances	195	195	23	164	114	51	45%	195
Other benefits and allowances	145	103	4	31	60	(29)	-48%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	537	3 938	5 090	(1 152)	-23%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 994	10 726	74 730	76 413	(1 684)	-2%	130 994
Pension and UIF Contributions	21 415	21 406	1 787	12 591	12 487	104	1%	21 406
Medical Aid Contributions	9 867	9 867	754	5 072	5 756	(683)	-12%	9 867
Overtime	11 713	11 199	2 159	13 995	6 533	7 463	114%	11 199
Performance Bonus	13 329	13 329	855	5 822	7 775	(1 953)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	520	3 762	3 850	(88)	-2%	6 599
Cellphone Allowance	548	602	58	407	351	56	16%	602
Housing Allowances	1 223	1 223	98	694	714	(20)	-3%	1 223
Other benefits and allowances	4 422	4 942	573	3 654	2 883	771	27%	4 942
Payments in lieu of leave	3 264	3 264	(153)	(809)	1 904	(2 713)	-143%	3 264
Long service awards	–	–	80	562	–	562	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	6 130	16 930	(10 801)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 449	18 333	126 609	135 595	(8 987)	-7%	232 449
TOTAL SALARY, ALLOWANCES &	259 244	253 283	19 788	136 937	147 748	(10 811)	-7%	253 283
% increase								
TOTAL MANAGERS AND STAFF	247 136	241 175	18 870	130 547	140 686	(10 139)	-7%	241 175

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 - M07 January

Description	Ref	Budget Year 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	5 433	5 934	–	–	–	–	31 011
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	22 792	25 412	–	–	–	–	168 368
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	3 107	3 755	–	–	–	–	19 007
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	1 689	7 906	–	–	–	–	(2 693)
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	1 738	2 450	–	–	–	–	8 887
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	1 518	(2 551)	–	–	–	–	4 207
Rental of facilities and equipment		268	170	383	210	452	173	433	–	–	–	–	(2 085)
Interest earned - external investments		443	385	366	668	975	350	1 617	–	–	–	–	7 382
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	61	164	–	–	–	–	3 513
Licences and permits		129	1 400	102	84	1 004	(793)	(388)	–	–	–	–	782
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	287	282	–	–	–	–	148 890
Other revenue		48 658	5 627	2 611	3 893	1 781	35 760	2 271	–	–	–	–	(96 469)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	72 116	47 286	–	–	–	–	296 961
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	23 555	–	–	–	–	–	33 712
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	(49)	69	–	–	–	–	8 523
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	(20 000)	25 000	–	35 000	–	–	–	–	60 000
Total Cash Receipts by Source		1 103	75 410	82 823	29 137	73 789	95 623	82 355	–	–	–	–	408 182
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	17 059	17 603	–	–	–	–	70 051
Remuneration of councillors		1 189	971	1 027	1 008	998	998	1 037	–	–	–	–	(7 228)
Interest paid		–	–	–	–	–	10	–	–	–	–	–	(10)
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	20 580	17 306	–	–	–	–	168 349
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	1 686	1 350	–	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	3 702	4 055	–	–	–	–	34 031
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	225	–	–	–	–	97 464
General expenses		3 933	4 763	6 005	3 513	5 459	5 207	3 023	–	–	–	–	(31 904)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	49 241	44 599	–	–	–	–	346 606
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	3 609	3 199	–	–	–	–	61 536
Repayment of borrowing		–	–	–	(2)	–	109	–	–	–	–	–	(1 107)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	2 276	148	–	–	–	–	5 373
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	55 235	47 945	–	–	–	–	412 408
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	(23 366)	11 605	40 388	34 410	–	–	–	–	(4 226)
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	58 649	70 254	110 642	145 052	145 052	145 052	145 052	145 052
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	58 649	70 254	110 642	145 052	145 052	145 052	145 052	145 052	140 826

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M07 January

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 281	6 124	6 124	9 281	3 157	34,0%	5%
August	4 632	7 679	9 281	5 634	11 758	18 562	6 804	36,7%	11%
September	3 700	7 679	9 281	7 586	19 344	27 844	8 499	30,5%	17%
October	217	7 679	9 281	10 705	30 049	37 125	7 076	19,1%	27%
November	2 677	7 679	9 281	4 630	34 679	46 406	11 727	25,3%	31%
December	5 676	7 679	9 281	3 105	37 784	55 687	17 903	32,1%	34%
January	8 436	7 679	9 281	2 769	40 554	64 968	24 415	37,6%	44%
February	6 403	7 679	9 281	–		74 249	–		
March	7 601	7 679	9 281	–		83 531	–		
April	10 559	7 679	9 281	–		92 812	–		
May	6 816	7 679	9 281	–		102 093	–		
June	71 424	7 679	9 281	–		111 374	–		
Total Capital expenditure	128 142	92 143	111 374	40 554					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

No formal written price quotations are currently in the advertisement stage.

The following competitive bids are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Geen formele geskrewe pryskwotasies is tans in die adverteringsfase nie.

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/40/41	Long term lease of a portion of Erf 1, Tulbagh, known as the Klip River Park resort, Tulbagh	01-Mar-2023

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022 12-Dec-2022	K Dingilizwe
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022	21-Nov-2022 Referred back	N Jacobs
08/2/20/02	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags	03-Oct-2022	09-Nov-2022 02-Feb-2023	M Frieslaar
08/2/20/03	Road markings in the Witzenberg Municipal area	03-Nov-2022	23-Nov-2022	E Lintnaar
08/2/20/04	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	03-Nov-2022	25-Nov-2022	E Lintnaar
08/2/20/13	Supply, delivery installation, commissioning and maintenance of an end-to-end Voice over IP and unified communication solution, including cabling, networking and connectivity for witzenberg municipality for a period of five years	19-Dec-2022	Awaiting	R Rhode
08/2/20/28	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	24-Nov-2022	Awaiting	R Hendricks
08/2/20/38	Supply and delivery of copy paper	24-Nov-2022	20-Dec-2022	M Frieslaar

:

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/46	Hiring of 7 ton Digger loader for Witzenberg area	05-Dec-2022	19-Jan-2023	J Jacobs
08/2/20/47	Hiring of Bull dozer	05-Dec-2022	19-Jan-2023	J Jacobs

3.2.1.3 Adjudication stage

The following competitive bids are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	29-Apr-2022
08/2/19/71	Supply of Banking services to Witzenberg Municipality	20-Oct-2022	08-Dec-2022 21-Dec-2022 24-Jan-2023	21-Dec-2022 31-Jan-2023
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022	20-Dec-2022	-
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	08-Dec-2022	21-Dec-2022

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of January 2023:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Januarie 2023:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value
08/2/19/78	25-Jan-2023	NBM Auctioneers (PTY) Ltd	Appointment of an Auctioneer	Bidder scored the highest points	Based on tendered percentages
08/2/20/29	20-Jan-2023	Wastewant Plastics (PTY) Ltd	Supply and delivery of Disposable bags for refuse removal	Bidder scored the highest points	Based on tendered rates below R 10
08/2/20/33	25-Jan-2023	Harcraw Group (PTY) Ltd	Construction of Public ablution facility at Lyell street sportsfield, Ceres	Bidder scored the highest points	R 2 151 860.02
08/2/20/34	25-Jan-2023	CHM Vuwani Computer Solutions (PTY) Ltd	Supply and delivery of computer hardware	Bidder scored the highest points	R 338 468.00

The following competitive bids were awarded by the Accounting Officer during the month of January 2023:	Die volgende mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende Januarie 2023:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value
08/2/18/64	11-Jan-2023	Adenco Construction (PTY) Ltd	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality Cluster 1 – MV Works	Bidder scored the highest points	R 5 000 000.00
		Adenco Construction (PTY) Ltd	Cluster 2: LV Works		R 5 000 000.00
		Adenco Construction (PTY) Ltd	Cluster 3: Streetlight Works		R 5 000 000.00
		Che Elec Eng (PTY) Ltd	Cluster 4: SANS 10142 Wiring Works		R 2 942 165.75

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Bid ref number	Date	Brief description of services	Reason why bid is cancelled
08/2/19/79	25-Jan-2023	Provision of online electronic CIPC (companies and intellectual property commission) and Credit search services	Funds are no longer available to cover the total expenditure
08/2/20/12	12-Jan-2023	Supply and delivery of toilet paper and chemicals	No acceptable bids were received

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

The following written price quotations were approved during the month of January 2023:

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Januarie 2023:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
176468	13-01-2023	Sondlo and Knopp Advertising	Publishing of a Bid Invitation in the Burger & Cape Argus	Lowest responsive quotation	R 8 421.31 (Incl. VAT)	Chief Financial Officer
176569	23-01-2023	Ayanda Mbanga Communications	Publishing of a Notice in the Burger & Cape Argus	Lowest responsive quotation	R 6 166.77 (Incl. VAT)	Chief Financial Officer
700477	27-01-2023	Basadzi Personnel & Media	Publishing of a Bid Erratum in the Burger & Cape Argus	Lowest responsive quotation	R 7 617.09 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

The following formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of January 2023:

3.2.1.7 Formele Geskrewe Prys Kwotasies

Die volgende formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar wat in terme van 'n sub-afvaardiging vir die maand van Januarie 2023:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
08/2/20/18	12-Jan-2023	PWI Corporate Training (PTY) Ltd	Appointment of a service provider for a coaching and mentoring course (US 114215)	Bidder scored the highest points	R67 620.00 (Incl. VAT)	Acting Director: Corporate Services
08/2/20/26	20-Dec-2022	Nashaad Khalif – Nashaad Kitchens	Lease of the café building at the Pine Forest holiday resort (Re-advertisement)	Bidder scored the highest points	R 2000.00 rent per month	Acting Director: Community Services
08/2/20/27	05-Jan-2023	Take Note Trading 245 CC T/A Universal Trading	Supply, delivery and offloading of water pipe repair items	Bidder scored the highest points	R 161 460.00 (Incl. VAT)	Chief Financial Officer
08/2/20/31	19-Jan-2023	Obhejane Trading (PTY) Ltd	Supply,delivery and offloading of Wooden transmission poles	Only responsive bidder	R 152 191.00 (Incl. VAT)	Chief Financial Officer
08/2/20/39	09-Jan-2023	Ian Dickie & Company (PTY) Ltd	Supply and fit new high pressure pump to trailer mounted sewer jet machine	Only responsive bidder	R 158 701.95 (Incl. VAT)	Director: Technical Services
08/2/20/44	26-Jan-2023	Advanced Vehicle Engineering (PTY) Ltd	Building, supply and fit of two custom aluminium canopies including a drawer system for two Nissan NP200 Bakkies	Only responsive bidder	R 151 660.74 (Incl. VAT)	Director: Technical Services
08/2/20/48	17-Jan-2023	Envirocon Training (PTY) Ltd	Service provider for training of municipal officials on a horticultural skills programme	Only responsive bidder	R 117 965.85 (Incl. VAT)	Director: Corporate Services
08/2/20/49	09-Jan-2023	Boland Isuzu Ceres	Engine Repairs to Isuzu KB200 Including the Recovery / Tow in of The Vehicle from Ceres to Bidder's Workshop	Bidder scored the highest points	R 52 244.44 (Incl. VAT)	Director: Technical Services
08/2/20/51	17-Jan-2023	Johan Bezuidenhout Attorneys	Appointment of Practicing Attorney to act on behalf of the municipality against persons who is in contravention of the national building regulations	Bidder scored the highest points	R 180 000.00 (Incl. VAT)	Director: Corporate Services

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of January 2023.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Januarie 2023 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of January 2023 which totals R 151 632:

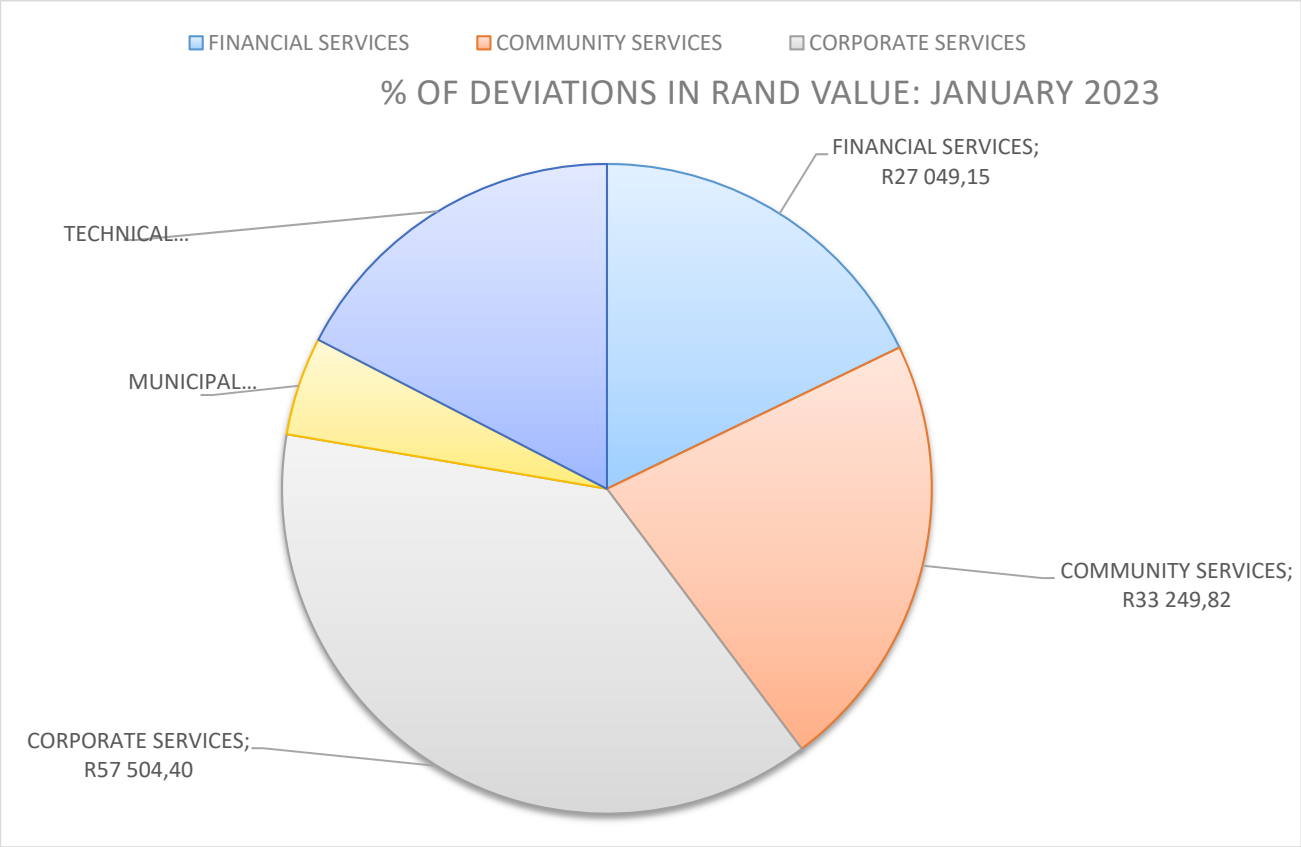
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Januarie 2023 wat beloop op die totaal van R 151 632:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
11-Jan-23	Tjeka Training Matters (PTY) Ltd	Provide Carpentry Training 08/2/17/33	Impractical	176452	33 249,82
16-Jan-23	Witzenberg Herald	Publish Notice: Wolseley Manors	Impractical	176494	3 712,00
18-Jan-23	Workshop Electronics (PTY) Ltd	Service, repair and calibration of Roadworthy Equipment	Single Supplier	176511	23 984,40
23-Jan-23	FLO Specialised Product Solutions CC	Repair of Verotest Surge Generator	Single Supplier	176567	17 365,00
23-Jan-23	Association of Municipal Electricity Utilities	Annual membership fees	Single Supplier	176570	9 040,00
25-Jan-23	Witzenberg Herald	Publish Notice: Leasing of Erf 5171	Single Supplier	176609	3 712,00
26-Jan-23	Witzenberg Herald	Publish Notice: Matric Congratulatory message 2022	Single Supplier	176623	6 640,00
26-Jan-23	Solvem Consulting (PTY) Ltd	SAMRAS Financial System - Asset parameter setup	Impractical	176631	15 043,15
27-Jan-23	PBSA (PTY) Ltd	Postage on Franking machine	Single Supplier	176646	26 880,00
27-Jan-23	Witzenberg Herald	Publish Notice: 2021/2022 Annual Report & Oversight report	Single Supplier	700473	5 220,00
27-Jan-23	Witzenberg Herald	Publish Notice: Long term debt	Single Supplier	700474	6 786,00

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
November 2022	R 1 509 585	R25 257 754.37	5.97%
December 2022	R 2 129 012	R18 760 357.15	11.34%
January 2023	R 151 632	R29 544 428.39	0.51%

DEVIATIONS PER DIRECTORATE:



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	Nov 2022	Dec 2022	Jan 2023
Value of inventory at hand	R 8 203 345	R 8 445 302	R 8 369 157
Turnover rate of total value of inventory	1.24	1.21	1.13
Date of latest stores reconciliation	31 Jan 2023		
Date of last stock count	06 Dec 2022		
Date of next stock count	14 Mar 2023		

MONTH	Nov 2022	Dec 2022	Jan 2023
Value of inventory at hand	R 8 203 345	R 8 445 302	R 8 369 157
Turnover rate of total value of inventory	1.24	1.21	1.13
Date of latest stores reconciliation	31 Jan 2023		
Date of last stock count	06 Dec 2022		
Date of next stock count	14 Mar 2023		

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	0	0	5	40	45
Motor Accident	0	0	0	14	14
Public Liability	3	0	1	12	16
Glass	0	0		1	1
Money loss	0	0	0	0	0
	3	0	6	67	76

High Value Third Party Claims

Claim Description	Value
Third party Fell on pavement after stepping into hole covered by grass	R 585 766
Third party stepped into hole of manhole cover on c/o Friesland & Delta Street,	R 628 370
Third party broke ankle after stepping in open storm channel	R 986 285
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee	R 2 551 000
Electrical fault causing damages to third party household items	R 52 202
Third Party Elec Serv. (Five YO Boy burned at Pumpstation)	R 1 210 000

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Fenching stolen at Wolseley Landfill site	R 148 000
Storm Damage to Pine Forest Resort	R 269 984
Vandalism at Nduli Pumpstaion	R 942 425
Vandalism to transfomer	R 200 000
Burglary and theft Tulbagh stores	R 186 390
Theft and Vandalism at Vredebes Subatation	R 2 412 727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	54	14	23	1	0
New Claims	0	0	2	0	0
Claims Closed	9	0	9	0	0
Closing Balance	45	14	16	1	0

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2022 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2023	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)	Current Year Allocation	
									(DORA) Allocation Division of Revenue Amendment	Not Yet Received
	R	R	R	R	R	R	R	R		
National Government Grants										
Finance Management Grant	-	1 550 000	-	(435 655)	-	1 114 345	1 114 345	-	1 550 000	-
Municipal infrastructure Grant	1 273 038	21 806 000	-	-	(12 940 615)	10 138 423	10 138 423	-	24 980 000	3 174 000
Regional Bulk Infrastructure Grant (DWAF)	(2 160 011)	12 030 000	-	-	(8 986 684)	883 305	883 305	-	20 000 000	7 970 000
Integrated National Electricity Program	3 873 783	-	-	-	(870 300)	3 003 483	3 003 483	-	12 762 000	12 762 000
Equitable share	-	82 453 000	-	-	-	82 453 000		-	106 000 000	23 547 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-		-
Expanded Public Works Programme	-	1 435 652	5 791	(1 390 057)	-	51 386	51 386	-	2 617 000	1 181 348
Neighbourhood Development Plan	321	-	-	-	-	321	321	-		-
Water Service Infrastructure Grant	-	3 111 000	-	-	(2 589 749)	521 251	521 251	-		
Provincial Government Grants										
Library services	1	7 012 000	-	(6 115 103)	-	896 898	896 898	-	10 536 000	3 524 000
CDW	201 060	-	(69 060)	-	-	132 000	132 000	-	132 000	132 000
Main roads	-	-	-	-	-	-	-	-		-
Municipal Infrastructure Support Grant	(1 046 497)	-	-	-	-	(1 046 497)	-	1 046 497		-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-		-
Public Transport	-	-	-	-	-	-	-	-		-
Municipal Accreditation and Capacity Building Grant	490 000	256 000	-	-	-	746 000	746 000	-	252 000	(4 000)
Human Settlement Development	2 993 067	-	-	-	-	2 993 067	2 993 067	-	18 499 000	18 499 000
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-		-
Capacity Building (Internship)	826 978	-	(576 978)	-	-	250 000	250 000	-	250 000	250 000
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126		-
Financial Management Support	(300 000)	-	-	-	-	(300 000)	-	300 000		-
Financial Management	300 000	-	-	-	-	300 000	300 000	-		-
Maintenance and Construction of Transport Infrastructure	(7 378 770)	13 509 487	-	-	(11 395 142)	(5 264 425)	-	5 264 425	28 092 000	14 582 513
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	477	500 000	-	-	-	500 477	500 477	-	800 000	300 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	1 600 000	1 600 000
Municipal Service Delivery & Capacity Building	600 000	-	-	-	-	600 000	600 000	-	600 000	600 000
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiar	-	-	-	-	-	-	-	-	1 790 000	1 790 000
Sport and Recreation	-	1 029 352	-	-	-	1 029 352	1 029 352	-		
Municipal Energy Resilience Fund	-	954 000	-	-	-	954 000	954 000	-		
District Municipality										
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-		-
Sanitation Infrastructure	(25 090)	-	-	-	(691 455)	(716 545)	-	716 545		-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-		-
Infrastructure	1 311 519	500 000	-	-	(103 718)	1 707 801	1 707 801	-	500 000	-
Covid 19	1 969 326	-	-	-	-	1 969 326	1 969 326	-		-
Safety Project	-	-	-	-	-	-	-	-		-
Other										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	-	635 030	-	-	-	635 030	635 030	-		
Perdekraal Wind Farm	-	380 000	-	-	-	380 000	380 000	-		
Public Contributions										-
Essen Belgium	3 179 030	835 204	-	-	-	4 014 234	4 014 234	-		(835 204)
China - Water meters	7 183	-	-	-	-	7 183	7 183	-		-
Total	**6 780 513**	**147 996 725**	**(640 247)**	**(7 940 815)**	**(37 577 663)**	**108 618 513**	**33 699 105**	**7 533 592**	**230 960 000**	**89 072 657**

OVERTIME & STANDBY REPORT JANAURY 2023

Overtime	YTD 2022/23	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	8,510	130.7%	6,512	6,512	14,589	-8,077	2,720
Cemetries	73,590	114.5%	64,287	64,287	126,155	-61,868	126,424
Community Halls And Facilitie	167,713	150.5%	111,409	111,409	287,508	-176,099	174,918
Electricity*	1,277,983	183.7%	695,622	695,622	2,190,829	-1,495,207	1,400,388
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	23,995	12.0%	200,303	200,303	41,134	159,169	9,894
Housing: Administration	602	2.1%	29,325	29,325	1,033	28,292	7,293
Human Resources	0	0.0%	6,792	792	0	6,792	520
IDP	8,662	582.1%	1,488	1,488	14,850	-13,362	32,798
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services*	1,970	0.8%	254,702	254,702	3,377	251,325	1,905
Marketing & Communications	230,782	180.1%	128,169	128,169	395,627	-267,458	492,729
Mechanical Workshop	165,717	157.2%	105,447	105,447	284,087	-178,640	230,865
Parks	127,176	182.1%	69,831	69,831	218,016	-148,185	102,104
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	298,151	159.1%	187,398	187,398	511,115	-323,717	501,992
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	55,116	84.5%	65,234	65,234	94,484	-29,250	114,191
Recreational Land	138,574	160.2%	86,507	86,507	237,555	-151,048	167,954
Roads	203,755	116.0%	175,686	175,686	349,294	-173,608	344,892
Sewerage	1,487,840	93.9%	1,584,229	1,584,229	2,550,582	-966,353	2,078,359
Social & Welfare Services	1,633	91.0%	1,794	1,794	2,799	-1,005	53,591
Solid Waste*	1,258,159	138.6%	907,634	907,634	2,156,844	-1,249,210	1,954,579
Stormwater Management	127,455	121.2%	105,176	105,176	218,495	-113,319	195,366
Supply Chain Management	33,093	146.6%	22,569	22,569	56,730	-34,161	46,095
Swimming Pools	56,743	111.7%	50,806	50,806	97,274	-46,468	111,232
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	0	0.0%	5,819	5,819	0	5,819	615
Traffic	2,657,609	234.4%	1,133,668	1,133,668	4,555,901	-3,422,233	2,724,803
Treasury*	75,748	78.4%	96,575	96,575	129,854	-33,279	132,923
Vehicle Licensing & Testing	203,182	252.3%	80,530	80,530	348,311	-267,781	299,745
Water Distribution	1,089,204	102.3%	1,064,948	1,064,948	1,867,208	-802,260	1,701,077
TOTAL OVERTIME	**9,772,964**	**134.2%**	**7,281,650**	**7,275,650**	**16,753,653**	**-9,472,003**	**13,009,971**

Standby	YTD 2022/23	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	19,043	128.4%	14,829	14,829	32,646	-17,817	29,457
Cemetries	78,390	121.8%	64,377	64,377	134,384	-70,007	124,805
Community Halls And Facilitie	106,833	122.5%	87,206	87,206	183,143	-95,937	168,658
Electricity*	399,634	126.5%	315,874	315,874	685,088	-369,214	605,393
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	516,827	132.6%	389,695	909,695	885,990	-496,295	320,877
Housing: Administration	14,435	86.3%	16,731	16,731	24,745	-8,014	16,418
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	45,459	79.2%	57,371	57,371	77,929	-20,558	74,502
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	0	0.0%	10,796	10,796	0	10,796	6,849
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	129,061	126.4%	102,119	102,119	221,247	-119,128	200,597
Parks	140,122	124.1%	112,874	112,874	240,208	-127,334	218,421
Performance Management	0		0	0	0	0	0
Pine Forest*	96,550	140.0%	68,968	68,968	165,514	-96,546	142,477
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	0		0	0	0	0	0
Recreational Land	113,464	134.9%	84,086	84,086	194,510	-110,424	173,144
Roads	366,828	113.8%	322,371	322,371	628,848	-306,477	538,781
Sewerage	492,878	79.0%	624,139	624,139	844,933	-220,794	700,163
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	89,040	106.9%	83,268	83,268	152,639	-69,371	117,629
Stormwater Management	218,747	126.2%	173,371	173,371	374,995	-201,624	301,865
Supply Chain Management	52,939	125.2%	42,296	42,296	90,752	-48,456	83,214
Swimming Pools	9,926	217.0%	4,574	4,574	17,016	-12,442	23,875
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	737,877	116.8%	631,979	631,979	1,264,932	-632,953	1,064,470
Treasury*	63,668	109.5%	58,152	58,152	109,145	-50,993	106,204
Vehicle Licensing & Testing	103,185	123.5%	83,551	83,551	176,888	-93,337	176,855
Water Distribution	427,623	79.7%	536,699	536,699	733,068	-196,369	628,305
TOTAL STANDBY	**4,222,528**	**107.9%**	**3,914,057**	**4,434,057**	**7,238,620**	**-3,324,563**	**5,822,958**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of January 2023 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 13/02/2023

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Monthly Budget Statement Report Section 71 for February 2023

Financial data is in respect of the period 1 July 2022 to 30 June 2023

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

2.3 Monthly budget statements

In terms of Section 71 of the MFMA the accounting officer must prepare monthly budget statements that comply with this section. This section read as follows:

"71. (1) The accounting officer of a municipality must by no later than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget reflecting the following particulars for that month and for the financial year up to the end of that month:

(a) Actual revenue, per revenue source;
(b) actual borrowings;
(c) actual expenditure, per vote;
(d) actual capital expenditure, per vote;
(e) the amount of any allocations received;
(f) actual expenditure on those allocations, excluding expenditure on—
(i) its share of the local government equitable share; and
(ii) allocations exempted by the annual Division of Revenue Act from compliance with this paragraph; and
(g) when necessary, an explanation of—
(i) any material variances from the municipality's projected revenue by source, and from the municipality's expenditure projections per vote;
(ii) any material variances from the service delivery and budget implementation plan; and
(iii) any remedial or corrective steps taken or to be taken to ensure that projected revenue and expenditure remain within the municipality's approved budget.

(2) The statement must include—

(a) a projection of the relevant municipality's revenue and expenditure for the rest of the financial year, and any revisions from initial projections; and
(b) the prescribed information relating to the state of the budget of each municipal entity as provided to the municipality in terms of section 87(10).

(3) The amounts reflected in the statement must in each case be compared with the corresponding amounts budgeted for in the municipality's approved budget.

(4) The statement to the provincial treasury must be in the format of a signed document and in electronic format.

(5) The accounting officer of a municipality which has received an allocation referred to in subsection (1)(e) during any particular month must, by no later than 10 working days after

2.3 Maandelikse begroting state

In terme van Artikel 71 van die MFMA die rekenpligtige beampte moet 'n maandelikse begroting state wat voldoen aan hierdie artikel. Hierdie artikel lees soos volg:

"71. (1) Die rekenpligtige beampte van 'n munisipaliteit moet nie later as 10 werk dae na die einde van elke maand aan die burgemeester van die munisipaliteit en die betrokke Provinsiale Tesourie 1 verklaring in die voorgeskrewe formaat oor die toestand van die munisipaliteit se begroting wat die volgende besonderhede vir die maand en vir die finansiële jaar tot die einde van die maand:

(a) werklike inkomste per bron van inkomste;
(b) werklike lenings;
(c) die werklike uitgawes per stem;
(d) die werklike kapitaalbesteding, per stem;
(e) die bedrag van enige toekennings ontvang;
(f) die werklike uitgawes op daardie toekennings, uitgesluit besteding op
(i) sy deel van die plaaslike regering billike deel;
(ii) toekennings vrygestel is by die jaarlikse Verdeling van Inkomste van die nakoming van hierdie paragraaf, en
(g) wanneer dit nodig is, 'n verduideliking van-
(i) enige wesenlike afwykings van die munisipaliteit se geprojekteerde inkomste deur die bron, en van die munisipaliteit se uitgawe projeksies per stem;
(ii) enige wesenlike afwykings van die dienslewering en begrotings implementeringsplan;
(iii) enige remediërende of korrektiewe stappe geneem is of geneem word om te verseker dat die geprojekteerde inkomste en uitgawes in die munisipaliteit se goedgekeurde begroting bly.

(2) Die staat moet die volgende insluit-

(a) 'n projeksie van die betrokke munisipaliteit se inkomste en uitgawes vir die res van die finansiële jaar, en enige wysigings van die aanvanklike projeksies, en
(b) die voorgeskrewe inligting met betrekking tot die toestand van die begroting van elke munisipale entiteit wat aan die munisipaliteit in terme van artikel 87 (10).

(3) die bedrae wat in die verklaring moet in elke geval in vergelyking met die ooreenstemmende bedrae begroot vir die munisipaliteit se goedgekeurde begroting.

(4) Die verklaring aan die provinsiale tesourie moet in die formaat van 'n getekende dokument en in elektroniese formaat.

(5) Die rekenpligtige beampte van 'n munisipaliteit wat 'n toekenning bedoel in subartikel (1)(e) gedurende 'n bepaalde maand ontvang het, moet nie later nie as 10 werksdae na die

the end of that month, submit that part of the statement reflecting the particulars referred to in subsection (1)(e) and (f) to the national or provincial organ of state or municipality which transferred the allocation.

(6) The provincial treasury must by no later than 22 working days after the end of each month submit to the National Treasury a consolidated statement in the prescribed format on the state of the municipalities' budgets, per municipality and per municipal entity.

(7) The provincial treasury must, within 30 days after the end of each quarter, make public as may be prescribed, a consolidated statement in the prescribed format on the state of municipalities' budgets per municipality and per municipal entity. The MEC for finance must submit such consolidated statement to the provincial legislature no later than 45 days after the end of each quarter."

einde van die maand, moet daardie deel van die verklaring wat die besonderhede bedoel in subartikel (1)(e) en (f) om die nasionale of provinsiale orgaan van die staat of munisipaliteit wat die toekenning oorgedra

(6) Die Provinsiale Tesourie moet nie later nie as 22 werksdae na die einde van elke maand aan die Nasionale Tesourie 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van die munisipaliteite se begrotings, per munisipaliteit en per munisipale entiteit.

(7) Die Provinsiale Tesourie moet, binne 30 dae na die einde van elke kwartaal, openbaar te maak as wat voorgeskryf mag word, 'n gekonsolideerde staat in die voorgeskrewe formaat oor die stand van munisipaliteite se begrotings per munisipaliteit en per munisipale entiteit. Die LUR vir finansies moet so 'n gekonsolideerde staat nie later nie as 45 dae na die einde van elke kwartaal aan die provinsiale wetgewer dien."

A MAYOR'S REPORT

Credit control for various reasons remains a challenge for the municipality.

The unwillingness / unability of government departments to pay their municipal accounts was a big concern. However department are slowing starting to make payment. The debt is in access of R6.8 million in comparison to the prior month figure of R9.58 million.

The monthly billing was also done as scheduled and during this process 19 777 accounts amounting to R38.5 million was printed and distributed to consumers. The prepaid electricity sales amounted to R4.9 million in comparison to a cost of R5.6 million for the same month during the prior financial year.

The indigent cost to the municipality for the month amounts to R 1.8 million in comparison to the prior month figure of R1.8 millon

The accumulated debtor's collection target for the year is 94%, and the actual accumulated year to date debtor's collection is 87% in comparison to a rate of 88% for the same month in the previous year.

The municipality issued orders to the value of R 21.2 million of which R1.4 milion was in terms of deviations.

The municipality currently has R 200 million in its primary bank account and R10 million in investments. The bank balance at the end of the previous month was R151.5 million with R60 million in investments.

The calculated cost coverage ratio of the municipality as at the end of February 2023 is 3.53 months.

A BURGEMEESTERS VERSLAG

Kredietbeheer bly 'n uitdaging vir die munisipaliteit as gevolg van verskillende redes.

Die onwilligheid / onvermoë van staats departemente om hulle munisipale rekeninge te betaal was 'n groot bekommernis. Departemente is stadig besig om hul betalings te maak. Die skuld beloop tans R6.8 miljoen in vergelyking met die vorige maand syfer van R9.58 miljoen.

Die maandelikse rekeninge is ook gehef soos geskeduleer en tydens hierdie proses is 19 777 rekeninge ten bedrae van R38.5 miljoen gedruk en aan verbruikers versprei. Die voorafbetaalde elektrisiteit verkope beloop R4.9 miljoen en was R5.6 miljoen vir dieselfde maand gedurende die vorige finansiele jaar.

Die deernis subsidies vir die maand beloop R 1.8 miljoen in vergelyking met die vorige maand syfer van R1.8 miljoen.

Die opgehoopte debiteure verhaling se teiken vir die jaar is 94%, en die werklike jaar tot op datum invordering is 87% in vergelyking met 88% vir dieselfde maand in die vorige finansiele jaar.

Bestellings ter waarde van R 21.2 miljoen uitgereik, waarvan R1.4 miljoen ten opsigte van afwykings is.

Die munisipaliteit het R 200 miljoen in die primêre bankrekening met R 10 miljoen op belegging. Die bankbalans aan die einde van die vorige maand was R151.5 miljoen met R60 miljoen op belegging.

Die berekende koste dekking verhouding van die munisipaliteit soos aan die einde van Februarie 2023 is 3.53 maande.

B RECOMMENDATION

It is recommended that council take cognisance of the quarterly budget assessment for the month of February 2023 .

B AANBEVELING

Dit word aanbeveel dat die raad kennis neem van die finansiële maandverslag en ondersteunende dokumente vir Februarie 2023 .

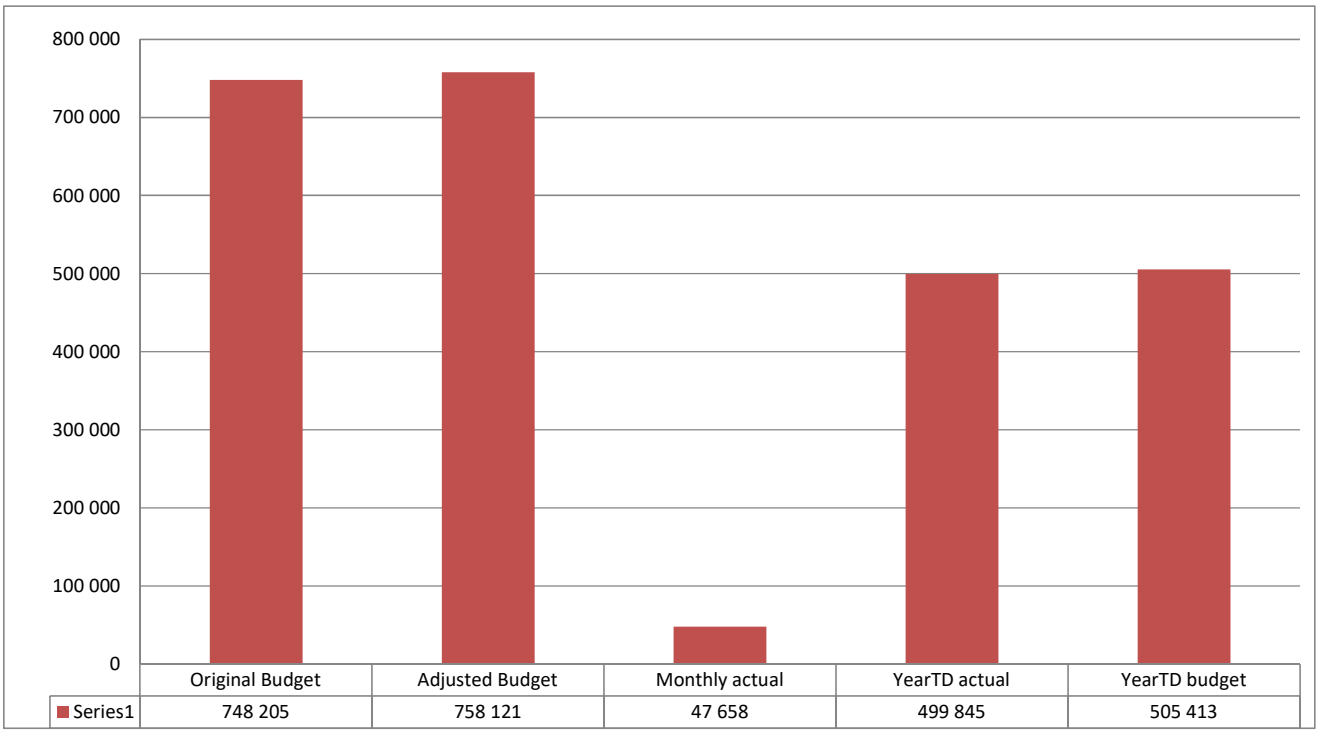
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

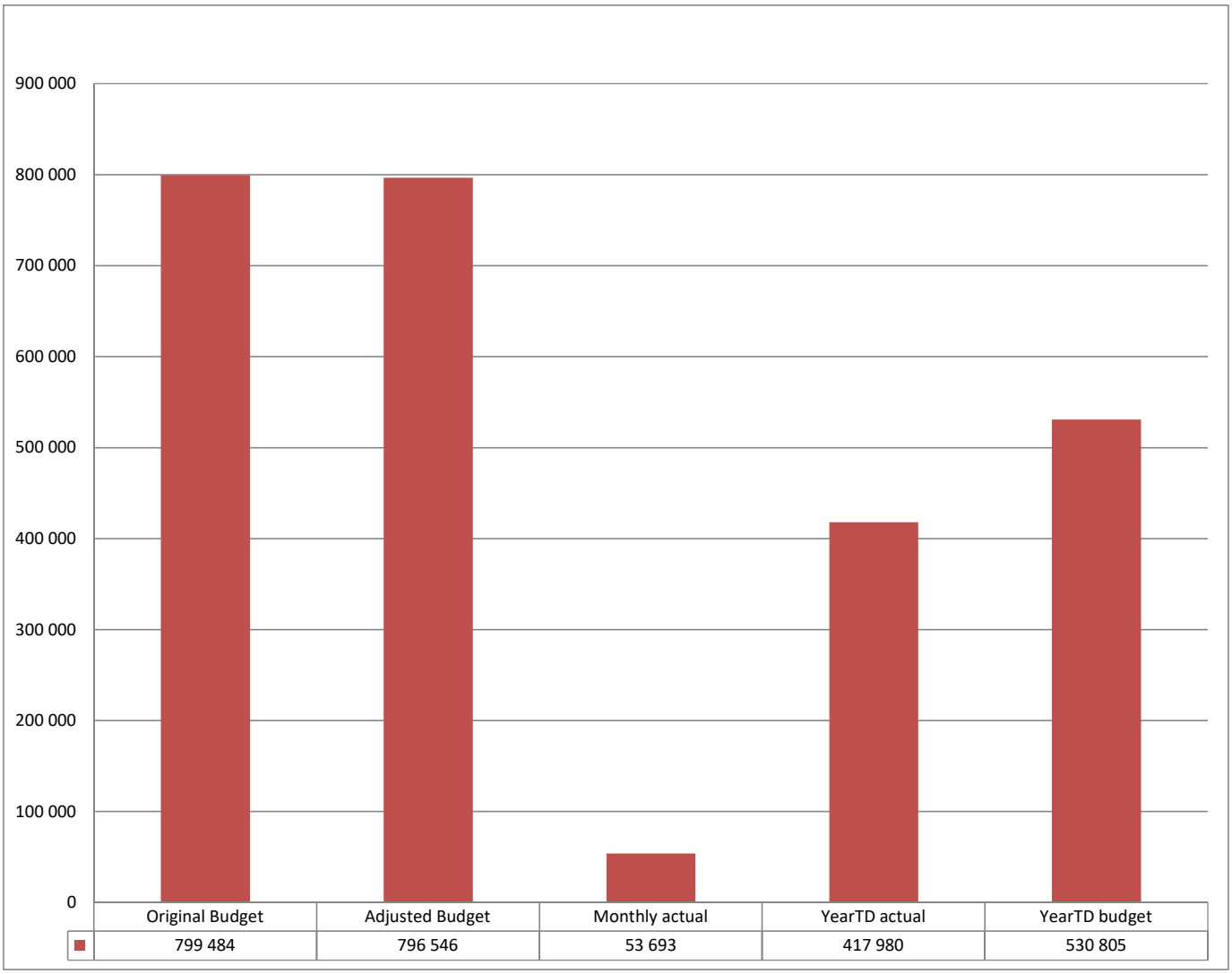
TOTAL OPERATIONAL REVENUE R'000



For the period 1 July 2022 to 28 February 2023, 65.93% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 tot 28 Februarie 2023, is 65.93% van die begrote operasionele inkomste gehef.

TOTAL OPERATIONAL EXPENDITURE R'000



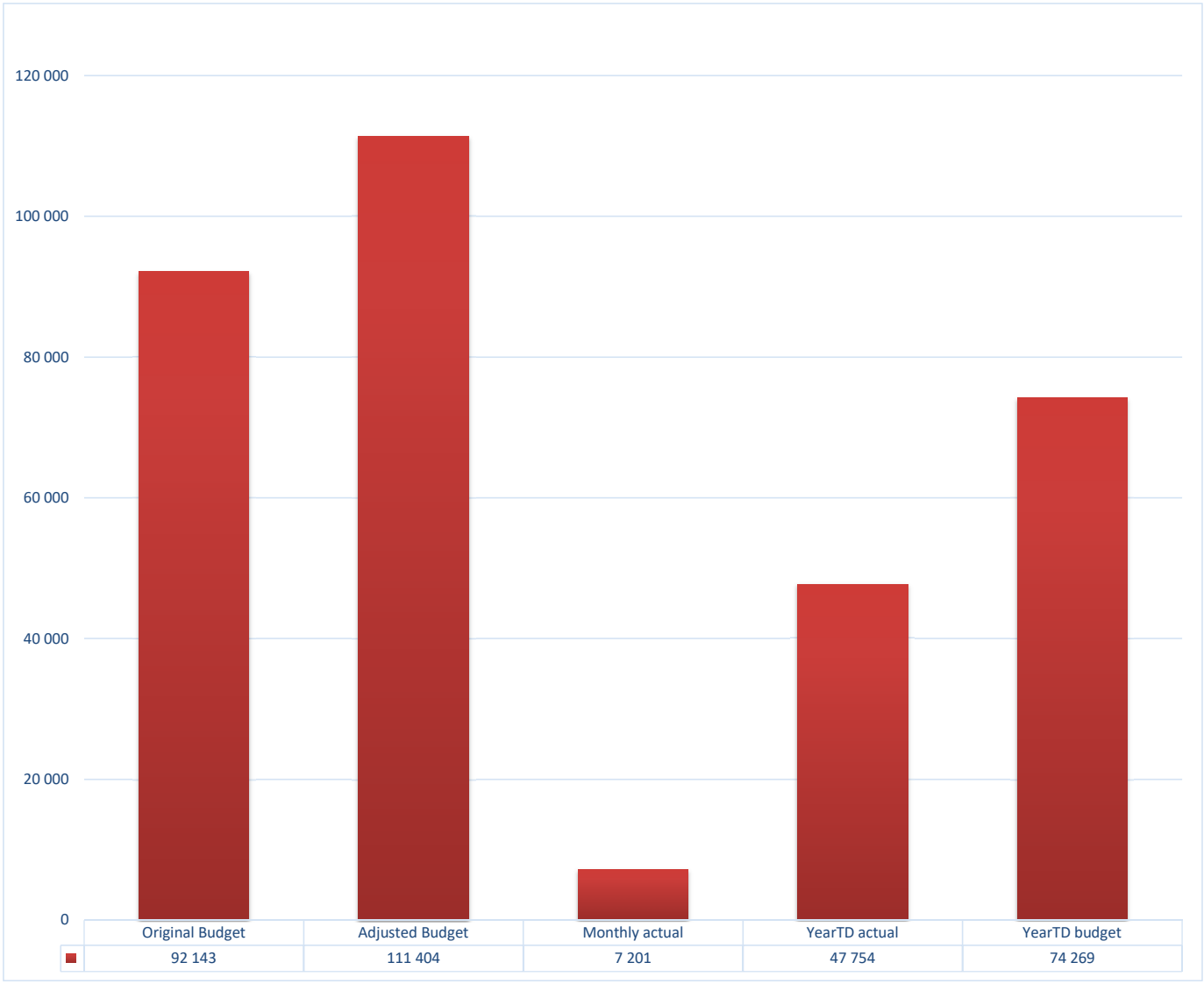
For the period 1 July 2022 to 28 February 2023, 52.47% of the budgeted operational expenditure was incurred.

Vir die periode 1 Julie 2022 tot 28 Februarie 2023, is 52.47% van die begrote operasionele uitgawes aangegaan.

Please refer to Supporting Table SC1 for explanations regarding expendiure variances.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

CAPITAL EXPENDITURE R'000



For the period 1 July 2022 to 28 February 2023, 42.87% of the budgeted capital expenditure was incurred.

Please refer to Supporting Table SC1 for explanations regarding expenditure variances.

Vir die periode 1 Julie 2022 tot 28 Februarie 2023, is 42.87% van die begrote kapitale uitgawes aangegaan.

Verwys asb na "Supporting Table SC1" vir stawende redes met betrekking tot spandering afwykings.

In-year budget statement tables

The following table provides a summary of the financial performance and financial position of the municipality as at 28 February 2023.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - M08 February

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 093	76 914	63 728	13 186	21%	95 592
Service charges	434 782	449 486	449 486	34 980	287 275	299 657	(12 382)	-4%	449 486
Investment revenue	5 580	5 089	5 089	1 013	7 857	3 393	4 464	132%	5 089
Transfers recognised - operational	124 169	152 300	158 948	971	85 210	105 965	(20 755)	-20%	158 948
Other own revenue	62 003	45 738	49 005	5 602	42 589	32 670	9 919	30%	49 005
transfers and contributions)	715 243	748 205	758 121	47 658	499 845	505 413	(5 568)	-1%	758 121
Employee costs	202 247	247 136	241 175	18 231	148 778	160 783	(12 005)	-7%	241 175
Remuneration of Councillors	10 070	12 108	12 108	879	7 269	8 072	(802)	-10%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	26 392	(26 392)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	51	6 078	(6 027)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 720	22 366	168 177	220 279	(52 102)	-24%	330 720
Transfers and grants	2 624	13 143	13 502	114	1 243	9 001	(7 759)	-86%	13 502
Other expenditure	128 132	147 827	150 337	12 102	92 462	100 200	(7 737)	-8%	150 337
Total Expenditure	690 510	799 484	796 546	53 693	417 980	530 805	(112 825)	-21%	796 546
Surplus/(Deficit)	24 734	(51 279)	(38 425)	(6 035)	81 864	(25 392)	107 256	-422%	(38 425)
Transfers recognised - capital	64 244	53 821	75 229	–	0	50 153	(50 153)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	302	(302)	-100%	453
& contributions	89 427	2 995	37 257	(6 035)	81 864	25 063	56 801	227%	37 257
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	89 427	2 995	37 257	(6 035)	81 864	25 063	56 801	227%	37 257
Capital expenditure & funds sources									
Capital expenditure	75 781	92 143	111 404	7 201	47 754	74 269	(26 515)	-36%	111 404
Capital transfers recognised	64 196	60 036	73 589	5 775	38 695	49 059	(10 364)	-21%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	6 667	(6 667)	-100%	10 000
Internally generated funds	9 398	22 107	27 816	1 425	9 059	18 544	(9 484)	-51%	27 816
Total sources of capital funds	75 072	92 143	111 404	7 201	47 754	74 269	(26 515)	-36%	111 404
Financial position									
Total current assets	271 947	242 916	242 916		370 519				242 916
Total non current assets	1 118 690	1 124 460	1 124 460		1 166 439				1 124 460
Total current liabilities	120 617	137 549	137 549		179 730				137 549
Total non current liabilities	234 105	260 296	260 296		239 448				260 296
Community wealth/Equity	1 035 916	969 530	969 530		1 117 780				969 530
Cash flows									
Net cash from (used) operating	97 075	74 035	74 035	956	110 860	72 212	38 649	54%	74 035
Net cash from (used) investing	(68 377)	(92 143)	(92 143)	42 061	(67 764)	(105 965)	38 201	-36%	(92 143)
Net cash from (used) financing	876	9 000	9 000	51	154	(1 000)	1 154	-115%	154
end	144 880	143 632	143 632	–	188 121	117 987	70 134	59%	135 762
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	52 556	6 421	5 895	5 523	5 361	10 237	28 559	263 444	377 995
Creditors Age Analysis									
Total Creditors	842	6	–	–	–	–	–	–	847

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) - M08 February

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	8 513	97 074	82 437	14 637	18%	123 657
Executive and council	8 088	260	260	3	22	174	(152)	-88%	260
Finance and administration	113 021	120 347	123 396	8 510	97 052	82 263	14 789	18%	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	2 114	100 182	117 292	(17 111)	-15%	175 939
Community and social services	121 745	135 103	135 304	233	84 368	90 202	(5 835)	-6%	135 304
Sport and recreation	9 438	12 172	12 172	637	4 859	8 114	(3 255)	-40%	12 172
Public safety	14 298	16 035	16 299	1 220	10 798	10 866	(68)	-1%	16 299
Housing	835	12 165	12 165	24	157	8 110	(7 953)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	92	1 681	22 675	(20 994)	-93%	34 012
Planning and development	2 643	4 600	3 119	92	1 681	2 080	(399)	-19%	3 119
Road transport	12 443	12 570	28 899	–	0	19 266	(19 266)	-100%	28 899
Environmental protection	0	10	1 993	–	–	1 329	(1 329)	-100%	1 993
Trading services	497 310	489 091	500 069	36 936	300 804	333 380	(32 576)	-10%	500 069
Energy sources	335 811	335 873	341 027	24 511	204 753	227 351	(22 598)	-10%	341 027
Water management	72 814	87 028	91 441	5 575	38 127	60 960	(22 833)	-37%	91 441
Waste water management	37 551	33 120	34 531	3 479	33 147	23 021	10 126	44%	34 531
Waste management	51 135	33 071	33 071	3 371	24 777	22 047	2 730	12%	33 071
Total Revenue - Functional	779 937	802 479	833 803	47 658	499 845	555 868	(56 023)	-10%	833 803
Expenditure - Functional									
Governance and administration	108 349	154 226	154 943	10 437	79 275	103 294	(24 019)	-23%	154 943
Executive and council	23 583	31 784	32 502	1 818	16 417	21 666	(5 250)	-24%	32 502
Finance and administration	82 852	120 211	120 205	8 403	61 208	80 136	(18 928)	-24%	120 205
Internal audit	1 914	2 231	2 237	217	1 650	1 491	159	11%	2 237
Community and public safety	99 148	121 751	119 925	7 779	61 134	79 927	(18 793)	-24%	119 925
Community and social services	27 397	31 831	30 098	2 142	17 236	20 043	(2 806)	-14%	30 098
Sport and recreation	30 250	30 591	30 609	2 755	19 103	20 406	(1 303)	-6%	30 609
Public safety	36 554	42 158	42 040	2 505	21 716	28 027	(6 311)	-23%	42 040
Housing	4 947	17 172	17 177	376	3 079	11 451	(8 372)	-73%	17 177
Economic and environmental services	32 010	37 538	39 816	2 407	21 427	26 544	(5 117)	-19%	39 816
Planning and development	11 200	12 176	12 342	947	7 954	8 228	(274)	-3%	12 342
Road transport	20 001	23 714	23 938	1 350	12 796	15 959	(3 163)	-20%	23 938
Environmental protection	808	1 648	3 537	110	678	2 358	(1 680)	-71%	3 537
Trading services	450 070	485 015	480 909	33 070	255 469	320 405	(64 936)	-20%	480 909
Energy sources	316 479	353 660	352 535	22 912	177 345	235 024	(57 679)	-25%	352 535
Water management	39 383	40 655	42 461	3 505	28 385	28 307	78	0%	42 461
Waste water management	37 782	39 546	40 033	4 166	23 715	26 689	(2 974)	-11%	40 033
Waste management	56 427	51 154	45 879	2 487	26 025	30 386	(4 361)	-14%	45 879
Other	933	953	953	–	675	635	40	6%	953
Total Expenditure - Functional	690 510	799 484	796 546	53 693	417 980	530 805	(112 825)	-21%	796 546
Surplus/ (Deficit) for the year	89 427	2 995	37 257	(6 035)	81 864	25 063	56 801		37 257

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) - M08 February

Description	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	8 513	97 074	82 437	14 637	18%	123 657
Executive and council	8 088	260	260	3	22	174	(152)	-88%	260
Mayor and Council	8 088	–	–	3	22	–	22		–
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	174	(174)	-100%	260
Finance and administration	113 021	120 347	123 396	8 510	97 052	82 263	14 789	18%	123 396
Administrative and Corporate Support	1	10	10	–	0	7	(6)	-93%	10
Finance	112 606	119 453	122 502	8 432	96 744	81 667	15 077	18%	122 502
Human Resources	354	609	609	78	288	406	(118)	-29%	609
Marketing, Customer Relations, Publicity and Media	–	5	5	–	–	3	(3)	-100%	5
Property Services	–	–	–	–	–	–	–		–
Supply Chain Management	60	78	78	–	19	52	(32)	-62%	78
Community and public safety	146 316	175 474	175 939	2 114	100 182	117 292	(17 111)	-15%	175 939
Community and social services	121 745	135 103	135 304	233	84 368	90 202	(5 835)	-6%	135 304
Aged Care	110 799	124 036	124 237	168	83 994	82 825	1 169	1%	124 237
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	16	103	161	(58)	-36%	242
Community Halls and Facilities	186	283	283	44	232	189	43	23%	283
Libraries and Archives	10 498	10 542	10 542	5	39	7 028	(6 989)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	637	4 859	8 114	(3 255)	-40%	12 172
Recreational Facilities	6 547	4 869	4 869	627	4 777	3 246	1 531	47%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	9	82	4 868	(4 786)	-98%	7 302
Public safety	14 298	16 035	16 299	1 220	10 798	10 866	(68)	-1%	16 299
Fire Fighting and Protection	25	7	7	1	5	5	0	0	7
Housing	835	12 165	12 165	24	157	8 110	(7 953)	-98%	12 165
Housing	835	12 165	12 165	24	157	8 110	(7 953)	-98%	12 165
Economic and environmental services	15 086	17 180	34 012	92	1 681	22 675	(20 994)	-93%	34 012
Planning and development	2 643	4 600	3 119	92	1 681	2 080	(399)	-19%	3 119
Economic Development/Planning	902	2 149	668	–	–	445	(445)	-100%	668
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	92	1 681	998	683	68%	1 497
Project Management Unit	–	954	954	–	–	636	(636)	-100%	954
Road transport	12 443	12 570	28 899	–	0	19 266	(19 266)	-100%	28 899
Roads	12 443	12 570	28 899	–	0	19 266	(19 266)	-100%	28 899
Environmental protection	0	10	1 993	–	–	1 329	(1 329)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	1 329	(1 329)	-100%	1 993
Trading services	497 310	489 091	500 069	36 936	300 804	333 380	(32 576)	-10%	500 069
Energy sources	335 811	335 873	341 027	24 511	204 753	227 351	(22 598)	-10%	341 027
Electricity	334 246	335 873	341 027	24 511	204 753	227 351	(22 598)	-10%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	5 575	38 127	60 960	(22 833)	-37%	91 441
Water Distribution	72 814	70 521	74 933	5 575	38 127	49 955	(11 828)	-24%	74 933
Waste water management	37 551	33 120	34 531	3 479	33 147	23 021	10 126	44%	34 531
Sewerage	36 498	33 120	33 720	3 479	33 043	22 480	10 563	47%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 371	24 777	22 047	2 730	12%	33 071
Solid Waste Removal	34 897	33 071	33 071	3 371	24 777	22 047	2 730	12%	33 071
Other	116	126	126	3	104	84	20	24%	126
Licensing and Regulation	116	126	126	3	104	84	20	24%	126
Total Revenue - Functional	779 937	802 479	833 803	47 658	499 845	555 868	(56 023)	-10%	833 803
Expenditure - Functional									
Municipal governance and administration	108 349	154 226	154 943	10 437	79 275	103 294	(24 019)	-23%	154 943
Executive and council	23 583	31 784	32 502	1 818	16 417	21 666	(5 250)	-24%	32 502
Mayor and Council	14 331	20 035	20 239	1 126	9 620	13 493	(3 873)	-29%	20 239
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	12 262	692	6 796	8 174	(1 377)	-17%	12 262
Finance and administration	82 852	120 211	120 205	8 403	61 208	80 136	(18 928)	-24%	120 205

Financial Performance (standard classification) - M08

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Administrative and Corporate Support	10 523	13 079	14 329	1 396	7 678	9 553	(1 875)	-20%	14 329
Asset Management	31	1 804	1 819	7	18	1 213	(1 195)	-99%	1 819
Finance	34 833	36 843	36 339	3 957	26 496	24 227	2 269	9%	36 339
Fleet Management	4 925	3 146	3 126	309	2 447	2 084	363	17%	3 126
Human Resources	11 708	40 419	40 155	1 162	11 395	26 768	(15 373)	-57%	40 155
Information Technology	3 868	5 135	5 025	193	2 797	3 350	(553)	-17%	5 025
Legal Services	1 368	2 821	2 535	128	1 039	1 690	(651)	-39%	2 535
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 173	375	2 671	2 782	(111)	-4%	4 173
Property Services	4 110	1 687	1 683	76	611	1 122	(511)	-46%	1 683
Risk Management	7	382	382	–	–	254	(254)	-100%	382
Supply Chain Management	7 006	8 381	8 314	611	4 834	5 543	(709)	-13%	8 314
Valuation Service	451	2 325	2 325	188	1 223	1 550	(327)	-21%	2 325
Internal audit	1 914	2 231	2 237	217	1 650	1 491	159	11%	2 237
Governance Function	1 914	2 231	2 237	217	1 650	1 491	159	11%	2 237
Community and public safety	99 148	121 751	119 925	7 779	61 134	79 927	(13 815)	-17%	119 925
Community and social services	27 397	31 831	30 098	2 142	17 236	20 043	(2 806)	-14%	30 098
Aged Care	6 887	7 985	6 272	423	3 624	4 181	(557)	-13%	6 272
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 922	363	2 600	2 592	8	0%	3 922
Child Care Facilities	36	167	167	0	5	111	(107)	-96%	167
Community Halls and Facilities	5 875	6 675	6 673	464	3 652	4 449	(797)	-18%	6 673
Disaster Management	118	69	69	1	33	46	(13)	-28%	69
Education	1	136	136	–	–	91	(91)	-100%	136
Libraries and Archives	10 969	12 874	12 859	891	7 322	8 573	(1 251)	-15%	12 859
Sport and recreation	30 250	30 591	30 609	2 755	19 103	20 406	(1 303)	-6%	30 609
Community Parks (including Nurseries)	8 412	8 646	8 846	788	6 137	5 897	240	4%	8 846
Recreational Facilities	15 126	15 400	15 306	1 474	9 056	10 204	(1 148)	-11%	15 306
Sports Grounds and Stadiums	6 712	6 544	6 458	493	3 910	4 305	(396)	-9%	6 458
Public safety	36 554	42 158	42 040	2 505	21 716	28 027	(1 334)	-5%	42 040
Fire Fighting and Protection	9 108	10 820	10 820	738	5 880	7 213	(1 334)	-18%	10 820
Housing	4 947	17 172	17 177	376	3 079	11 451	(8 372)	-73%	17 177
Housing	4 917	16 888	16 893	362	3 032	11 262	(8 230)	-73%	16 893
Informal Settlements	30	284	284	14	47	189	(142)	-75%	284
Economic and environmental services	32 010	37 538	39 816	2 407	21 427	26 544	(5 117)	-19%	39 816
Planning and development	11 200	12 176	12 342	947	7 954	8 228	(274)	-3%	12 342
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	168	1 476	1 547	(71)	-5%	2 320
Economic Development/Planning	1 669	1 778	2 015	125	1 223	1 343	(120)	-9%	2 015
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	437	3 519	3 340	179	5%	5 009
Project Management Unit	2 473	2 998	2 998	217	1 736	1 998	(262)	-13%	2 998
Road transport	20 001	23 714	23 938	1 350	12 796	15 959	(3 163)	-20%	23 938
Roads	20 001	23 714	23 938	1 350	12 796	15 959	(3 163)	-20%	23 938
Environmental protection	808	1 648	3 537	110	678	2 358	(1 680)	-71%	3 537
Biodiversity and Landscape	808	1 648	3 537	110	678	2 358	(1 680)	-71%	3 537
Trading services	450 070	485 015	480 909	33 070	255 469	320 405	(64 936)	-20%	480 909
Energy sources	316 479	353 660	352 535	22 912	177 345	235 024	(57 679)	-25%	352 535
Electricity	313 742	347 622	348 607	22 781	176 295	232 405	(56 109)	-24%	348 607
Street Lighting and Signal Systems	2 737	6 038	3 929	131	1 049	2 619	(1 570)	-60%	3 929
Water management	39 383	40 655	42 461	3 505	28 385	28 307	78	0%	42 461
Water Treatment	201	1 406	1 406	15	136	937	(802)	-86%	1 406
Water Distribution	36 316	34 239	37 093	3 454	26 481	24 729	1 752	7%	37 093
Water Storage	2 866	5 010	3 962	37	1 769	2 641	(873)	-33%	3 962
Waste water management	37 782	39 546	40 033	4 166	23 715	26 689	(2 974)	-11%	40 033
Public Toilets	1 712	1 995	1 953	117	1 149	1 302	(153)	-12%	1 953
Sewerage	28 232	28 633	29 379	3 203	18 231	19 586	(1 354)	-7%	29 379
Storm Water Management	7 838	7 358	7 140	846	4 334	4 760	(426)	-9%	7 140
Waste Water Treatment	0	1 561	1 561	–	0	1 041	(1 041)	-100%	1 561
Waste management	56 427	51 154	45 879	2 487	26 025	30 386	(4 361)	-14%	45 879
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 234	158	984	10 156	(9 172)	-90%	15 234
Solid Waste Removal	35 105	35 220	30 079	2 327	25 005	19 852	5 153	26%	30 079
Street Cleaning	174	566	566	2	36	377	(341)	-90%	566
Other	933	953	953	–	675	635	40	6%	953
Licensing and Regulation	33	53	53	–	0	35	(35)	-100%	53
Tourism	900	900	900	–	675	600	75	12%	900
Total Expenditure - Functional	690 510	799 484	796 546	53 693	417 980	530 805	(107 847)	-20%	796 546
Surplus/ (Deficit) for the year	89 427	2 995	37 257	(6 035)	81 864	25 063	56 801	227%	37 257

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) - M08 February

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	8 268	96 112	79 919	16 194	20,3%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	913	89 622	108 382	(18 760)	-17,3%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 300	11 103	11 277	(174)	-1,5%	16 916
Vote 4 - Technical Services	512 276	505 741	533 049	37 134	302 664	355 366	(52 702)	-14,8%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	53	426	924	(498)	-53,9%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	833 803	47 668	499 928	555 868	(55 940)	-10,1%	833 803
Vote 1 - Financial Services	34 002	51 044	50 490	3 613	26 940	33 661	(6 722)	-20,0%	50 490
Vote 2 - Community Services	74 791	96 548	96 970	6 352	47 743	64 623	(16 880)	-26,1%	96 970
Vote 3 - Corporate Services	75 105	118 517	119 454	6 288	52 478	79 634	(27 156)	-34,1%	119 454
Vote 4 - Technical Services	481 478	519 140	515 242	35 425	275 692	343 293	(67 601)	-19,7%	515 242
Vote 5 - Municipal Manager	11 383	14 235	14 390	1 140	8 536	9 593	(1 058)	-11,0%	14 390
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	676 759	799 484	796 546	52 818	411 388	530 805	(119 417)	-22,5%	796 546
Surplus/ (Deficit) for the year	103 162	2 995	37 257	(5 149)	88 540	25 063	63 477	253,3%	37 257

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) - M08 February

Description R thousands	2021/22 Audited Outcome	Budget Year 2022/23 Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
Revenue By Source									
Property rates	88 709	95 592	95 592	5 093	76 914	63 728	13 186	21%	95 592
Service charges - electricity revenue	326 894	337 388	337 388	24 521	204 825	224 925	(20 100)	-9%	337 388
Service charges - water revenue	46 201	49 810	49 810	4 666	31 901	33 206	(1 306)	-4%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 985	29 679	21 368	8 311	39%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 808	20 870	20 157	713	4%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	593	3 369	2 277	1 091	48%	3 416
Interest earned - external investments	5 580	5 089	5 089	1 013	7 857	3 393	4 464	132%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 383	16 134	6 074	10 060	166%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	659	6 852	7 425	(573)	-8%	11 137
Licences and permits	1 198	2 216	2 216	136	767	1 478	(710)	-48%	2 216
Agency services	4 415	4 249	4 249	454	3 283	2 832	451	16%	4 249
Transfers recognised - operational	124 169	152 300	158 948	971	85 210	105 965	(20 755)	-20%	158 948
Other revenue	16 804	15 609	18 877	1 377	12 184	12 584	(400)	-3%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 243	748 205	758 121	47 658	499 845	505 413	(5 568)	-1%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	241 175	18 231	148 778	160 783	(12 005)	-7%	241 175
Remuneration of councillors	10 070	12 108	12 108	879	7 269	8 072	(802)	-10%	12 108
Debt impairment	50 764	46 031	46 031	4 547	39 242	30 688	8 554	28%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	26 392	(26 392)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	51	6 078	(6 027)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	20 295	158 158	209 607	(51 449)	-25%	314 411
Other materials	14 449	16 154	16 309	2 071	10 019	10 672	(653)	-6%	16 309
Contracted services	33 782	52 776	53 878	4 020	23 043	35 918	(12 876)	-36%	53 878
Transfers and grants	2 624	13 143	13 502	114	1 243	9 001	(7 759)	-86%	13 502
Other expenditure	40 337	49 019	50 427	3 535	30 178	33 594	(3 416)	-10%	50 427
Loss on disposal of PPE	3 248	0	0	–	–	0	(0)	-100%	0
Total Expenditure	690 510	799 484	796 546	53 693	417 980	530 805	(112 825)	-21%	796 546
Surplus/(Deficit)	24 734	(51 279)	(38 425)	(6 035)	81 864	(25 392)	107 256	(0)	(38 425)
Transfers recognised - capital	64 244	53 821	75 229	–	0	50 153	(50 153)	(0)	75 229
Contributions recognised - capital	449	453	453	–	–	302	(302)	(0)	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	89 427	2 995	37 257	(6 035)	81 864	25 063			37 257
Surplus/(Deficit) attributable to	89 427	2 995	37 257	(6 035)	81 864	25 063			37 257
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	89 427	2 995	37 257	(6 035)	81 864	25 063			37 257

The revenue and expenditure figures excludes internal charges

Other expenditure includes operational costs such as:

Advertising, Publicity and Marketing
External Audit Fees
Communication
External Computer Service
Insurance Underwriting
Travel and Subsistence
Printing, Publications and Books
Uniform and Protective Clothing
Wet Fuel
Hire 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) - M08 February

Vote Description R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 146	5 505	31 212	46 097	(14 886)	-32%	69 146
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	53 353	55 390	69 146	5 505	31 212	46 097	(14 886)	-32%	69 146
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 974	180	189	–	70	126	(56)	-44%	189
Vote 2 - Community Services	4 487	10 126	10 126	46	138	6 751	(6 613)	-98%	10 126
Vote 3 - Corporate Services	685	650	970	306	488	646	(158)	-24%	970
Vote 4 - Technical Services	14 282	25 797	30 974	1 343	15 846	20 649	(4 803)	-23%	30 974
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	22 428	36 753	42 258	1 695	16 543	28 172	(11 630)	-41%	42 258
Total Capital Expenditure	75 781	92 143	111 404	7 201	47 754	74 269	(26 515)	-36%	111 404

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - M08 February

Vote Description R thousands	2021/22	Budget Year 2022/23							
	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	4 719	2 180	2 911	375	671	1 941	(1 269)	-65%	2 911
Executive and council	–	340	430	80	219	287	(67)	-24%	430
Finance and administration	4 719	1 840	2 481	294	452	1 654	(1 202)	-73%	2 481
Community and public safety	3 991	9 976	10 206	1	63	6 804	(6 741)	-99%	10 206
Community and social services	667	1 222	1 222	–	20	815	(794)	-97%	1 222
Sport and recreation	3 084	8 754	8 754	1	43	5 836	(5 794)	-99%	8 754
Public safety	240	–	230	–	–	153	(153)	-100%	230
Housing	–	–	–	–	–	–	–		–
Economic and environmental services	13 136	24 927	33 901	3 769	29 333	22 600	6 732	30%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	3 769	29 333	22 600	6 732	30%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 387	3 056	17 687	42 924	(25 237)	-59%	64 387
Energy sources	9 573	4 000	7 470	–	2 226	4 980	(2 755)	-55%	7 470
Water management	20 159	23 954	28 366	1 122	9 322	18 911	(9 589)	-51%	28 366
Waste water management	2 448	16 653	18 097	1 934	6 128	12 065	(5 936)	-49%	18 097
Waste management	21 754	10 453	10 453	–	12	6 969	(6 957)	-100%	10 453
Total Capital Expenditure - Standard Cla	75 781	92 143	111 404	7 201	47 754	74 269	(26 515)	-36%	111 404
Funded by:									
National Government	47 360	51 371	54 993	2 954	25 262	36 662	(11 400)	-31%	54 993
Provincial Government	16 432	7 712	17 207	2 821	12 730	11 471	1 259	11%	17 207
District Municipality	404	500	935	–	691	623	68	11%	935
Transfers recognised - capital	64 196	60 036	73 589	5 775	38 695	49 059	(10 364)	-21%	73 589
Borrowing	1 478	10 000	10 000	–	–	6 667	(6 667)	-100%	10 000
Internally generated funds	9 398	22 107	27 816	1 425	9 059	18 544	(9 484)	-51%	27 816
Total Capital Funding	75 072	92 143	111 404	7 201	47 754	74 269	(26 515)	-36%	111 404

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - M08 February

Description	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash and cash equivalents	144 880	143 632	143 632	188 130	143 632
Call investment deposits	–	–	–	10 000	–
Consumer debtors	99 615	63 769	63 769	107 794	63 769
Other debtors	18 418	26 034	26 034	56 037	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	9 481	8 558	9 481
Total current assets	271 947	242 916	242 916	370 519	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 081 628	1 120 934	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 124 460	1 166 439	1 124 460
TOTAL ASSETS	1 390 637	1 367 376	1 367 376	1 536 958	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 203	611
Consumer deposits	11 549	8 732	8 732	11 929	8 732
Trade and other payables	61 869	99 286	99 286	125 837	99 286
Provisions	45 302	28 921	28 921	40 761	28 921
Total current liabilities	120 617	137 549	137 549	179 730	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	238 921	248 076
Total non current liabilities	234 105	260 296	260 296	239 448	260 296
TOTAL LIABILITIES	354 721	397 846	397 846	419 178	397 846
NET ASSETS	1 035 916	969 530	969 530	1 117 780	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	959 088	1 105 240	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	969 530	1 117 780	969 530

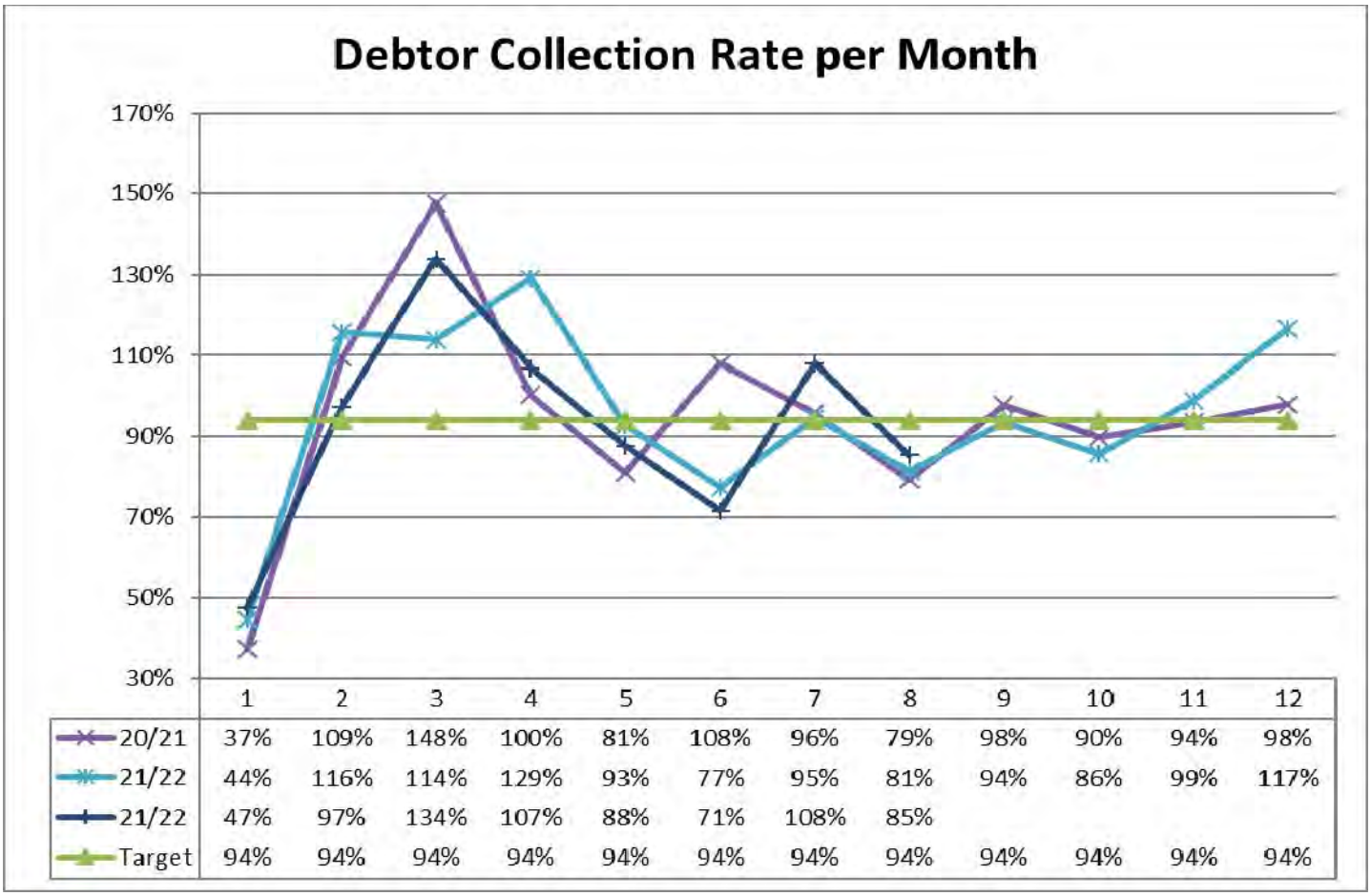
The cash flows for the year to date are indicated in the following table:

WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - M08 February

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	7 815	71 082	62 852	8 230	13%	94 278
Service charges	376 330	469 912	469 912	33 258	305 393	313 275	(7 882)	-3%	469 912
Other revenue	32 529	14 898	14 898	2 296	15 309	9 932	5 377	54%	14 898
Government - operating	102 407	149 721	149 721	3 636	98 448	99 814	(1 366)	-1%	149 721
Government - capital	66 276	62 680	62 680	4 092	56 078	41 787	14 291	34%	62 680
Interest	22 831	14 200	14 200	2 572	7 376	9 466	(2 091)	-22%	14 200
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(52 598)	(441 564)	(487 769)	(46 205)	9%	(731 654)
Finance charges	(226)	–	–	–	(10)	–	10		–
Transfers and Grants	–	–	–	(114)	(1 251)	–	1 251		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	74 035	956	110 860	49 357	(28 384)	-58%	74 035
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		–
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	50 000	(10 000)	–	(10 000)		–
Payments									
Capital assets	(68 377)	(92 143)	(92 143)	(7 939)	(57 777)	(61 429)	(3 652)	6%	(92 143)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(68 377)	(92 143)	(92 143)	42 061	(67 764)	(61 429)	6 335	-10%	(92 143)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	6 667	(6 667)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	51	260	–	260		–
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	(107)	(667)	(560)	84%	(1 000)
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	51	154	6 000	5 846	97%	154
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	43 069	43 250	(6 072)			(9 108)
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		188 121	146 668			135 762

WC022 Witzenberg - Supporting Table SC1 Material variance explanations - M08 February

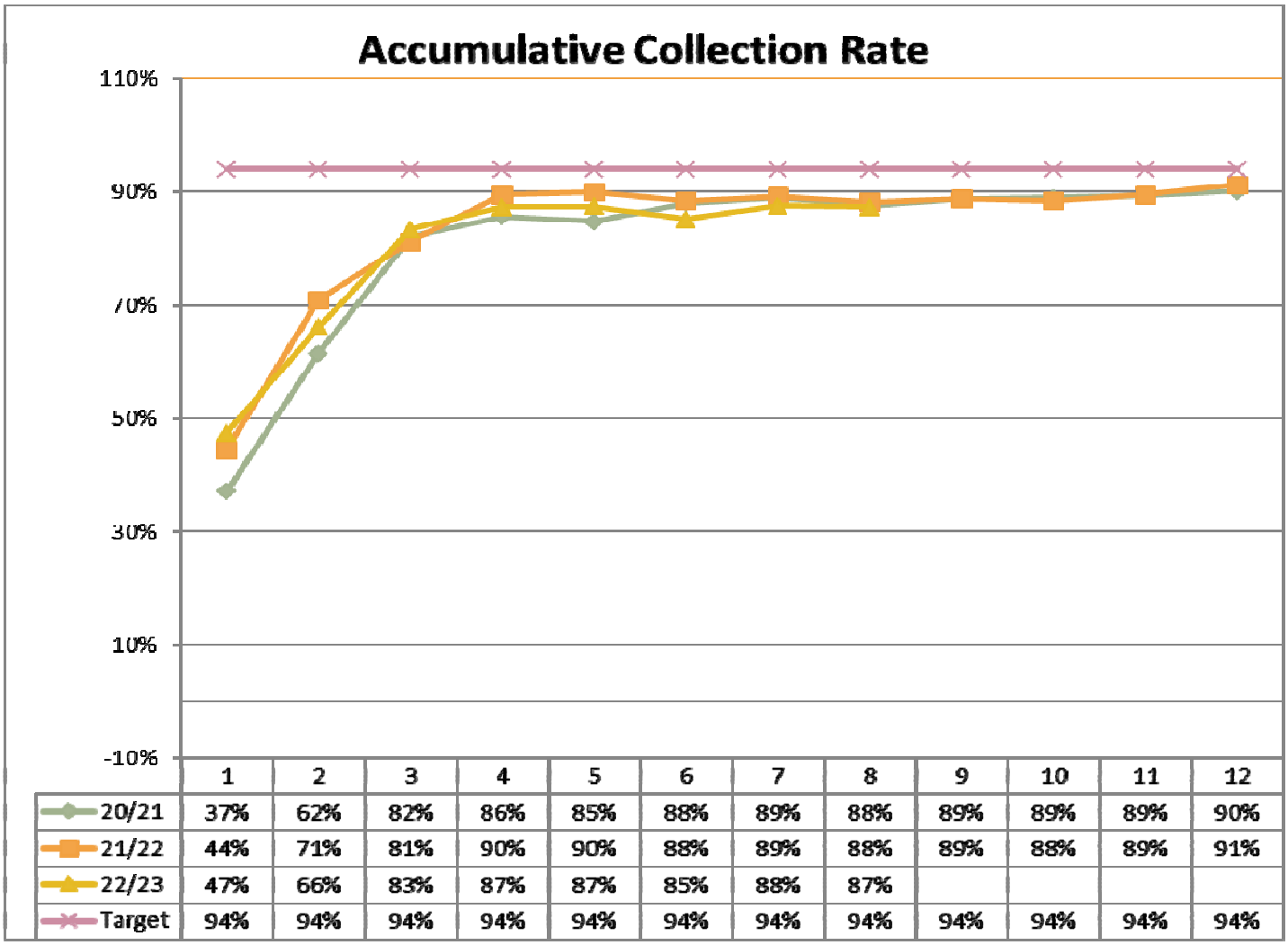
Ref	Description R thousands	Variance	Reasons for material deviations
1	Revenue By Source		
	Property rates	13 186	Annual Property Rates billed during July due at end of September.
	Service charges - electricity revenue	(20 100)	Based on historical data usage expected to increase during last quarter of financial year (Agriculture Season). Reduced usage due to impact of Load Shedding.
	Service charges - water revenue	(1 306)	Seasonal fluctuations experienced as well as lower dam levels due to lower winter rains experienced in relation to prior years.
	Service charges - sanitation revenue	8 311	Industrial Effluent charges raised in relation to last quarter of 2021-2022 during August and December 2022.
	Service charges - refuse revenue	713	Immaterial Variance.
	Service charges - other	–	
	Rental of facilities and equipment	1 091	Immaterial Variance.
	Interest earned - external investments	4 464	More funds available for investment due to low initial capital expenditure as well as increase in interest rates.
	Interest earned - outstanding debtors	10 060	Conservative approach to budgeting followed.
	Dividends received	–	
	Fines, penalties and forfeits	(573)	Immaterial Variance.
	Licences and permits	(710)	Immaterial Variance.
	Agency services	451	Immaterial Variance.
	Transfers and subsidies	(20 755)	Revenue in respect of capital grants only recognised when capitalisation of related grant expenditure is processed.
	Other revenue	(400)	Immaterial Variance.
	Gains on disposal of PPE	–	
2	Expenditure By Type		
	Employee related costs	338	Immaterial Variance.
	Post Employment Provisions	(12 344)	Adjustment to post employment provisions done on Annual Basis.
	Remuneration of councillors	(802)	Immaterial Variance.
	Debt impairment	8 554	Adjustment to debt impairment provision based on provision included in Annual Financial Statements and debtors aging as at end of January.
	Depreciation & asset impairment	(26 392)	No depreciation runs done to date.
	Finance charges	(6 027)	Finance charges relating to landfill sites recognised on an annual basis.
	Bulk purchases - electricity	(51 449)	Payment of Bulk Purchases for July to January only, 1 month outstanding. Based on historical data usage expected to increase during last quarter of financial year (Agriculture Season). Reduced usage due to impact of Load Shedding.
	Inventory consumed	(653)	Low expenditure trends experienced.
	Contracted services	(12 876)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year.
	Transfers and subsidies	(7 759)	Delay in Housing Top Structures.
	Other expenditure	(3 416)	Decline in expenditure in respect of items such as Hire Charges and Travel and Subsistence.
	Losses	(0)	
3	Capital Expenditure		
	Total Capital Expenditure	(26 515)	Expenditure expected to increase as capital projects are rolled out during financial year. Delays experienced in major capital projects such as the Tulbagh Dam and Van Breda Bridge
		–	
4	Financial Position		
5	Cash Flow		
	Receipts		
	Property rates	8 230	Annual Property Rates billed during July due at end of September.
	Service charges	(7 882)	Based on historical data electricity usage expected to increase during last quarter of financial year (Agriculture Season). Reduced electricity usage due to impact of Load Shedding.
	Other revenue	5 377	Increased receipts pertaining to camping fees and agency fees relating to vehicle registrations and insurance claims.
	Government - operating	(1 366)	Second Equitable Share tranch received during December 2022.
	Government - capital	14 291	MIG, RBIG, WSIG and Van Breda Bridge Project funding received.
	Interest	(2 091)	Conservative approach to budgeting followed.
	Dividends	–	
	Payments		
	Suppliers and employees	(46 205)	Expenditure expected to increase due to appointment of service provider for security services and as projects are rolled out during financial year. Payment of Bulk Purchases for July to January only, 1 month outstanding.
	Finance charges	10	Immaterial Variance.
	Transfers and Grants	1 251	Delay in Housing Top Structures.
6	Measureable performance		
7	Municipal Entities		



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	71%	108%	85%				
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 February 2023 amounts to 85% in comparison to the previous year 81%.

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 Februarie 2023 85% beloop in vergelyking met die vorige jaar 81%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%	87%	87%	85%	88%	87%				
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 87%.

The payment culture of consumers are still the same which has a negative impact on collections.

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 87% beloop.

Die betalingskultuur onder verbruikers is onveranderd wat die invorderings negatief beinvloed.

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - M08 February

Description	NT Code	Budget Year 2022/23									
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	12 435	1 939	1 891	1 755	1 685	1 631	9 528	81 196	112 060	95 794
Electricity	1300	19 700	811	608	537	555	439	2 564	3 971	29 184	8 066
Property Rates	1400	5 500	619	534	489	438	5 335	1 887	22 121	36 922	30 270
Waste Water Management	1500	8 800	1 252	1 193	1 120	1 092	1 052	5 639	42 589	62 737	51 492
Waste Management	1600	9 315	1 598	1 421	1 354	1 292	1 237	6 345	44 676	67 238	54 904
Property Rental Debtors	1700	173	14	14	14	12	13	77	1 324	1 641	1 440
Interest on Arrear Accounts	1810	1 299	154	188	219	256	495	2 120	66 031	70 762	69 121
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 665)	33	46	35	30	35	399	1 538	(2 548)	2 037
Total By Income Source	2000	52 556	6 421	5 895	5 523	5 361	10 237	28 559	263 444	377 995	313 124
2019/20 - totals only										–	–
Debtors Age Analysis By Customer Group											
Organs of State	2200	994	527	386	325	276	286	676	3 333	6 802	4 895
Commercial	2300	18 366	718	561	503	514	3 445	2 972	15 235	42 315	22 670
Households	2400	32 725	5 001	4 760	4 513	4 391	6 131	23 861	236 841	318 224	275 738
Other	2500	470	174	189	182	179	375	1 050	8 035	10 654	9 821
Total By Customer Group	2600	52 556	6 421	5 895	5 523	5 361	10 237	28 559	263 444	377 995	313 124

Negative figure as indicated for "Other Debtors" relates to cash received, but not yet allocated.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - M08 February

Description R thousands	NT Code	Budget Year 2022/23								
		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	842	6	–	–	–	–	–	–	847
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	842	6	–	–	–	–	–	–	847

Notes

Material increases in value of creditors' categories compared to previous month to be explained

0

Reasons for balances oustanding for more than 30 days:
-Amounts did not appear on statement
-Account is in dispute

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The movement in investments is detailed below.

WC022 Witzenberg - Supporting Table SC5 Monthly Budget Statement - investment portfolio - M08 February

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								
Nedbank Ltd	Fixed deposit - 7 months					–	–	–
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	10 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	–
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	–
TOTAL INVESTMENTS AND INTEREST				–		–	–	10 000

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 - M08 February

Description	Budget Year 2022/23							
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:	3 787	3 787	583	3 568	2 525	–		3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]	2 237	2 237	583	2 018	1 491	527	35,3%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	1 033	517	50,0%	1 550
Provincial Government:	24 266	24 266	3 636	11 858	16 177	(4 319)	-26,7%	24 266
Specify (Add grant description)	10 517	10 517	3 505	10 517	7 011	3 506	50,0%	10 517
Specify (Add grant description)	131	131	131	131	87	44	50,0%	131
Specify (Add grant description)	256	2 018	–	1 210	1 345	(135)	-10,1%	2 018
Specify (Add grant description)	13 362	11 600	–	–	7 733	(7 733)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		11 600
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	1 850	–	1 850		1 984
Departmental Agencies and Accounts	–	–	–	–		–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	1 984	1 984	–	1 015	1 322	(307)	-23,2%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	28 053	4 219	17 276	18 702	(1 426)	-7,6%	41 637
Capital Transfers and Grants						–		
National Government:	60 031	60 031	4 092	41 039	40 021	1 018	-7,0%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	–	21 806	16 727	5 079	30,4%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	12 030	12 826	(796)	-6,2%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	4 092	7 203	10 467	(3 264)	-31,2%	15 701
Provincial Government:	2 649	18 979	–	15 039	12 652	2 386	18,9%	18 979
Specify (Add grant description)	500	500	–	500	333	167	50,0%	500
Specify (Add grant description)	1 029	1 029	–	1 029	686	343	50,1%	1 029
Specify (Add grant description)	1 120	17 450	–	13 509	11 633	1 876	16,1%	17 450
District Municipality:	–	–	–	500	–	500		30 037
All Grants	–	–	–	500	–	500		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	4 092	56 578	52 673	3 905	7,4%	109 046
						–		
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	107 063	8 311	73 854	71 375	2 479	3,5%	150 683

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Operating and Capital expenditure financed from grants are indicated in the following table:

WC022 Witzenberg - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - M08 February

Description	Budget Year 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	1 086	2 912	–	2 912	–
Agriculture Research and Technology	–	–	168	1 558	–	1 558	–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management	–	–	919	1 355	–	1 355	–
Provincial Government:	–	–	–	–	–	–	–
District Municipality:	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Other grant providers:	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	1 086	2 912	–	2 912	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	866	4 082	–	4 082	–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	46	1 734	–	1 734	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	118	1 297	–	1 297	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	702	1 051	–	1 051	–
Provincial Government:	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	–	1 486	–	1 486	–
District Municipality:	–	–	–	104	–	104	–
All Grants	–	–	–	104	–	104	–
Other grant providers:	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	866	5 672	–	5 672	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	1 953	8 584	–	8 584	–

According to our knowledge, the Municipality complies with the Division of Revenue Act (DoRA) as well as all the conditions of the allocations in terms thereof.

Expenditure on councillor allowances and employee benefits:

WC022 Witzenberg - Supporting Table SC8 Monthly Budget Statement - councillor and staff benefits - M08 February

Summary of Employee and Councillor remuneration R thousands	Budget Year 2022/23							
	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	8 716	8 716	681	5 627	5 811	(183)	-3%	8 716
Pension and UIF Contributions	1 231	1 231	113	925	820	104	13%	1 231
Medical Aid Contributions	257	257	7	53	171	(118)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	664	1 159	(494)	-43%	1 738
Housing Allowances	166	166	–	–	111	(111)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	879	7 269	8 072	(802)	-10%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	331	2 726	3 087	(361)	-12%	4 630
Pension and UIF Contributions	992	992	28	221	661	(440)	-67%	992
Medical Aid Contributions	171	171	–	5	114	(109)	-96%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	63	498	752	(254)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	591	888	(298)	-34%	1 332
Cellphone Allowance	90	176	25	216	117	99	85%	176
Housing Allowances	195	195	23	188	130	58	45%	195
Other benefits and allowances	145	103	4	35	69	(33)	-48%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	542	4 480	5 817	(1 337)	-23%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 997	10 785	85 515	87 331	(1 816)	-2%	130 997
Pension and UIF Contributions	21 415	21 406	1 799	14 390	14 271	120	1%	21 406
Medical Aid Contributions	9 867	9 867	757	5 829	6 578	(749)	-11%	9 867
Overtime	11 713	11 196	1 808	15 803	7 464	8 339	112%	11 196
Performance Bonus	13 329	13 329	828	6 650	8 886	(2 236)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	535	4 297	4 399	(103)	-2%	6 599
Cellphone Allowance	548	602	62	469	401	68	17%	602
Housing Allowances	1 223	1 223	98	791	816	(24)	-3%	1 223
Other benefits and allowances	4 422	4 942	527	4 181	3 295	887	27%	4 942
Payments in lieu of leave	3 264	3 264	(466)	(1 276)	2 176	(3 452)	-159%	3 264
Long service awards	–	–	80	642	–	642	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	7 005	19 349	(12 344)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 449	17 689	144 298	154 966	(10 668)	-7%	232 449
TOTAL SALARY, ALLOWANCES &	259 244	253 282	19 110	156 047	168 855	(12 808)	-8%	253 282
% increase								
TOTAL MANAGERS AND STAFF	247 136	241 175	18 231	148 778	160 783	(12 005)	-7%	241 175

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 - M08 February

Description	Ref	Budget Year 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	5 433	5 934	7 815	–	–	–	23 196
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	22 792	25 412	26 071	–	–	–	142 296
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	3 107	3 755	3 839	–	–	–	15 168
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	1 689	7 906	2 062	–	–	–	(4 755)
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	1 738	2 450	2 274	–	–	–	6 613
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	1 518	(2 551)	(989)	–	–	–	5 196
Rental of facilities and equipment		268	170	383	210	452	173	433	496	–	–	–	(2 581)
Interest earned - external investments		443	385	366	668	975	350	1 617	2 572	–	–	–	4 810
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	61	164	138	–	–	–	3 376
Licences and permits		129	1 400	102	84	1 004	(793)	(388)	926	–	–	–	(144)
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	287	282	454	–	–	–	148 436
Other revenue		48 658	5 627	2 611	3 893	1 781	35 760	2 271	3 918	–	–	–	(100 387)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	72 116	47 286	49 576	–	–	–	247 385
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	23 555	–	4 092	–	–	–	29 620
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	(49)	69	51	–	–	–	8 472
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	(20 000)	25 000	–	35 000	50 000	–	–	–	10 000
Total Cash Receipts by Source		1 103	75 410	82 823	29 137	73 789	95 623	82 355	103 719	–	–	–	304 463
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	17 059	17 603	17 096	–	–	–	52 955
Remuneration of councillors		1 189	971	1 027	1 008	998	998	1 037	998	–	–	–	(8 226)
Interest paid		–	–	–	–	–	10	–	–	–	–	–	(10)
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	20 580	17 306	23 339	–	–	–	145 010
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	1 686	1 350	1 147	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	3 702	4 055	4 770	–	–	–	29 261
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	225	114	–	–	–	97 349
General expenses		3 933	4 763	6 005	3 513	5 459	5 207	3 023	3 866	–	–	–	(35 770)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	49 241	44 599	51 330	–	–	–	296 423
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	3 609	3 199	7 939	–	–	–	53 627
Repayment of borrowing		–	–	–	(2)	–	109	–	–	–	–	–	(1 107)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	2 276	148	1 382	–	–	–	3 991
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	55 235	47 945	60 651	–	–	–	352 934
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	(23 366)	11 605	40 388	34 410	43 069	–	–	–	(48 471)
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	58 649	70 254	110 642	145 052	188 121	188 121	188 121	188 121
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	58 649	70 254	110 642	145 052	188 121	188 121	188 121	188 121	139 650

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - M08 February

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 284	6 124	6 124	9 284	3 159	34,0%	5%
August	4 632	7 679	9 284	5 634	11 758	18 567	6 809	36,7%	11%
September	3 700	7 679	9 284	7 586	19 344	27 851	8 507	30,5%	17%
October	217	7 679	9 284	10 705	30 049	37 135	7 086	19,1%	27%
November	2 677	7 679	9 284	4 630	34 679	46 418	11 739	25,3%	31%
December	5 676	7 679	9 284	3 105	37 784	55 702	17 918	32,2%	34%
January	8 436	7 679	9 284	2 769	40 554	64 986	24 432	37,6%	44%
February	6 403	7 679	9 284	7 201	47 754	74 269	26 515	35,7%	52%
March	7 601	7 679	9 284	–		83 553	–		
April	10 559	7 679	9 284	–		92 837	–		
May	6 816	7 679	9 284	–		102 121	–		
June	71 424	7 679	9 284	–		111 404	–		
Total Capital expenditure	128 142	92 143	111 404	47 754					

3.2 SUPPLY CHAIN MANAGEMENT

3.2.1 Demand and Acquisition

3.2.1.1 Advertisement stage

The following formal written price quotations are currently in the advertisement stage:

3.2 VOORSIENINGSKANAAL BESTUUR

3.2.1 Aanvraag en Verkryging

3.2.1.1 Adverteringsfase

Die volgende formele geskrewe pryskwotasies is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/35	Supply and installation of a Roller shutter door at Witzenberg Municipality Vehicle Testing station	01-Mar-2023
08/2/20/50	Repair of Workshop sliding doors	03-Mar-2023
08/2/20/53	Supply and delivery of Quality workshop equipment and tools	03-Mar-2023
08/2/20/58	Supply of Licences for Handhelds and Meter reading software	02-Mar-2023

The following competitive bids are currently in the advertisement stage:

Die volgende mededingende tenders is tans in die adverteringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM
08/2/20/30	Construction of Public Refuse Drop-Off Facilities at Bella Vista, Tulbagh & Prince Alfreds Hamlet	31-Mar-2023
08/2/20/41	Long term lease of a portion of Erf 1, Tulbagh, known as the Klip River Park resort, Tulbagh	01-Mar-2023
08/2/20/54	Supply of Remote Metering (AMR)	03-Apr-2023
08/2/20/66	Supply, delivery and manufacturing of 6 Steel Pavilions	22-Mar-2023
08/2/20/67	The Construction of the New Ablution Facility for the Multi-Purpose Courts & 'Vlakkie' Cricket Facility at Prince Alfred Hamlet	22-Mar-2023

3.2.1.2 Evaluation stage:

The following competitive bids are currently in the evaluation stage:

3.2.1.2 Evaluering stadium:

Die volgende mededingende tenders is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/19/39	Supply and delivery of electricity metering and related equipment	18-Aug-2022	22-Sep-2022 12-Dec-2022	K Dingilizwe
08/2/19/53	Maintenance of Water meters in the Witzenberg area, construction of meter boxes	04-Nov-2022	21-Nov-2022 Referred back	N Jacobs
08/2/20/13	Supply, delivery installation, commissioning and maintenance of an end-to-end Voice over IP and unified communication solution, including cabling, networking and connectivity for witzenberg municipality for a period of five years	19-Dec-2022	10-Feb-2023 Referred back	R Rhode
08/2/20/38	Supply and delivery of copy paper	24-Nov-2022	20-Dec-2022 17-Feb-2023	M Frieslaar

The following formal written price quotations are currently in the evaluation stage:

Die volgende formele geskrewe pryskwotasie is tans in die evalueringsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE SLUITINGS DATUM	DATE TECHNICAL REPORT RECEIVED	RESPONSIBLE MANAGER
08/2/20/46	Hiring of 7 ton Digger loader for Witzenberg area	05-Dec-2022	19-Jan-2023 27-Feb-2023	J Jacobs
08/2/20/47	Hiring of Bull dozer	05-Dec-2022	19-Jan-2023 27-Feb-2023	J Jacobs

3.2.1.3 Adjudication stage

The following competitives bid are currently in the adjudication stage:

3.2.1.3 Toekenningsfase:

Die volgende mededingende tenders is tans in die toekenningsfase:

BID NO	DESCRIPTION / BESKRYWING	CLOSING DATE / SLUITINGS DATUM	DATE OF BEC	DATE OF BAC
08/2/18/79	Supply and delivery of a Conference System for Council Chambers	15-Jun-2021	14-Jul-2021	13-Sep-2021
08/2/19/30	Construction of High jump and hammer throw facility at Lyell street sports field, Ceres	25-Feb-2022	21-Apr-2022	28-Apr-2022
08/2/20/06	Upgrade of Prince Alfred Hamlet multi-purpose courts	21-Oct-2022	20-Dec-2022	27-Feb-2023
08/2/20/10	Invitation for Long Term Borrowings	06-Oct-2022	08-Dec-2022	21-Dec-2022
08/2/20/28	Printing, supply and delivery of a corporate newsletter to Witzenberg municipality	24-Nov-2022	28-Feb-2023	-

No formal written price quotations are currently in the adjudication stage.

Geen formele geskrewe prys kwotasie is tans in die Toekenningsfase nie.

3.2.1.4 Bids awarded

The following bids were awarded by the Bid Adjudication Committee during the month of February 2023:

3.2.1.4 Tenders toegeken

Die volgende tenders was toegeken deur die Tender Toekenningskomitee gedurende Februarie 2023:

Bid ref number	Date	Name of supplier	Brief description of services	Reason why award made	Estimated Value (incl. VAT)
08/2/19/71	02-Feb-2023	Firstrand Bank Limited	Supply of Banking services to Witzenberg Municipality	Only responsive bidder	R 5 221 730.00
08/2/20/02	13-Feb-2023	Chlorcape (Pty) Ltd	Supply and delivery of Liquid chlorine gas, Calcium hypochlorite drums, Water purification Lime bags Cluster 1: Liquid Chlorine Gas	Bidder scored the highest points	R 3 852 500.00 (incl. VAT)
		2ACS Services (Pty) Ltd	Cluster 2: Calcium Hypochlorite		R 3 260 250.00 (incl. VAT)
		Memotek Trading CC	Cluster 3: Lime Bags		R 200 640.00 (incl. VAT)
08/2/20/03	13-Feb-2023	Legend Road Markings CC	Road markings in the Witzenberg Municipal area	Bidder scored the highest points	R 5 935 460.96
08/2/20/04	13-Feb-2023	West Coast Builders CC	Supply and delivery of polymer concrete manhole covers and frames, ductile iron manhole covers and frames, kerbing and channeling, concrete slabs and concrete bollards, concrete bricks and pavers and clay pavers	Bidder scored the highest points	R 3 178 030.00

No competitive bids were awarded by the Accounting Officer during the month of February 2023.

Geen mededingende tenders was toegeken deur die Rekenpligtige Beampte gedurende Februarie 2023 nie.

3.2.1.5 Paragraph 13 (1): Cancellation and re-invitation of tenders

No tenders were cancelled during the month of February 2023.

3.2.1.5 Paragraaf 13 (1): Kansellasie en her-uitnodiging van tenders

Geen tender was gekanselleer gedurende Februarie 2023 nie.

3.2.1.6 Paragraph 19 (1) l and 19 (2): Written price quotations

The following written price quotations were approved during the month of February 2023:

3.2.1.6 Paragraaf 19 (1) (c) en 19 (2): Geskrewe Prys Kwotasies

Die volgende geskrewe prys kwotasies was goedgekeur gedurende Februarie 2023:

Order number	Date	Name of supplier	Brief description of services	Reason why award made	Amount	Official acting i.t.o sub delegation
176787	07-Feb-2023	Sondlo and Knopp Advertising	Publishing of a Bid Erratum Extension in the Burger & Cape Argus	Lowest responsive quotation	R 7 646.32 (Incl. VAT)	Chief Financial Officer
176798	07-Feb-2023	Sondlo and Knopp Advertising	Publishing of a Notice in the Burger & Cape Argus	Lowest responsive quotation	R 11 973.63 (Incl. VAT)	Chief Financial Officer

3.2.1.7 Formal Written Price Quotations

No formal written price quotations, in excess of R 30 000 were awarded by an official acting in terms of a sub-delegation for the month of February 2023.

3.2.1.7 Formele Geskrewe Prys Kwotasies

Geen formele geskrewe kwotasies, wat meer is as R 30 000.00 is toegeken deur 'n amptenaar in terme van 'n sub-afvaardiging vir die maand van Februarie 2023 nie.

3.2.1.8 Appeals

No appeals were lodged or dealt with by the Accounting Officer during the month of February 2023.

3.2.1.8 Appèlle

Geen appèlle is ontvang of was hanteer deur die Rekenpligtige beampte gedurende Februarie 2023 nie.

3.2.1.9 Deviations

The following table contains the actuals against approved deviations by the Accounting Officer for the month of February 2023 which totals R 1 457 457:

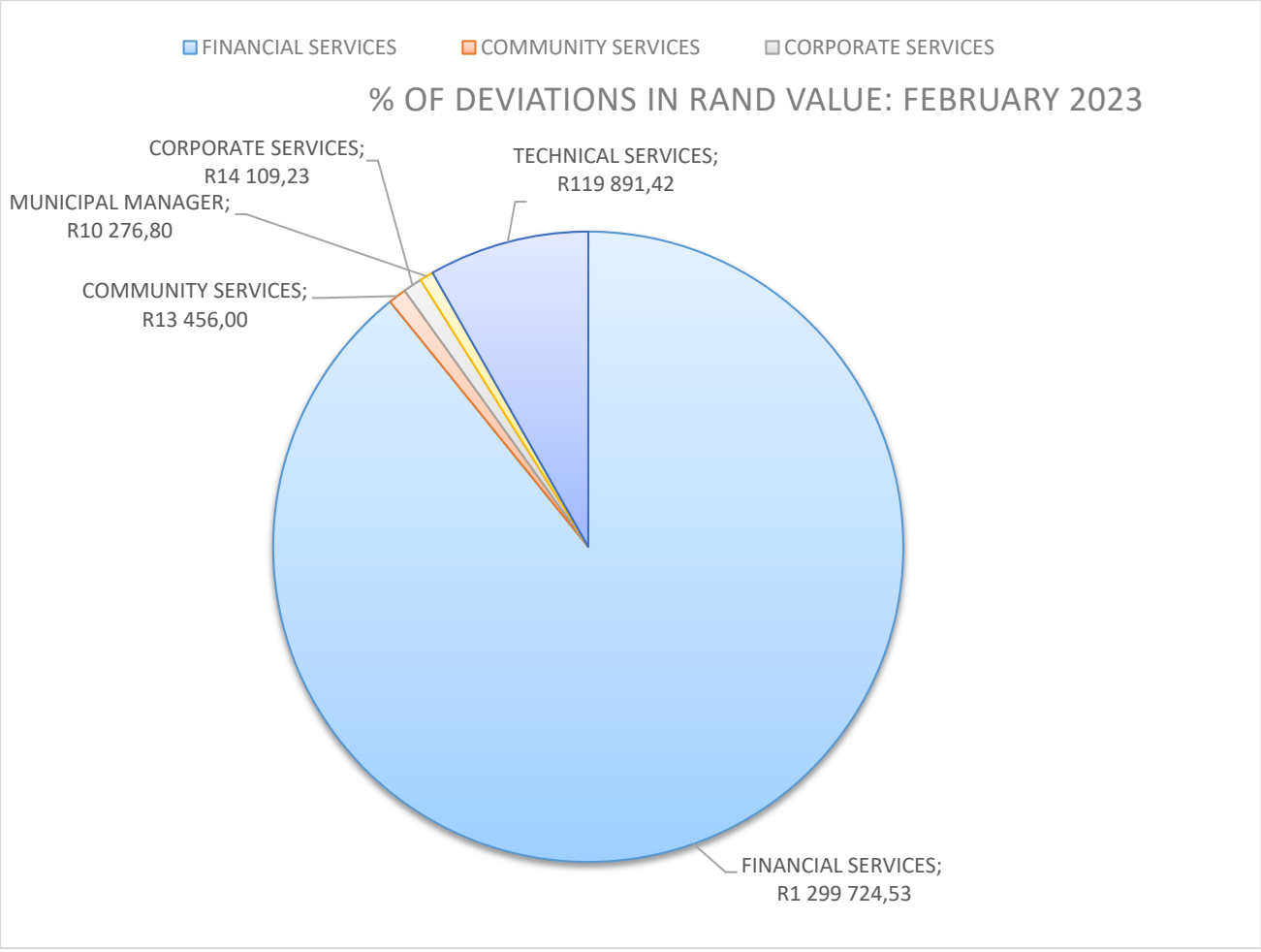
3.2.1.9 Afwykings

Die volgende tabel bevat die werklike uitgawes teen goedgekeurde afwykings deur die Rekenpligtige Beampte vir die maand van Februarie 2023 wat beloop op die totaal van R 1 457 457:

Date	Name of supplier	Description of goods and services	Reason for deviation	Order number	AMOUNT R
02-Feb-23	Witzenberg Herald	Publish Notice: River Restoration program	Single Supplier	176725	4 176,00
10-Feb-23	Donovan Le Brettons Sweiswerke	Emergency repair work at Koekedouw Dam Reservoir	Emergency	176872	5 550,00
16-Feb-23	Consolidated African Technologies (PTY) Ltd	Supply of Meter reading devices	Impractical	176938	61 772,37
16-Feb-23	Witzenberg Herald	Publish Notice: Indigent Campaign	Single Supplier	176949	9 280,00
16-Feb-23	Witzenberg Herald	Publish Notice: General Valuation	Single Supplier	176964	13 572,00
16-Feb-23	Marlo Laubscher Attorneys	Legal Services: Registration of Servitude	Impractical	176965	10 276,80
21-Feb-23	IMQS Software (PTY) Ltd	Annual renewal of Licenses for Water & Sewerage masteplan	Impractical	177024	114 341,42
22-Feb-23	PBSA (PTY) Ltd	Renewal agreement for Franking machine	Single Supplier	177035	8 109,23
23-Feb-23	Multichoice Support Services (PTY) Ltd	DSTV Subscription (Feb - Jun 2023)	Single Supplier	177039	6 000,00
24-Feb-23	Witzenberg Herald	Publish Notice: Supplementary Valuation	Single Supplier	177082	6 786,00
27-Feb-23	Solvem Consulting (PTY) Ltd	SAMRAS Financial System - Annual Maintenance fees	Impractical	177100	1 217 594,16

MONTH / MAAND	DEVIATION AMOUNT AFWYKING BEDRAG	TOTAL VALUE OF ORDERS ISSUED TOTALE WAARDE VAN BESTELLINGS UITGEREIK	% DEVIATIONS OF TOTAL ORDERS ISSUED % AFWYKINGS VAN TOTALE BESTELLINGS UITGEREIK
December 2022	R 2 129 012	R18 760 357.15	11.34%
January 2023	R 151 632	R29 544 428.39	0.51%
February 2023	R 1 457 457	R21 271 399.15	6.85%

DEVIATIONS PER DIRECTORATE:



Logistics

The table below contains a high level summary of information regarding the stores section:

Logistieke

Die tabel hieronder bevat 'n hoë vlak opsomming van inligting rakende die magasyn (stoor):

MONTH	Nov 2022	Dec 2022	Jan 2023
Value of inventory at hand	R 8 203 345	R 8 445 302	R 8 369 157
Turnover rate of total value of inventory	1.24	1.21	1.13
Date of latest stores reconciliation	31 Jan 2023		
Date of last stock count	06 Dec 2022		
Date of next stock count	15 Mar 2023		

Aging of Insurance Claims

Type of Claim	30 days or Less	More than 30 days	60 days or more	More than 120 Days	Total
Property Loss/damage	1	0	1	34	36
Motor Accident	0	0	0	13	13
Public Liability	0	3	1	12	16
Glass	0	0		1	1
Money loss	0	0	0	0	0
	1	3	2	60	66

High Value Third Party Claims

Claim Description	Value
Third party Fell on pavement after stepping into hole covered by grass	R 585,766
Third party stepped into hole of manhole cover on c/o Friesland & Delta Street,	R 628,370
Third Party Fell into an open manhole,corner Rooiels Avenue and Karee	R 2,551,000
Electrical fault causing damages to third party household items	R 52,202
Third Party Elec Serv. (Five YO Boy burned at Pumpstation)	R 1,210,000

High Value Propert Loss/Damage and Motor Accident Claims

Claim Description	Value
Fenching stolen at Wolseley Landfill site	R 148,000
Burglary & Theft at Community Hall: Bella Vista	R 146,919
Vandalism at Nduli Pumpstaion	R 942,425
Theft and Vandalism at Vredebes Subatation	R 2,412,727

Claims Movement for the Month

	Property Loss/damage	Motor Accident	Public Liability	Glass	Money loss
Opening Balance	52	16	27	3	0
New Claims	1	0	1	0	0
Claims Closed	17	3	12	2	0
Closing Balance	36	13	16	1	0

WITZENBERG MUNICIPALITY
APPENDIX D - Unaudited
DISCLOSURES OF GRANTS AND SUBSIDIES IN TERMS OF SECTION 123 OF MFMA, 56 OF 2003

UNSPENT AND UNPAID GOVERNMENT GRANTS AND RECEIPTS	Balance 1 JULY 2022 (Unpaid)	Grants Received	Re-payment of Unspent Grant	Operating expenditure during the year Transferred to revenue	Capital expenditure during the year Transferred to revenue	Balance 30 JUNE 2023	Unspent 2022 (Payable)	Unpaid 2022 (Receivable)	Current Year Allocation	
									(DORA) Allocation Division of Revenue Amendment	Not Yet Received
	R	R	R	R	R	R	R	R		
National Government Grants										
Finance Management Grant	-	1 550 000	-	(435 655)	-	1 114 345	1 114 345	-	1 550 000	-
Municipal infrastructure Grant	1 273 038	21 806 000	-	-	(13 245 930)	9 833 108	9 833 108	-	24 980 000	3 174 000
Regional Bulk Infrastructure Grant (DWAF)	(2 160 011)	12 030 000	-	-	(9 824 122)	45 867	45 867	-	20 000 000	7 970 000
Integrated National Electricity Program	3 873 783	-	-	-	(870 300)	3 003 483	3 003 483	-	12 762 000	12 762 000
Equitable share	-	82 453 000	-	-	-	82 453 000		-	106 000 000	23 547 000
Department of Rural Development	471 155	-	-	-	-	471 155	471 155	-		-
Expanded Public Works Programme	-	2 018 261	5 791	(1 390 057)	-	633 995	633 995	-	2 617 000	598 739
Neighbourhood Development Plan	321	-	-	-	-	321	321	-		-
Water Service Infrastructure Grant	-	7 203 000	-	-	(4 537 114)	2 665 886	2 665 886	-		
Provincial Government Grants										
Library services	1	10 517 000	-	(6 996 281)	-	3 520 720	3 520 720	-	10 536 000	19 000
CDW	201 060	131 000	(69 060)	-	-	263 000	263 000	-	132 000	1 000
Main roads	-	-	-	-	-	-	-	-		-
Municipal Infrastructure Support Grant	(1 046 497)	-	-	-	-	(1 046 497)	-	1 046 497		-
Economic Development and Tourism SMME booster	68	-	-	-	-	68	68	-		-
Public Transport	-	-	-	-	-	-	-	-		-
Municipal Accreditation and Capacity Building Grant	490 000	256 000	-	-	-	746 000	746 000	-	252 000	(4 000)
Human Settlement Development	2 993 067	-	-	-	-	2 993 067	2 993 067	-	18 499 000	18 499 000
Fire Service Capacity Building Grant	-	-	-	-	-	-	-	-		-
Capacity Building (Internship)	826 978	-	(576 978)	-	-	250 000	250 000	-	250 000	250 000
Municipal Infrastructure	(206 126)	-	-	-	-	(206 126)	-	206 126		-
Financial Management Support	(300 000)	-	-	-	-	(300 000)	-	300 000		-
Financial Management	300 000	-	-	-	-	300 000	300 000	-		-
Maintenance and Construction of Transport Infrastructure	(7 378 770)	13 509 487	-	-	(14 216 100)	(8 085 383)	-	8 085 383	28 092 000	14 582 513
Local Government Support Grant	-	-	-	-	-	-	-	-		-
Regional Social Econimical Program	477	500 000	-	-	-	500 477	500 477	-	800 000	300 000
Local Government Employment Grant	-	-	-	-	-	-	-	-	1 600 000	1 600 000
Municipal Service Delivery & Capacity Building	600 000	-	-	-	-	600 000	600 000	-	600 000	600 000
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)	-	-	-	-	-	-	-	-	1 790 000	1 790 000
Sport and Recreation	-	1 029 352	-	-	-	1 029 352	1 029 352	-		
Municipal Energy Resilience Fund	-	954 000	-	-	-	954 000	954 000	-		
District Municipality										
Parks and recreation	300 001	-	-	-	-	300 001	300 001	-		-
Sanitation Infrastructure	(25 090)	-	-	-	(691 455)	(716 545)	-	716 545		-
Planning and Development	100 000	-	-	-	-	100 000	100 000	-		-
Infrastructure	1 311 519	500 000	-	-	(103 718)	1 707 801	1 707 801	-	500 000	-
Covid 19	1 969 326	-	-	-	-	1 969 326	1 969 326	-		-
Safety Project	-	-	-	-	-	-	-	-		-
Other										
Table Mountain - Clearing Alien Vegetation	-	-	-	-	-	-	-	-		-
Development Bank of South Africa	-	-	-	-	-	-	-	-		-
Nedbank	-	635 030	-	-	-	635 030	635 030	-		
Perdekraal Wind Farm	-	380 000	-	-	-	380 000	380 000	-		
Public Contributions										-
Essen Belgium	3 179 030	835 204	-	-	-	4 014 234	4 014 234	-		(835 204)
China - Water meters	7 183	-	-	-	-	7 183	7 183	-		-
Total	**6 780 513**	**156 307 334**	**(640 247)**	**(8 821 993)**	**(43 488 739)**	**110 136 868**	**38 038 419**	**10 354 551**	**230 960 000**	**84 854 048**

Revenue in respect of capital grants only recognised when capitalisation of related capital grant expenditure is processed. VAT portion recognised on a monthly basis.

OVERTIME & STANDBY REPORT FEBRAURY 2023

Overtime	YTD 2022/23	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	9,478	145.5%	6,512	6,512	14,216	-7,704	2,720
Cemetries	81,289	126.4%	64,287	64,287	121,933	-57,646	126,424
Community Halls And Facilitie	188,098	168.8%	111,409	111,409	282,147	-170,738	174,918
Council Cost	0	0.0%	678	678	0	678	0
Electricity*	1,498,223	215.4%	695,622	695,622	2,247,334	-1,551,712	1,400,388
Enviromental Protection	0	0.0%	34,444	34,444	0	34,444	0
Fire Protection Sevices	23,995	12.0%	200,303	200,303	35,992	164,311	9,894
Housing: Administration	1,606	5.5%	29,325	29,325	2,410	26,915	7,293
Human Resources	0	0.0%	6,792	792	0	6,792	520
IDP	8,662	582.1%	1,488	1,488	12,993	-11,505	32,798
Information Tecnology	0	0.0%	678	678	0	678	0
Internal Audit	0	0.0%	678	678	0	678	0
L E D	0	0.0%	678	678	0	678	0
Library Services*	1,970	0.8%	254,702	254,702	2,955	251,747	1,905
Marketing & Communications	279,237	217.9%	128,169	128,169	418,855	-290,686	492,729
Mechanical Workshop	188,713	179.0%	105,447	105,447	283,069	-177,622	230,865
Parks	136,344	195.2%	69,831	69,831	204,516	-134,685	102,104
Performance Management	0	0.0%	678	678	0	678	0
Pine Forest*	355,638	189.8%	187,398	187,398	533,457	-346,059	501,992
Project Management	0	0.0%	678	678	0	678	0
Property & Legal Services	0	0.0%	678	678	0	678	0
Public Toilets	66,304	101.6%	65,234	65,234	99,457	-34,223	114,191
Recreational Land	153,496	177.4%	86,507	86,507	230,243	-143,736	167,954
Roads	223,727	127.3%	175,686	175,686	335,591	-159,905	344,892
Sewerage	1,716,763	108.4%	1,584,229	1,584,229	2,575,144	-990,915	2,078,359
Social & Welfare Services	1,633	91.0%	1,794	1,794	2,449	-655	53,591
Solid Waste*	1,406,613	155.0%	907,634	907,634	2,109,919	-1,202,285	1,954,579
Stormwater Management	137,985	131.2%	105,176	105,176	206,978	-101,802	195,366
Supply Chain Management	38,559	170.8%	22,569	22,569	57,838	-35,269	46,095
Swimming Pools	71,445	140.6%	50,806	50,806	107,167	-56,361	111,232
Thusong Centre	0	0.0%	678	678	0	678	0
Town Secretary	968	16.6%	5,819	5,819	1,452	4,367	615
Traffic	2,851,281	251.5%	1,133,668	1,133,668	4,276,921	-3,143,253	2,724,803
Treasury*	85,835	88.9%	96,575	96,575	128,752	-32,177	132,923
Vehicle Licensing & Testing	213,151	264.7%	80,530	80,530	319,726	-239,196	299,745
Water Distribution	1,252,878	117.6%	1,064,948	1,064,948	1,879,318	-814,370	1,701,077
TOTAL OVERTIME	**10,993,888**	**151.0%**	**7,282,328**	**7,276,328**	**16,490,832**	**-9,208,504**	**13,009,971**

Standby	YTD 2022/23	YTD vs Budget %	Adjusted Budget	Original Budget	Projected	Projected Saving / (Shortfall)	Actual 2021/22
Administration	21,130	142.5%	14,829	14,829	31,695	-16,866	29,457
Cemetries	86,490	134.3%	64,377	64,377	129,734	-65,357	124,805
Community Halls And Facilitie	121,789	139.7%	87,206	87,206	182,683	-95,477	168,658
Council Cost	0		0	0	0	0	0
Electricity*	471,088	149.1%	315,874	315,874	706,632	-390,758	605,393
Enviromental Protection	0	0.0%	28,731	28,731	0	28,731	0
Fire Protection Sevices	590,442	151.5%	389,695	909,695	885,664	-495,969	320,877
Housing: Administration	15,181	90.7%	16,731	16,731	22,772	-6,041	16,418
Human Resources	0		0	0	0	0	0
IDP	0		0	0	0	0	0
Information Tecnology	51,253	89.3%	57,371	57,371	76,879	-19,508	74,502
Internal Audit	0		0	0	0	0	0
L E D	0		0	0	0	0	0
Library Services	0	0.0%	10,796	10,796	0	10,796	6,849
Marketing & Communications	0		0	0	0	0	0
Mechanical Workshop	145,031	142.0%	102,119	102,119	217,546	-115,427	200,597
Parks	162,830	144.3%	112,874	112,874	244,245	-131,371	218,421
Performance Management	0		0	0	0	0	0
Pine Forest*	116,340	168.7%	68,968	68,968	174,509	-105,541	142,477
Project Management	0		0	0	0	0	0
Property & Legal Services	0		0	0	0	0	0
Public Toilets	0		0	0	0	0	0
Recreational Land	129,075	153.5%	84,086	84,086	193,613	-109,527	173,144
Roads	413,484	128.3%	322,371	322,371	620,225	-297,854	538,781
Sewerage	562,111	90.1%	624,139	624,139	843,167	-219,028	700,163
Social & Welfare Services	0		0	0	0	0	0
Solid Waste*	106,378	127.8%	83,268	83,268	159,568	-76,300	117,629
Stormwater Management	246,934	142.4%	173,371	173,371	370,401	-197,030	301,865
Supply Chain Management	61,341	145.0%	42,296	42,296	92,012	-49,716	83,214
Swimming Pools	10,768	235.4%	4,574	4,574	16,153	-11,579	23,875
Thusong Centre	0		0	0	0	0	0
Town Secretary	0		0	0	0	0	0
Traffic	824,668	130.5%	631,979	631,979	1,237,002	-605,023	1,064,470
Treasury*	71,856	123.6%	58,152	58,152	107,784	-49,632	106,204
Vehicle Licensing & Testing	112,409	134.5%	83,551	83,551	168,614	-85,063	176,855
Water Distribution	488,670	91.1%	536,699	536,699	733,005	-196,306	628,305
TOTAL STANDBY	**4,809,269**	**122.9%**	**3,914,057**	**4,434,057**	**7,213,904**	**-3,299,847**	**5,822,958**

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

QUALITY CERTIFICATE

I, Mr D Nasson, Municipal Manager of Witzenberg Municipality, hereby certify that the monthly in year monitoring reports for the month of February 2023 has been prepared in accordance with the Municipal Finance Management Act and the regulations made under the Act.

Mr D Nasson

Municipal Manager of WITZENBERG MUNICIPALITY

Signature: _____

Date: 13/03/2023

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Chief Financial Officer

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 04 April 2023

VERW. / REF.: 09/1/2/2

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 31 MARCH 2023: IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

1. PURPOSE

(a) To report on the implementation of Council's Supply Chain Management Policy with regards to the following sub sections:

(i) Demand management
(ii) Acquisition management
(iii) Logistics management
(iv) Disposal management
(v) Performance management
(vi) Other matters

2. POLICY REQUIREMENTS

Paragraph 7 (3) of Council's Supply Chain Management Policy as approved on 30 May 2022, states the following:

The Supply Chain Manager must, within 4 days of the end of each quarter, submit a report on the implementation of the supply chain management policy to the Chief Financial Officer, of which he must submit it within 3 days to the Accounting Officer. The Accounting Officer must within 3 days after receiving the report submit it to the Mayor.

3. DISCUSSION: SUPPLY CHAIN MANAGEMENT COMPONENTS

(a) Demand management

Demand management requires timely planning and management process to ensure that all goods and services which are required are quantified, budgeted for and delivered in a timely and effective manner at the right locations and at the critical delivery dates. These goods and services must be of appropriate quality and quantity at a fair cost.

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

Furthermore the required specifications must ensure that needs are met.

In order to enhance the demand planning process, an annual procurement plan was implemented for the 2022-2023 financial year for capital spending. The revised Capital budget for 2022-2023 is R 100 871 408. The capital spending for the third quarter amounted to R 55 747 925 which equals **55%.** This is below the target of **60%** for the third quarter. Measures have been put in place to ensure that targets are met.

Specifications have been drafted unbiased and advertised as such in order to promote the five pillars of procurement as set out in section 217 of the Constitution of South Africa (Act 108 of 1996). It ultimately ensured that the needs are addressed effectively.

(b) Acquisition management

The system of acquisition management must ensure the following:

(i) That goods and services are procured in accordance with authorized processes only;
(ii) That expenditure on goods and services is incurred in terms of an approved budget in terms of section 15 of the Municipal Finance Management Act (Act 56 of 2003);
(iii) That the threshold values for different procurement processes are complied with;
(iv) That bid documentation, evaluation and adjudication criteria and general conditions of a contract are in accordance with any applicable legislation; and
(v) That any Treasury guidelines on acquisition management are properly taken into account.

The bid documentation that is utilized is in accordance with the general conditions of contract and applicable legislation such as the Construction Industry Development Board Act (Act 38 of 2000). We have also taken into account guidelines issued by National and Provincial Treasury in order to further enhance our processes.

I. Bid committees

The following table details the number of bid committee meetings held for the quarter under review:

Month	Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
Jan 2023	4	4	3
Feb 2023	4	5	4
Mar 2023	5	4	5

In addition, the Internal Audit section, Legal Services and the Local Economic development department have been invited to attend our bid committee meetings on an ad-hoc basis. This is an effort to promote transparency with regards to the processes that they will be concentrating on.

Competitive bids (in excess of R 200 000) to the value of **R 64 424 440.71 (incl. VAT)** was awarded during the quarter under review.

The following table details the number of competitive bids awarded by the bid adjudication committee including the combined values of those bids:

Month	Number of awards	Combined value of awards
Jan 2023	4	R 12 490 328
Feb 2023	4	R 18 714 410
Mar 2023	4	R 13 984 088
Total	**14**	**R 45 188 826**

The following competitive bid(s) was awarded by the Accounting Officer during the quarter under review:

Month	Number of awards	Combined value of awards
Jan 2023	1	R 17 942 165
Feb 2023	0	R 0
Mar 2023	1	R 1 293 448
Total	**2**	**R 19 235 613**

The municipality made use of Supply Chain Management Regulation 32 which refers to contracts secured by other organs of state for the quarter under review for the following bids:

Bid ref number	Date	Municipality	Name of supplier	Brief description of services	Value (incl. VAT)
RT 57/2019	15-Feb-2023	National Treasury	Isuzu Motors South Africa (PTY) Ltd	Supply and Delivery of Sedan, Light and Heavy Commercial Vehicles, Busses, Motor Cycles, Agricultural Tractors, Construction Plant and Equipment to the State	R1 483 714 (Incl. VAT)

The following table details the five highest bids awarded during the quarter under review according to its contract value:

Department	Bid number	Bid description	Contract value
Technical Services	08/2/20/29	Supply and delivery of disposable bags for refuse removal	R 10 000 000
Corporate Services	08/2/20/13	Supply, delivery installation, commissioning and maintenance of an end-to-end voice over IP and unified communication solution, including cabling, networking and connectivity for Witzenberg municipality for a period of five years	R 9 678 362
Technical Services	08/2/20/03	Road Markings in the Witzenberg Municipal Area	R 5 935 460
Financial Services	08/2/19/71	Supply of banking services to Witzenberg Municipality	R 5 221 730
Technical Services	08/2/18/64	Appointment of contractors for maintenance, repair and replacement of general electrical infrastructure and wiring of premises for Witzenberg municipality ***MV Works***	R 5 000 000

II. Formal written price quotations

Formal written price quotations (between R 30 000 and R 200 000) to the value of **R 1 523 902** (incl. VAT) were awarded during the quarter under review. The following table details the number of formal written price quotations that were awarded including the combined values of those quotations:

Month	Number of awards	Combined value of awards
Jan 2023	9	R 1 043 843
Feb 2023	0	R 0
Mar 2023	3	R 480 058
Total	**12**	**R 1 523 902**

III. Awards made to companies according to their with Broad-Based Black Economic Empowerment (B-BBEE) level of contribution

As from 16 January 2023, the Preferential Procurement Regulations, 2022 became effective.

B-BBEE status level of contribution	Combined contract values for competitive bids	Combined contract values for formal written price quotations	Grand total	% of grand total
Level 1	R 44 222 414	R 678 445	R 44 900 862	68.08%
Level 2	R 5 202 025	R 388 789	R 5 590 815	8.48%
Level 3	-	-	-	0%
Level 4	-	R 456 667	R 456 667	0.69%
Level 5	-	-	-	0%
Level 6	-	-	-	0%
Level 7	-	-	-	0%
Level 8	-	-	-	0%
Non-compliant contributors	R 15 000 000	-	R 15 000 000	22.75%
Total	**R 64 424 440**	**R 1 523 902**	**R 65 948 343**	**100%**

The new regulations provide for points to be allocated for specific goals" as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994. Council approved a Preferential Procurement Policy on 10 March 2023 for implementation on same date in compliance with the latest Preferential Procurement Regulations.

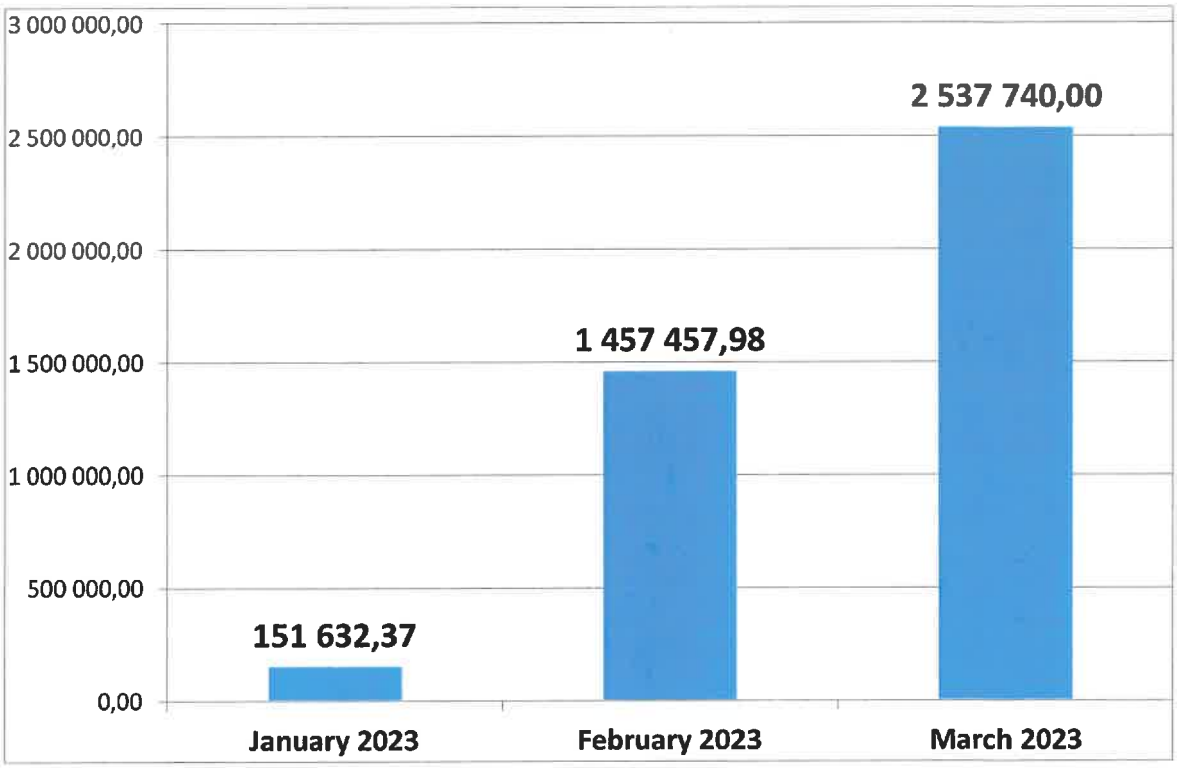
IV. Appeals by aggrieved bidders

No appeals were received from aggrieved bidders on awards or were dealt with in terms of section 62 of the Municipal Systems Act (Act 32 of 2000) for the quarter under review:

V. Deviations from normal procurement processes

Deviations from the normal procurement processes have been monitored on an ongoing basis. Monthly reporting in terms of paragraph 44 of the SCM policy has been complied with. SCM has identified instances where the normal procurement processes can be followed to avoid having to follow the deviation process.
For the quarter under review, the total deviations approved by the Accounting Officer amounted to R 4 146 829, compared to the previous quarter's figure of R 3 992 915. This represents an increase compared to the previous quarter. It is noted that deviation values fluctuate during each period and will not necessarily reflect the same patterns.

The following graph shows the breakdown of deviations for the quarter under review:



(c) Logistics management

The system of logistics management must ensure the following:

(i) the monitoring of spending patterns on types or classes of goods and services incorporating, where practical, the coding of items to ensure that each item has a unique number;

(ii) the setting of inventory levels that includes minimum and maximum levels and lead times wherever goods are placed in stock;

(iii) the placing of manual or electronic orders for all acquisitions other than those from petty cash;

(iv) before payment is approved , certification by the responsible officer that the goods and services are received or rendered on time and is in accordance with the order, the general conditions of contract and specifications where applicable and that the price charged is as quoted in terms of a contract;

(v) appropriate standards of internal control and warehouse management to ensure that goods placed in stores are secure and only used for the purpose for which they were purchased;
(vi) regular checking to ensure that all assets including official vehicles are properly managed, appropriately maintained and only used for official purposes; and
(vii) Monitoring and review of the supply vendor performance to ensure compliance with specifications and contract conditions for particular goods or services.

Each stock item at the municipal stores, Dromedaris Street are coded and are listed on the financial system. Monthly monitoring of patterns of issues and receipts are performed by the Storekeeper.

Inventory levels were revised at the start of each financial year to ensure sufficient stock for normal operations. Regular checking of the condition of stock is performed.

As at 31 March 2023 the value of stock at hand was R 10 112 182. The stock turnover rate was 1.29 times, which is below the norm of 1.50 times. The quarterly stock count of 15 March 2023 revealed no redundant stock.

Shortages, surpluses and damaged stock were reported on. The quarterly report pertaining to the stock count will be submitted to the relevant portfolio committee, MAYCO and Council in due course.

(d) <u>Disposal management</u>

The system of disposal management must ensure the following:

(i) immovable property is sold only at market related prices except when the public interest or the plight of the poor demands otherwise;

(ii) movable assets are sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous;

(iii) Firearms are not sold or donated to any person or institution within or outside the Republic unless approved by the National Conventional Arms Control Committee;

(iv) Immovable property is let at market related rates except when the public interest or the plight of the poor demands otherwise;

(v) All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed;

(vi) Where assets are traded in for other assets, the highest possible trade-in price is negotiated; and

(vii) In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.

We are complying with section 14 of the MFMA which deals with the disposal of capital assets. A Consolidated report of all assets identified for disposal were approved by Council and will be

auctioned. An auctioneer was appointed in January 2023 and an auction is being scheduled for June 2023.

(e) Performance management

The SCM policy requires that an internal monitoring system be established and implemented in order to determine, on the basis of retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.

The Accounting Officer has appointed the Internal Auditor as an independent observer. His task is only to observe the bidding process at a bid committee level and to report back to the Accounting Officer on the following issues:

- Compliance with chapter 11 of the Municipal Finance Management Act (Act 56 of 2003);
- Adherence to bid committee structures as stipulated in the Supply Chain Management regulations of 2005 and the Witzenberg Municipality's Supply Chain Management Policy;
- The applicable sections relating to points scoring and the evaluation of bids in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2005);
- Compliance with the code of conduct for Supply Chain Practitioners and Bid Committee Members; and
- To propose improvements to the bid committee system and process.

No meetings were attended by the Internal Audit section during this quarter therefore no report is available.

(f) Other matters

The SCM staff is equipped to comply with the provisions of the said regulations.

The following training/ workshops were attended by SCM staff during the quarter under review:

Presenter	Topic	Name of attendee(s) and position(s)	Date from	Date to
Premier Conferencing	Health & Safety Representatives Training	Andrewnecia Poole – Senior Clerk SCM R Munsamy – Storeman J Esau – Storeman	16 Mar 2023	17 Mar 2023

Furthermore:

(i) No awards were made to persons whose tax matters were not in order.

(ii) No awards were made to persons who are in the service of the state.

5. RECOMMENDATION

(a) That the Chief Financial Officer submits the report to the Accounting Officer by 7 April 2023;

(b) That the Accounting Officer submits the report to the Executive Mayor by 10 April 2023;

(c) That the report serves before the relevant portfolio committee, the Executive Mayoral Committee and Council for information; and

(d) That the report be made available to the public in terms of section 21 A of the Municipal Systems Act (Act no 32 of 2000) after it has served before Council.

Yours sincerely

MG FRIESLAAR
MANAGER: SUPPLY CHAIN

RECEIPT OF REPORT:

.....
HJ KRITZINGER
CHIEF FINANCIAL OFFICER

DATE: 24/4/2023

.....
D NASSON
ACCOUNTING OFFICER

DATE: 24/4/2023

MEMORANDUM

AAN / TO: Executive Mayor

VAN / FROM: Manager: Supply Chain

DATUM / DATE: 10 April 2023

VERW. / REF.: 09/1/2/2/

SUPPLY CHAIN MANAGEMENT: PARAGRAPH 7 (4) QUARTERLY REPORT ENDING 31 MARCH 2023: IMPLEMENTATION OF SUPPLY CHAIN MANAGEMENT POLICY

With reference to the attached quarterly report, I, Hennie Smit, in my capacity as Executive Mayor of Witzenberg Municipality hereby acknowledge the report as submitted to the Chief Financial Officer.

Signature
Hennie Smit
EXECUTIVE MAYOR OF WITZENBERG MUNICIPALITY

25/04/2023
Date

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

PERFORMANCE, RISK AND AUDIT COMMITTEE

2nd BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2021/2022

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

September 2022

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6. Key Root Causes Identified 7
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The Council
Witzenberg Municipality
50 Voortrekker Street
Ceres
6835

Dear Council

1. Purpose

The Performance, Risk and Audit Committee (PRAC) have conducted a mandatory review of the municipality's Performance Management System in terms of the Municipal Planning and Performance Regulations. The purpose of this report is to inform the Municipal Council regarding the result of the review that focuses on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets are concerned.

2. Background

Witzenberg Municipality has opted in terms of section 14(c) of the Local Government Municipal Planning and Performance Regulations, 2001 to utilize the Audit Committee established in terms of the MFMA, as their Performance Audit Committee.

The role of the Performance Risk and Audit Committee is to assist Council by providing inputs to ensure effective systems that complement service delivery, safeguarding of municipal assets, the maintenance of financial records, risk management, corporate governance and an effective internal control system.

3. Legal framework

In terms of the Municipal Finance Management Act, No. 56 of 2003, section 166(2) (a), *"An audit committee is an independent advisory body which must—*

(a) Advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(v) performance management;

(viii) performance evaluation;"

In terms of the Local Government Municipal Planning and Performance Management Regulations, 14(4)(a),

"A performance audit committee must –

(i) *review the quarterly reports submitted to it in terms of sub-regulation (1)(c)(ii)*;

(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;

5. PRAC Assessment of Performance Management

A Performance Management System (PMS) is a process used to communicate organizational goals and objectives to the individuals who are accountable for these goals and to track and evaluate individual and organizational performance results. The system can be defined as effective when Management has ensured that legal compliance is met and that the performance information reported is reliable and that any deficiencies in the system detected are addressed.

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	

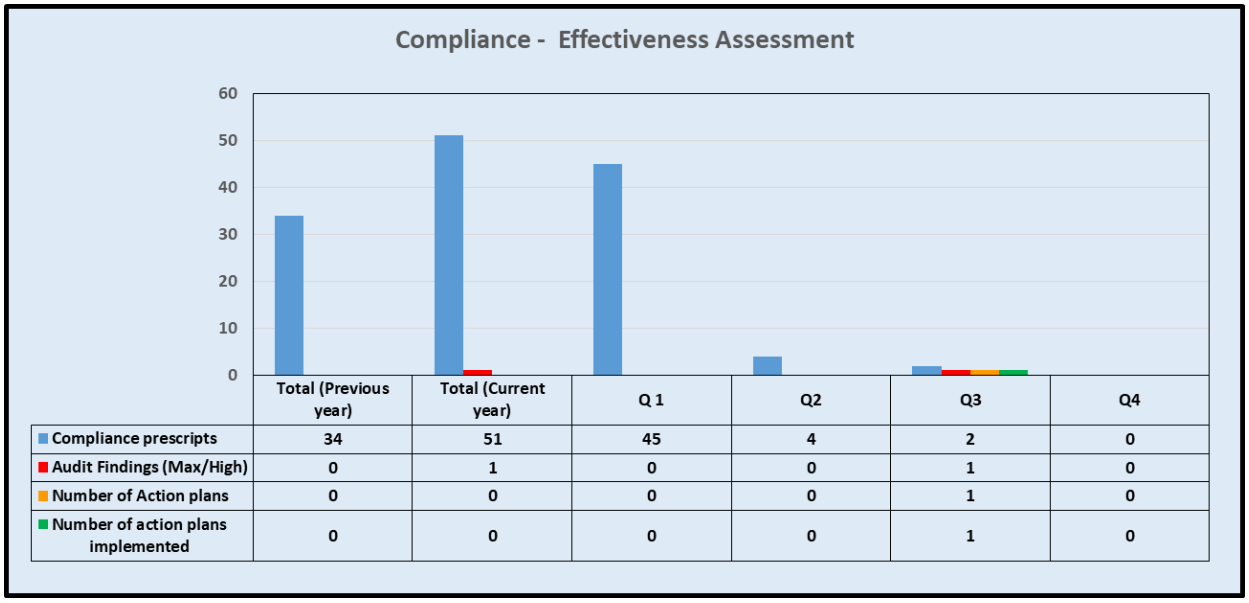
**Overall Assessment*

Legends:

	Adequate
	Needs Improvement
	Inadequate

5.1 Compliance Assessment

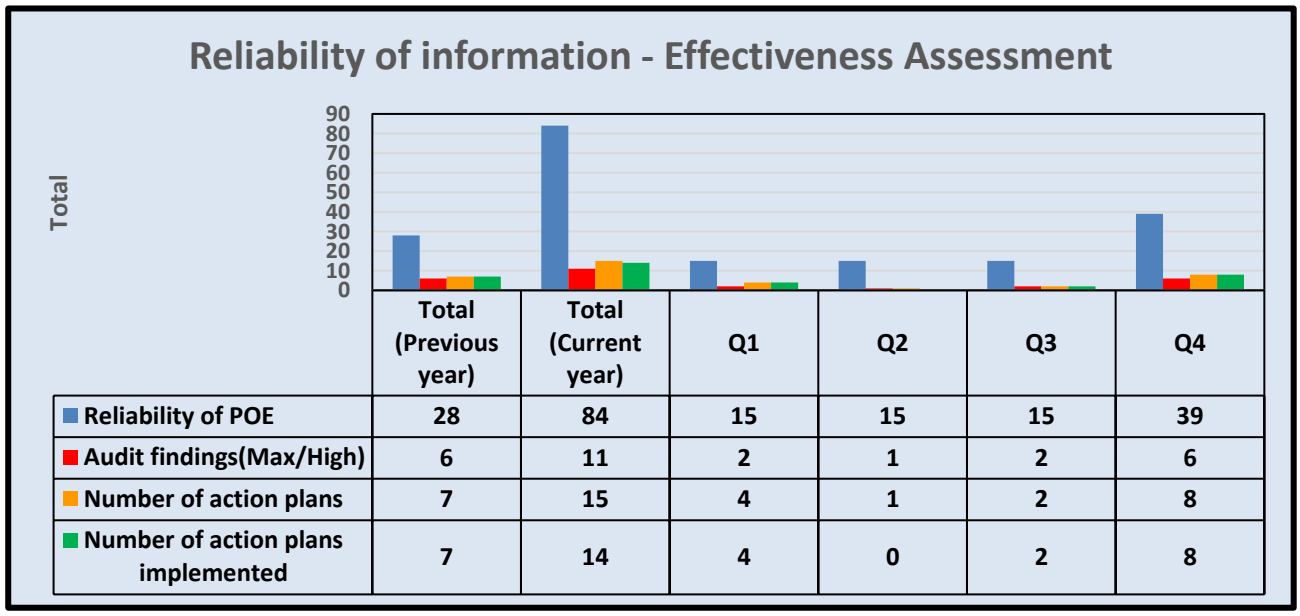
The objective of this graph is to assess the performance of compliance by management towards the implementation and adherence to relevant performance management legislation and regulations. Compliance is assessed annually by Internal Audit and other key reporting requirements are assessed quarterly. No exceptions were noted.



	Total (Previous year)	Total (Current year)	Q 1	Q2	Q3	Q4
Compliance prescripts	34	51	45	4	2	0
Audit Findings (Max/High)	0	1	0	0	1	0
Number of Action plans	0	0	0	0	1	0
Number of action plans implemented	0	0	0	0	1	0

5.2 Reliability of Information Assessment

The objective of this graph is to assess the reliability of performance information reported by management that was audited by Internal Audit. The Internal Audit work is based on a random sample selection of the portfolio of evidence (POE) for top-layer performance indicators. This assessment focuses on high-rated findings that require management's urgent attention. Performance information must be valid, accurate and complete. It is notable that the finding rate is low and that corrective actions are taken by management.



	Total (Previous year)	Total (Current year)	Q1	Q2	Q3	Q4
Reliability of POE	28	84	15	15	15	39
Audit findings(Max/High)	6	11	2	1	2	6
Number of action plans	7	15	4	1	2	8
Number of action plans implemented	7	14	4	0	2	8

6. Key Root Causes Identified

- The KPI owner did not ensure that the performance information provided for reporting is reliable.
- A new reporting template was not implemented

7. Comment

For the 2020/2021 Performance Management audit, the Auditor-General South Africa (AGSA) report limited its review to the following objective:

- Strategic objective – essential services

For the first and second quarters of 2021/2022, Internal Audit has highlighted the following non-compliance and control weaknesses. Notably, Management has implemented the corrective action plans and is commended for that.

Project Title	Finding Title	Action Plan Title	Due Date	Progress Notes	Status
2021/2022 1st Quarter Performance Management	TecEl60: Unreliable KPI Performance reporting	TecEL60: Report of 0/0 performance results	29 November 2021	Action Plan was implemented immediately	Signed off as completed by Director
		TecEl60: Report of 1 quarter 2021-2022 results	17 November 2021	The updated portfolio of evidence was uploaded to TRIM on 17 November 2021	Signed off as completed by Director
	Tecwat22 - Water taps not plotted on Pine Valley reporting maps	Tecwat22 - Implementation of TecWat22 reporting template	01 January 2022	*Note: Completed 29 April 2022 – After reporting period*	Not Started
2021/2022 2nd Quarter Performance Management	TecRef46: KPI reporting not reliable	TecRef46: Improvement of reporting on access to refuse removal	30 April 2022		In Progress

8. Recommendation to Council

To maintain the overall functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence, before or during the reporting stage, should be implemented.

Yours Faithfully

Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

8 May 2023

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

PERFORMANCE, RISK AND AUDIT COMMITTEE

1st BI-ANNUAL PERFORMANCE AUDIT COMMITTEE PERFORMANCE MANAGEMENT REPORT 2022/2023

(MUNICIPAL PLANNING AND PERFORMANCE, REGULATION 14(4) (a) (iii))

March 2023

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PERFORMANCE MANAGEMENT ASSESSMENT	
Functionality of the performance management system*	
Performance Management System complies with the Act and regulations	
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Legends:

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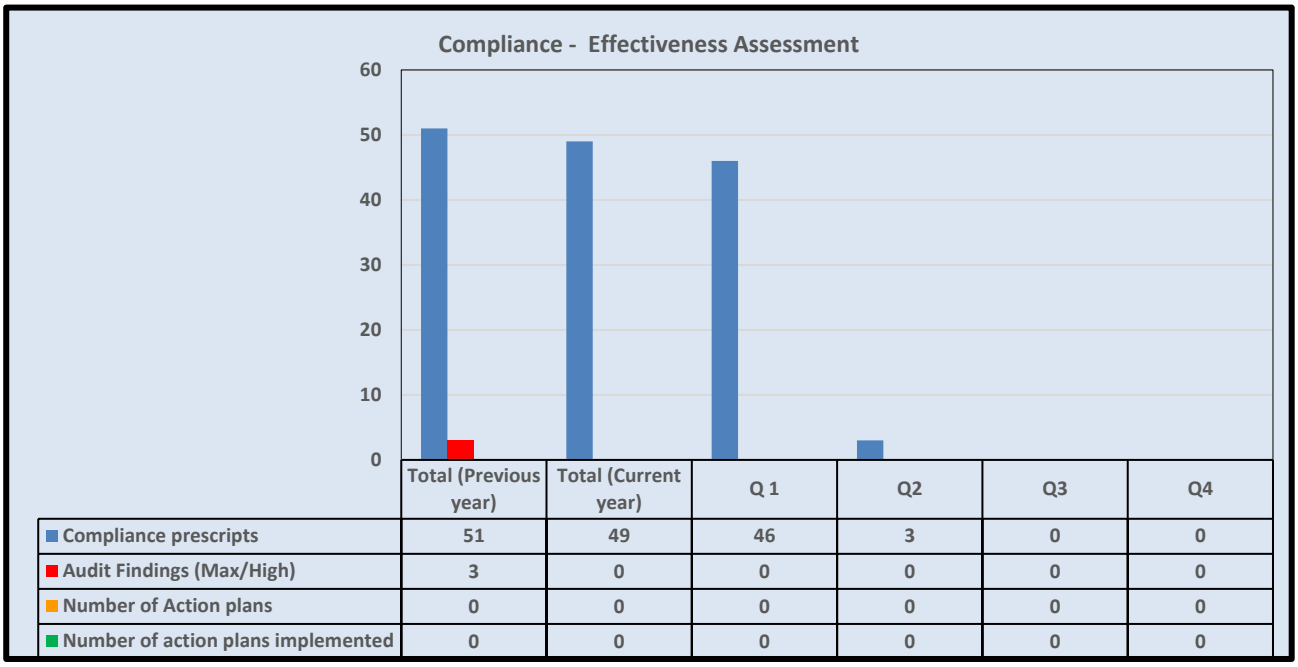
5.1 Compliance Assessment

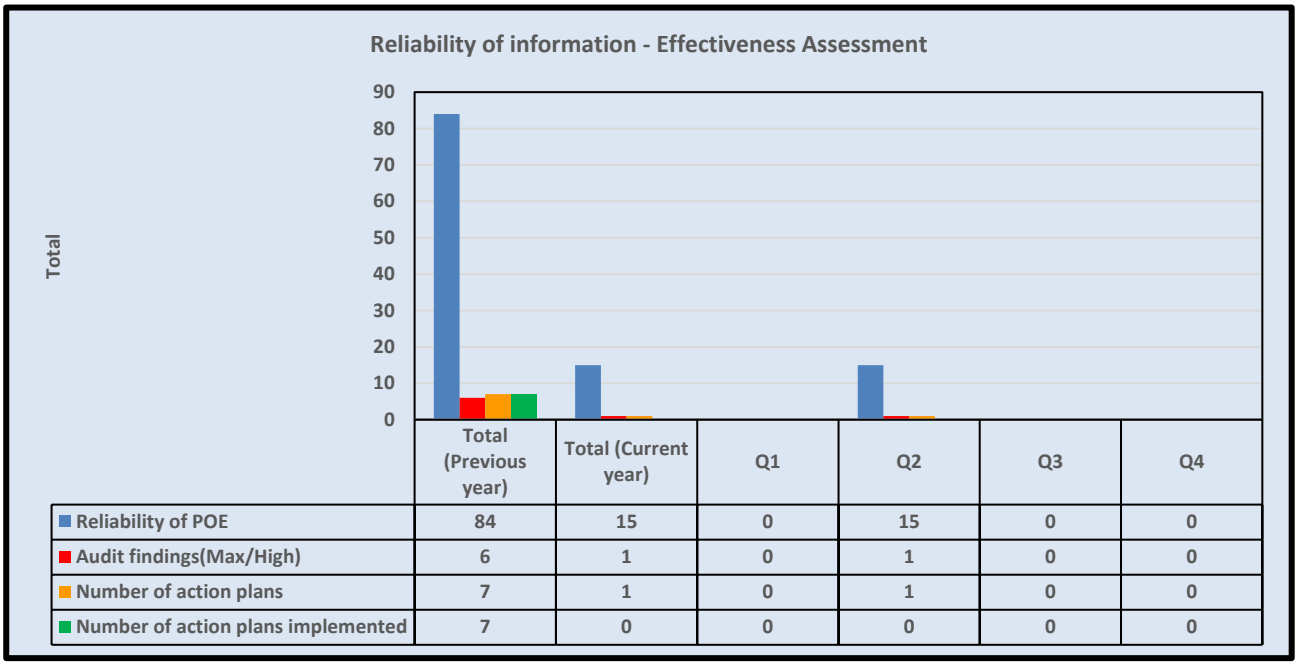
The objective of this graph is to assess the performance of compliance by management towards the implementation and adherence to relevant performance management legislation and regulations. Compliance is assessed annually by Internal Audit and other key reporting requirements are assessed quarterly. No exceptions were noted.



	Total (Previous year)	Total (Current year)	Q 1	Q2	Q3	Q4
Compliance prescripts	51	49	46	3	0	0
Audit Findings (Max/High)	3	0	0	0	0	0
Number of Action plans	0	0	0	0	0	0
Number of action plans implemented	0	0	0	0	0	0

5.2 Reliability of Information Assessment

The objective of this graph is to assess the reliability of performance information reported by management that was audited by Internal Audit. The Internal Audit work is based on a random sample selection of the portfolio of evidence (POE) for top-layer performance indicators. This assessment focuses on high-rated findings that require management's urgent attention. Performance information must be valid, accurate and complete. It is notable that the finding rate is low and that corrective actions are taken by management.



	Total (Previous year)	Total (Current year)	Q1	Q2	Q3	Q4
Reliability of POE	84	15	0	15	0	0
Audit findings(Max/High)	6	1	0	1	0	0
Number of action plans	7	1	0	1	0	0
Number of action plans implemented	7	0	0	0	0	0

6. Key Root Causes Identified

Reassessment by Management not to include the preventative maintenance of the Transport Ukey Group without updating the Standard operating procedure.

7. Comment

For the 2021/2022 Performance Management audit, the Auditor-General South Africa (AGSA) report limited its review to the following objective:

- Strategic objective – essential services

For the first and second quarters of 2022/2023, Internal Audit has highlighted the following non-compliance and control weaknesses. Notably, Management has implemented the corrective action plan. Finaliasing.

Project Title	Finding Title	Action Plan Title	Due Date	Progress Notes	Status
2022/2023 2nd Quarter Performance Management	TecDir1 - Repairs and Maintenance relating to Transports assets are not correctly classified on the Municipal Standard Chart of Accounts "Mscoa"	Update system descriptions of TecDir1, MM1 and ComDir1	31 March 2023	System descriptions updated and in process to sign off by relevant officials	Ready for review by Director

8. Recommendation to Council

To maintain the overall functionality of the performance management system, timeous monitoring and reviewing of the portfolios of evidence, before or during the reporting stage, should be implemented.

Yours Faithfully

Mr Jonathan George

Chairperson: Performance, Risk and Audit Committee

8 May 2023

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Quarterly Budget Statement Report Section 52(d) for the Period 1 July 2022 to 30 September 2022

Financial data is in respect of the financial year 1 July 2021 to 30 June 2022

SECTION 52

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
Councilors
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 July 2022 to 30 September 2022.

The year-to-date recovery rate excluding traffic fines is 83% against the annual estimated target of 94%. Cognizance should be taken that the comparative rate for the same period in the prior year was 81% as well which resulted in a final collection rate of 91% at year-end. Government departments and commercial customers that are in arrears are receiving immediate attention in order to improve cash flow. It is expected that some property owners will pay their annual rates, which was due on 30 September by 15 October, the due date for payment of the September consumption accounts.

The vandalism of municipal assets remain a concern with major damages now also affecting service delivery. It is time for the community to take ownership of municipal assets and assist in the protection thereof.

Capital expenditure is currently at 17% of a total Capital Budget of R 111 million. The upgrade of the Van Breda Bridge is one of the key capital projects for the current year.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

Recommendation

It is recommended that council take cognizance of the quarterly budget assessment for the period 1 July 2022 to 30 September 2022.

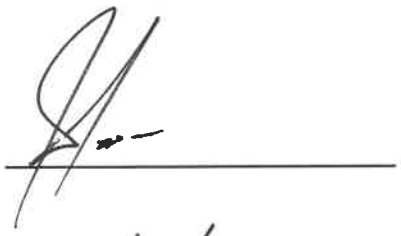
Municipal Manager's quality certification

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 19/10/2022

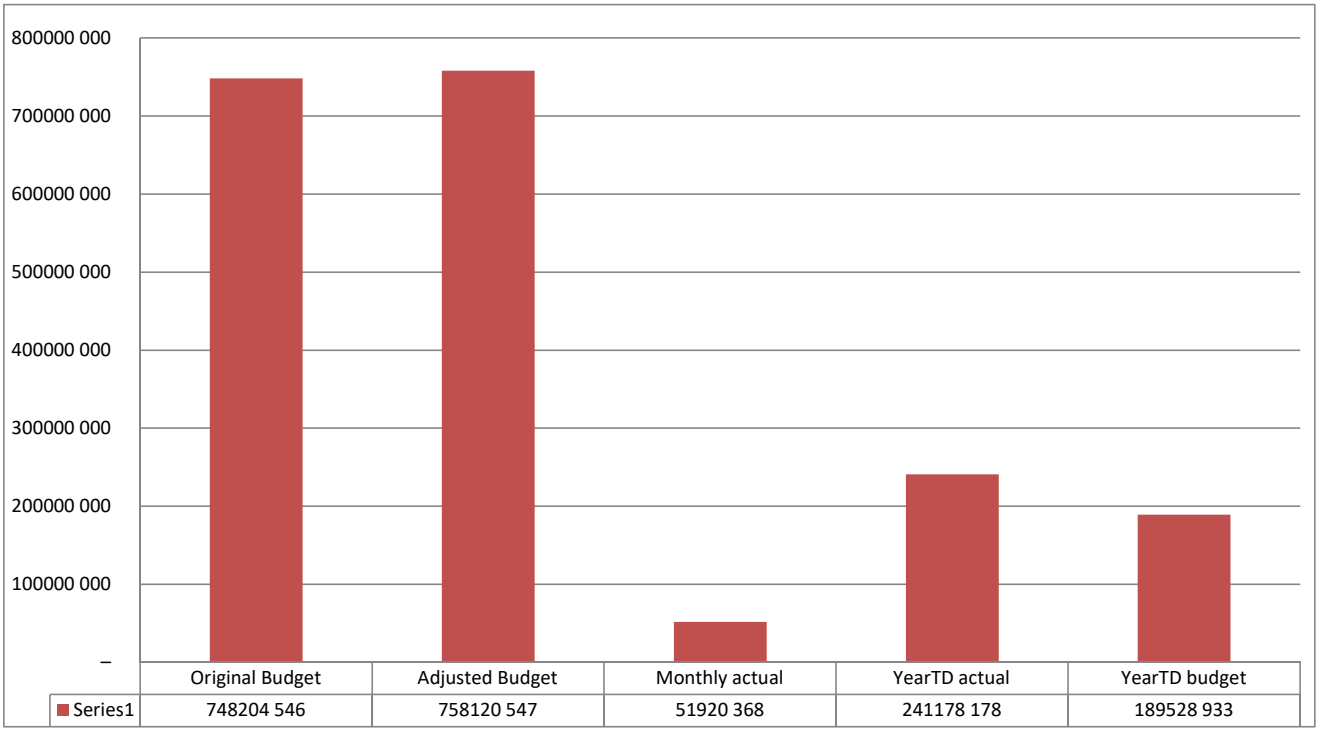
C EXECUTIVE SUMMARY

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

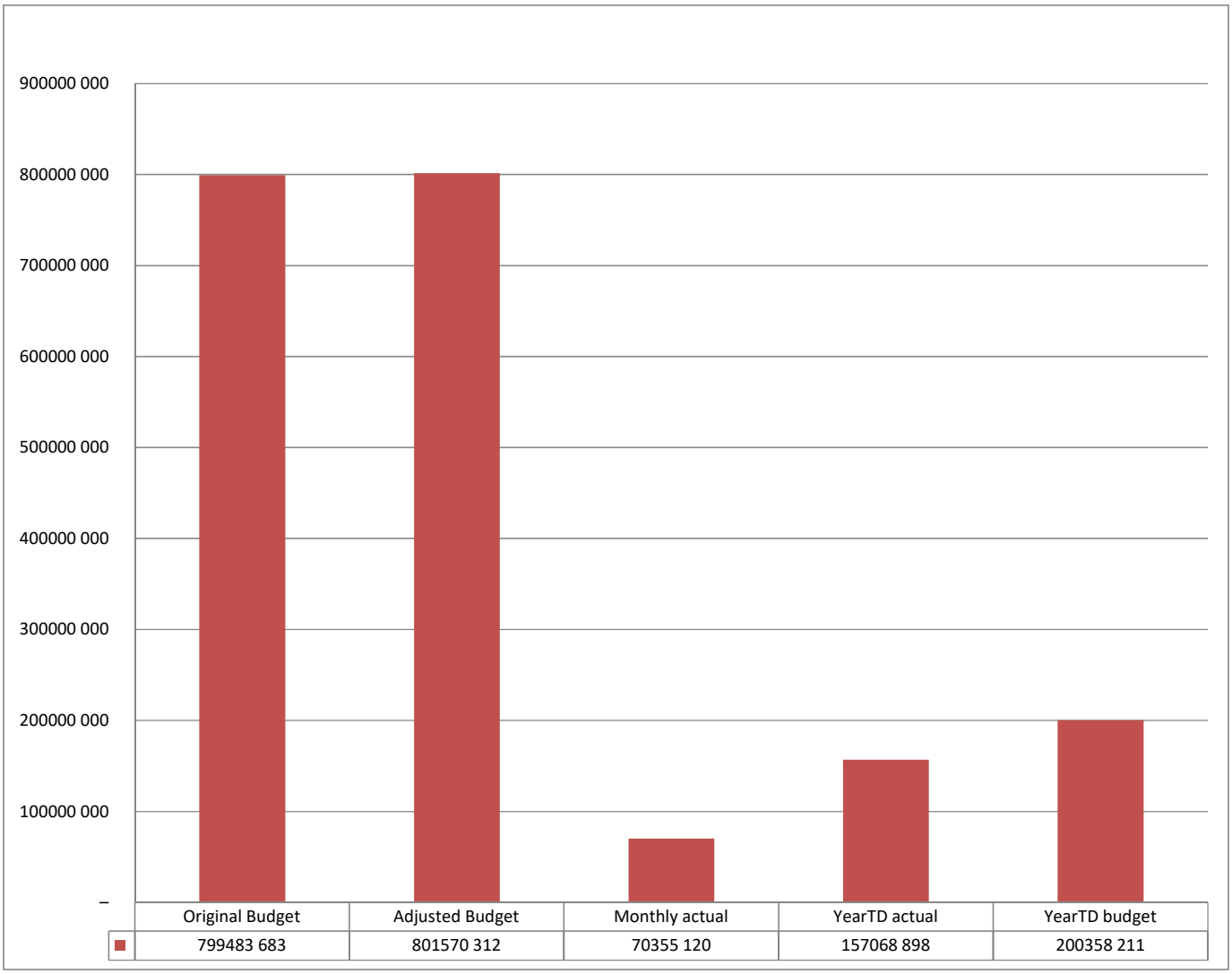


	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget
Series1	748204 546	758120 547	51920 368	241178 178	189528 933

For the period 1 July 2022 to 30 September 2022, 31.81% of the budgeted operational revenue was raised.

Vir die periode 1 Julie 2022 to 30 September 2022, is 31.81% van die begrote operasionele inkomste gehef.

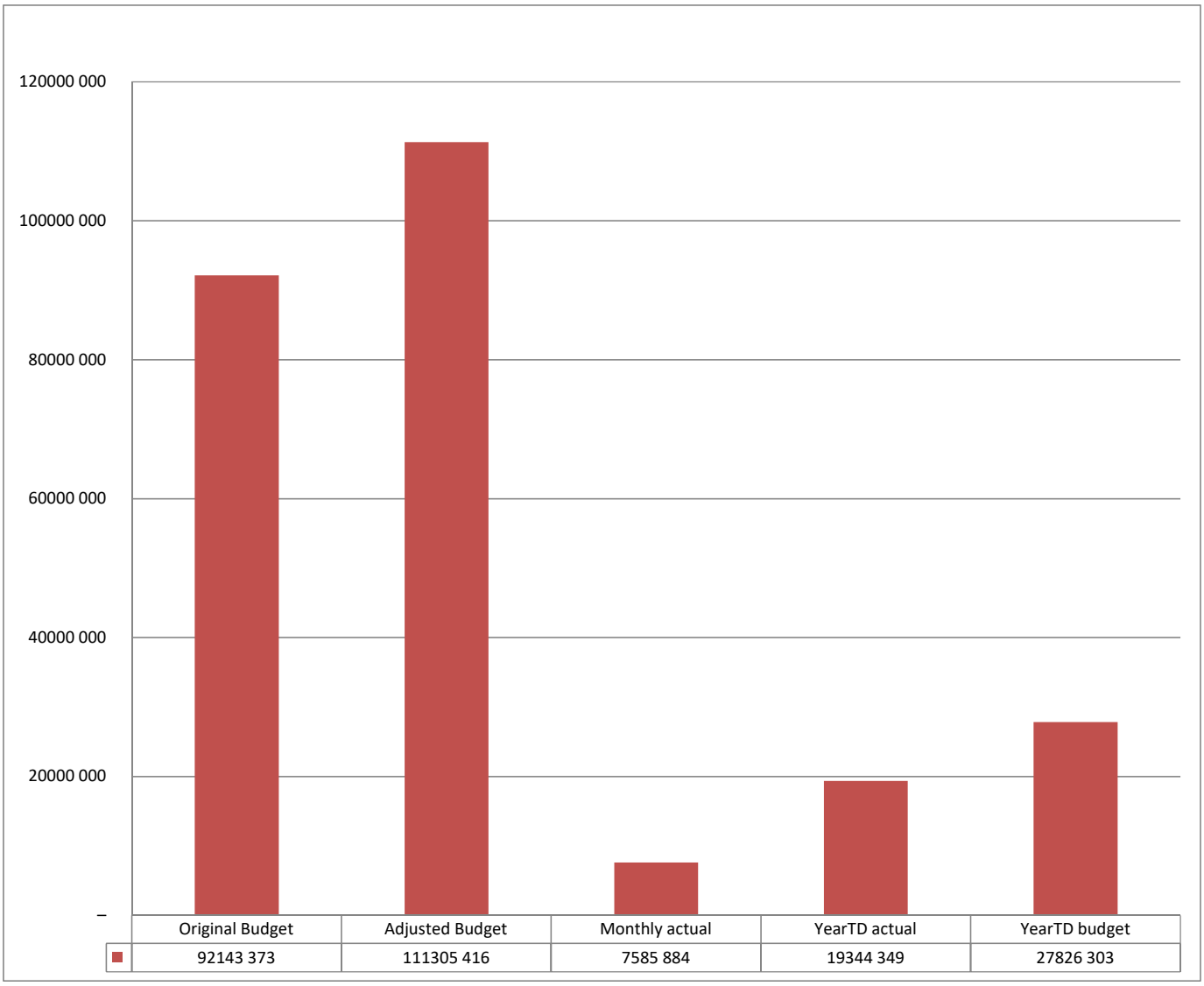
TOTAL OPERATIONAL EXPENDITURE



For the period 1 July 2022 to 30 September 2022, 19.6% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Julie 2022 to 30 September 2022, is 19.6% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 July 2022 to 30 September 2022, 17.38% of the budgeted capital expenditure was incurred.

Vir die periode 1 Julie 2022 to 30 September 2022, is 17.38% 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 September 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q1 First Quarter

Description	2020/21	Budget Year 2021/22							
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	88 709	95 592	95 592	4 356	50 931	23 898	27 033	113%	95 592
Service charges	434 590	449 486	449 486	39 621	126 766	112 371	14 395	13%	449 486
Investment revenue	5 580	5 089	5 089	366	1 194	1 272	(78)	-6%	14 200
Transfers recognised - operational	124 169	152 300	158 948	252	47 805	39 737	8 068	20%	158 948
Other own revenue	62 003	45 738	49 005	7 325	14 481	12 250	2 231	18%	49 005
transfers and contributions)	715 051	748 205	758 121	51 920	241 178	189 529	51 649	27%	767 231
Employee costs	9 925	247 136	245 964	19 179	57 857	61 491	(3 634)	-6%	245 964
Remuneration of Councillors	9 925	12 108	12 108	907	2 826	3 027	(201)	-7%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	9 897	(9 897)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	–	2 279	(2 279)	-100%	9 116
Materials and bulk purchases	300 157	330 565	331 072	37 793	72 268	82 768	(10 500)	-13%	331 072
Transfers and grants	2 624	13 143	13 128	166	538	3 282	(2 744)	-84%	13 128
Other expenditure	318 257	147 827	150 593	12 311	23 580	37 614	(14 034)	-37%	150 593
Total Expenditure	688 168	799 484	801 570	70 355	157 069	200 358	(43 289)	-22%	801 570
Surplus/(Deficit)	26 884	(51 279)	(43 450)	(18 435)	84 109	(10 829)	94 939	-877%	(34 339)
Transfers recognised - capital	64 244	53 821	75 229	–	–	18 807	(18 807)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	113	(113)	-100%	453
& contributions	91 577	2 995	32 233	(18 435)	84 109	8 091	76 018	939%	41 343
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	91 577	2 995	32 233	(18 435)	84 109	8 091	76 018	939%	41 343
Capital expenditure & funds sources									
Capital expenditure	127 583	92 143	111 305	7 586	19 344	27 826	(8 482)	-30%	111 305
Capital transfers recognised	64 196	60 036	73 589	6 984	18 684	18 397	287	2%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Internally generated funds	9 398	22 107	27 717	602	660	6 929	(6 269)	-90%	27 717
Total sources of capital funds	75 072	92 143	111 305	7 586	19 344	27 826	(8 482)	-30%	111 305
Financial position									
Total current assets	272 366	242 916	242 916		350 909				242 916
Total non current assets	1 120 498	1 124 460	1 124 460		1 139 841				1 124 460
Total current liabilities	120 692	137 549	137 549		132 701				137 549
Total non current liabilities	234 105	260 296	260 296		235 874				260 296
Community wealth/Equity	1 038 066	969 530	969 530		1 122 175				969 530
Cash flows									
Net cash from (used) operating	102 443	74 035	74 035	7 715	62 423	18 509	43 914	237%	94 625
Net cash from (used) investing	(73 744)	(92 143)	(92 143)	(8 690)	(125 389)	(23 036)	(102 353)	444%	(106 893)
Net cash from (used) financing	876	9 000	9 000	64	110	2 250	(2 140)	-95%	110
end	144 880	143 632	143 632	–	82 014	150 463	(68 449)	-45%	151 334
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	63 631	6 778	5 347	5 620	4 811	5 515	25 384	238 957	356 043
Creditors Age Analysis									
Total Creditors	984	2	–	–	–	–	–	–	985

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) - Q1 First Quarter

Description	2020/21	Budget Year 2021/22							
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	121 109	120 607	123 657	6 418	56 141	30 913	25 229	82%	123 404
Executive and council	8 088	260	260	3	8	65	(57)	-88%	8
Finance and administration	113 021	120 347	123 396	6 415	56 133	30 848	25 286	0	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	4 063	52 970	43 985	8 985	20%	175 939
Community and social services	121 745	135 103	135 304	112	47 653	33 826	13 827	41%	135 304
Sport and recreation	9 438	12 172	12 172	538	1 110	3 043	(1 933)	-64%	12 172
Public safety	14 298	16 035	16 299	3 395	4 157	4 075	82	2%	16 299
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Health	–	–	–	–	–	–	–		–
Economic and environmental services	15 086	17 180	34 012	252	836	8 503	(7 667)	-90%	34 012
Planning and development	2 643	4 600	3 119	252	836	780	56	7%	3 119
Road transport	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Environmental protection	0	10	1 993	–	–	498	(498)	-100%	1 993
Trading services	497 118	489 091	500 069	41 185	131 142	125 017	6 124	5%	500 069
Energy sources	335 619	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Water management	72 814	87 028	91 441	4 320	12 506	22 860	(10 354)	-45%	91 441
Waste water management	37 551	33 120	34 531	3 016	13 170	8 633	4 537	53%	34 531
Waste management	51 135	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Other	116	126	126	2	90	32	58	184%	126
Total Revenue - Functional	779 745	802 479	833 803	51 920	241 178	208 450	32 729	16%	833 551
Expenditure - Functional									
Governance and administration	106 009	154 226	154 471	11 905	29 105	38 618	(9 513)	-25%	154 471
Executive and council	23 437	31 784	31 773	2 030	5 964	7 943	(1 979)	-25%	31 773
Finance and administration	80 657	120 211	120 460	9 692	22 469	30 115	(7 646)	-25%	120 460
Internal audit	1 914	2 231	2 239	183	672	560	112	20%	2 239
Community and public safety	99 148	121 751	119 898	7 916	22 109	29 940	(7 831)	-26%	119 898
Community and social services	27 397	31 831	30 094	2 315	6 471	7 489	(1 018)	-14%	30 094
Sport and recreation	30 250	30 591	30 539	2 364	6 440	7 635	(1 194)	-16%	30 539
Public safety	36 554	42 158	42 113	2 865	8 079	10 528	(2 449)	-23%	42 113
Housing	4 947	17 172	17 153	372	1 119	4 288	(3 169)	-74%	17 153
Health	–	–	–	–	–	–	–		–
Economic and environmental services	32 010	37 538	39 928	2 701	7 569	9 982	(2 413)	-24%	39 928
Planning and development	11 200	12 176	12 604	1 005	2 982	3 151	(169)	-5%	12 604
Road transport	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Environmental protection	808	1 648	3 618	102	231	904	(673)	-74%	3 618
Trading services	450 068	485 015	486 320	47 833	98 061	121 580	(23 519)	-19%	486 320
Energy sources	316 476	353 660	355 176	38 358	74 714	88 794	(14 080)	-16%	355 176
Water management	39 383	40 655	40 598	3 157	8 456	10 150	(1 693)	-17%	40 598
Waste water management	37 782	39 546	39 546	2 539	6 744	9 887	(3 143)	-32%	39 546
Waste management	56 427	51 154	50 999	3 779	8 146	12 750	(4 603)	-36%	50 999
Other	933	953	953	–	225	238	(13)	-6%	953
Total Expenditure - Functional	688 168	799 484	801 570	70 355	157 069	200 358	(43 289)	-22%	801 570
Surplus/ (Deficit) for the year	91 577	2 995	32 233	(18 435)	84 109	8 091	76 018		31 981

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) - Q1 First Quarter

Description	2020/21	Budget Year 2021/22							
	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	121 109	120 607	123 657	6 418	56 141	30 913	25 229	82%	123 404
Executive and council	8 088	260	260	3	8	65 073	(57)	-88%	8
Mayor and Council	8 088	–	–	3	8	-	8		8
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	65	(65)	-100%	–
Finance and administration	113 021	120 347	123 396	6 415	56 133	30 848	25 286	82%	123 396
Administrative and Corporate Support	1	10	10	–	–	2	(2)	-100%	10
Asset Management	–	–	–	–	–	–	–		–
Budget and Treasury Office	112 606	119 453	122 502	6 381	56 094	30 624	25 469	83%	122 502
Finance	–	193	193	–	–	48	(48)	-100%	193
Fleet Management	354	609	609	30	30	152	(122)	-80%	609
Human Resources	–	–	–	–	–	–	–		–
Information Technology	–	–	–	–	–	–	–		–
Legal Services	–	5	5	–	–	1	(1)	-100%	5
Security Services	60	78	78	4	10	19	(10)	-49%	78
Community and public safety	146 316	175 474	175 939	4 063	52 970	43 985	8 985	20%	175 939
Community and social services	121 745	135 103	135 304	112	47 653	33 826	13 827	41%	135 304
Aged Care	110 799	124 036	124 237	71	47 549	31 059	16 490	53%	124 237
Agricultural	–	–	–	–	–	–	–		–
Animal Care and Diseases	–	–	–	–	–	–	–		–
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	13	37	60	(23)	-38%	242
Child Care Facilities	–	–	–	–	–	–	–		–
Community Halls and Facilities	186	283	283	20	49	71	(22)	-31%	283
Libraries and Archives	10 498	10 542	10 542	7	18	2 635	(2 618)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	538	1 110	3 043	(1 933)	-64%	12 172
Recreational Facilities	6 547	4 869	4 869	528	1 062	1 217	(155)	-13%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	10	47	1 826	(1 778)	-97%	7 302
Public safety	14 298	16 035	16 299	3 395	4 157	4 075	82	2%	16 299
Civil Defence	–	–	264	–	–	66	(66)	-100%	264
Fire Fighting and Protection	25	7	7	1	1	2	(1)	-31%	7
Police Forces, Traffic and Street Parking Control	14 273	16 028	16 028	3 395	4 156	4 007	149	4%	16 028
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Housing	835	12 165	12 165	18	50	3 041	(2 991)	-98%	12 165
Health	–	–	–	–	–	–	–		–
Economic and environmental services	15 086	17 180	34 012	252	836	8 503	(7 667)	-90%	34 012
Planning and development	2 643	4 600	3 119	252	836	780	56	7%	3 119
Economic Development/Planning	902	2 149	668	–	–	167	(167)	-100%	668
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	252	836	374	461	123%	1 497
Project Management Unit	–	954	954	–	–	239	(239)	-100%	954
Road transport	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	7 225	(7 225)	-100%	28 899
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	0	10	1 993	–	–	498	(498)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	498	(498)	-100%	1 993

Trading services	497 118	489 091	500 069	41 185	131 142	125 017	6 124	5%	500 069
Energy sources	335 619	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Electricity	334 054	335 873	341 027	30 830	96 420	85 257	11 163	13%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	4 320	12 506	22 860	(10 354)	-45%	91 441
Water Distribution	72 814	70 521	74 933	4 320	12 506	18 733	(6 227)	-33%	74 933
Water Storage	–	16 508	16 508	–	–	4 127	(4 127)	-100%	16 508
Waste water management	37 551	33 120	34 531	3 016	13 170	8 633	4 537	53%	34 531
Public Toilets	164	–	812	19	39	203	(164)	-81%	812
Sewerage	36 498	33 120	33 720	2 998	13 131	8 430	4 701	56%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste Water Treatment	–	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Solid Waste Disposal (Landfill Sites)	16 237	–	–	–	–	–	–		–
Solid Waste Removal	34 897	33 071	33 071	3 018	9 045	8 268	778	9%	33 071
Other	116	126	126	2	90	32	58	184%	126
Licensing and Regulation	116	126	126	2	90	32	58	184%	126
Total Revenue - Functional	779 745	802 479	833 803	51 920	241 178	208 450	32 729	16%	833 551
Expenditure - Functional									
Municipal governance and administration	106 009	154 226	154 471	11 905	29 105	38 618	(9 513)	-25%	154 471
Executive and council	23 437	31 784	31 773	2 030	5 964	7 943	(1 979)	-25%	31 773
Mayor and Council	14 185	20 035	20 018	1 217	3 608	5 005	(1 396)	-28%	20 018
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 755	813	2 356	2 939	(583)	-20%	11 755
Finance and administration	80 657	120 211	120 460	9 692	22 469	30 115	(7 646)	-25%	120 460
Administrative and Corporate Support	10 523	13 079	13 552	890	2 065	3 388	(1 323)	-39%	13 552
Asset Management	31	1 804	1 804	–	2	451	(449)	-100%	1 804
Finance	34 833	36 843	36 718	5 158	8 636	9 182	(546)	-6%	36 718
Fleet Management	3 614	3 146	3 146	317	919	786	133	17%	3 146
Human Resources	11 708	40 419	40 388	1 874	6 393	10 095	(3 701)	-37%	40 388
Information Technology	4 038	5 135	5 135	115	578	1 284	(706)	-55%	5 135
Legal Services	1 368	2 821	2 821	125	339	705	(366)	-52%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 189	347	1 028	1 047	(20)	-2%	4 189
Property Services	3 057	1 687	1 687	76	229	422	(193)	-46%	1 687
Risk Management	7	382	382	–	–	95	(95)	-100%	382
Supply Chain Management	7 006	8 381	8 314	643	1 843	2 078	(236)	-11%	8 314
Valuation Service	451	2 325	2 325	146	438	581	(143)	-25%	2 325
Internal audit	1 914	2 231	2 239	183	672	560	112	20%	2 239
Governance Function	1 914	2 231	2 239	183	672	560	112	20%	2 239
Community and public safety	99 148	121 751	119 898	7 916	22 109	29 940	(7 831)	-26%	119 898
Community and social services	27 397	31 831	30 094	2 315	6 471	7 489	(1 018)	-14%	30 094
Aged Care	6 887	7 985	6 283	635	1 472	1 571	(98)	-6%	6 283
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 921	293	928	946	(18)	-2%	3 921
Child Care Facilities	36	167	167	4	5	42	(37)	-89%	167
Community Halls and Facilities	5 875	6 675	6 658	478	1 380	1 664	(285)	-17%	6 658
Disaster Management	118	69	69	9	15	17	(3)	-16%	69
Education	1	136	136	–	–	34	(34)	-100%	136
Libraries and Archives	10 969	12 874	12 859	897	2 672	3 215	(543)	-17%	12 859
Sport and recreation	30 250	30 591	30 539	2 364	6 440	7 635	(1 194)	-16%	30 539
Community Parks (including Nurseries)	8 412	8 646	8 626	766	2 133	2 156	(23)	-1%	8 626
Recreational Facilities	15 126	15 400	15 346	1 098	2 880	3 836	(956)	-25%	15 346
Sports Grounds and Stadiums	6 712	6 544	6 568	500	1 427	1 642	(215)	-13%	6 568
Public safety	36 554	42 158	42 113	2 865	8 079	10 528	(2 449)	-23%	42 113
Civil Defence	96	–	–	–	–	–	–		–
Fire Fighting and Protection	9 108	10 820	10 820	725	2 156	2 705	(549)	-20%	10 820
Licensing and Control of Animals	–	–	–	–	–	–	–		–
Police Forces, Traffic and Street Parking Control	27 350	31 338	31 293	2 141	5 922	7 823	(1 901)	-24%	31 293
Pounds	–	–	–	–	–	–	–		–
Housing	4 947	17 172	17 153	372	1 119	4 288	(3 169)	-74%	17 153
Housing	4 917	16 888	16 869	365	1 102	4 217	(3 115)	-74%	16 869
Informal Settlements	30	284	284	8	17	71	(54)	-76%	284

Description	2020/21	Budget Year 2021/22							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	YearTD budget
Economic and environmental services	32 010	37 538	39 928	2 701	7 569	9 982	(2 413)	-24%	39 928
Planning and development	11 200	12 176	12 604	1 005	2 982	3 151	(169)	-5%	12 604
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 329	247	586	582	3	1%	2 329
Economic Development/Planning	1 669	1 778	2 205	128	447	551	(105)	-19%	2 205
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 072	412	1 294	1 268	26	2%	5 072
Project Management Unit	2 473	2 998	2 998	219	656	749	(94)	-13%	2 998
Provincial Planning	–	–	–	–	–	–	–		–
Support to Local Municipalities	–	–	–	–	–	–	–		–
Road transport	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Roads	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	808	1 648	3 618	102	231	904	(673)	-74%	3 618
Biodiversity and Landscape	808	1 648	3 618	102	231	904	(673)	-74%	3 618
Trading services	450 068	485 015	486 320	47 833	98 061	121 580	(23 519)	-19%	486 320
Energy sources	316 476	353 660	355 176	38 358	74 714	88 794	(14 080)	-16%	355 176
Electricity	313 740	347 622	349 138	38 279	74 293	87 284	(12 991)	-15%	349 138
Street Lighting and Signal Systems	2 737	6 038	6 038	79	421	1 510	(1 088)	-72%	6 038
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	39 383	40 655	40 598	3 157	8 456	10 150	(1 693)	-17%	40 598
Water Treatment	201	1 406	1 406	16	50	351	(301)	-86%	1 406
Water Distribution	36 316	34 239	34 182	3 115	6 749	8 546	(1 797)	-21%	34 182
Water Storage	2 866	5 010	5 010	25	1 657	1 253	404	32%	5 010
Waste water management	37 782	39 546	39 546	2 539	6 744	9 887	(3 143)	-32%	39 546
Public Toilets	1 712	1 995	1 995	152	437	499	(62)	-12%	1 995
Sewerage	28 232	28 633	28 633	1 722	4 486	7 158	(2 672)	-37%	28 633
Storm Water Management	7 838	7 358	7 358	665	1 821	1 839	(19)	-1%	7 358
Waste Water Treatment	0	1 561	1 561	–	0	390	(390)	-100%	1 561
Waste management	56 427	51 154	50 999	3 779	8 146	12 750	(4 603)	-36%	50 999
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	301	375	3 841	(3 466)	-90%	15 362
Solid Waste Removal	35 105	35 220	35 071	3 476	7 745	8 768	(1 023)	-12%	35 071
Street Cleaning	174	566	566	2	26	141	(115)	-81%	566
Other	933	953	953	–	225	238	(13)	-6%	953
Forestry	–	–	–	–	–	–	–		–
Licensing and Regulation	33	53	53	–	–	13	(13)	-100%	53
Markets	–	–	–	–	–	–	–		–
Tourism	900	900	900	–	225	225	(0)	0%	900
Total Expenditure - Functional	688 168	799 484	801 570	70 355	157 069	200 358	(43 289)	-22%	801 570
Surplus/ (Deficit) for the year	91 577	2 995	32 233	(18 435)	84 109	8 091	76 018	939%	31 981

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) - Q1 First Quarter

Vote Description	2020/21	Budget Year 2021/22							
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	110 999	116 830	119 879	6 219	56 262	29 969	26 293	87,7%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	686	48 953	40 643	8 310	20,4%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	3 427	4 194	4 229	(35)	-0,8%	16 916
Vote 4 - Technical Services	512 084	505 741	533 049	41 525	131 635	133 262	(1 627)	-1,2%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	73	163	347	(184)	-53,1%	1 386
Total Revenue by Vote	779 729	802 479	833 803	51 931	241 206	208 450	32 757	15,7%	833 803
Expenditure by Vote									
Vote 1 - Financial Services	34 002	51 044	50 855	5 307	8 869	12 716	(3 847)	-30,3%	50 855
Vote 2 - Community Services	74 834	96 548	97 147	6 068	17 053	24 252	(7 199)	-29,7%	97 147
Vote 3 - Corporate Services	77 222	118 517	118 886	6 789	20 419	29 719	(9 300)	-31,3%	118 886
Vote 4 - Technical Services	480 488	519 140	520 469	50 316	105 104	130 117	(25 014)	-19,2%	520 469
Vote 5 - Municipal Manager	11 383	14 235	14 213	1 066	3 091	3 553	(462)	-13,0%	14 213
Total Expenditure by Vote	677 929	799 484	801 570	69 546	154 536	200 358	(45 822)	-22,9%	801 570
Surplus/ (Deficit) for the year	101 799	2 995	32 233	(17 615)	86 670	8 091	78 579	971,1%	32 233

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q1 First Quarter

Vote Description	2020/21	Budget Year 2021/22							
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	110 999	116 830	119 879	6 219	56 262	29 969	26 293	88%	119 879
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	79 462	95 786	95 786	4 882	51 511	23 947	27 564	115%	95 786
1.3 - Treasury: Debtors	31 477	20 708	23 757	1 333	4 741	5 938	(1 197)	-20%	23 757
1.4 - Treasury: Credit controle	–	258	258	–	–	64	(64)	-100%	258
1.5 - Supply Chain Management	60	78	78	4	10	19	(10)	-49%	78
1.6 - Director: Finance	–	–	–	–	–	–	–		–
Vote 2 - Community Services	649 613	660 011	670 643	45 348	183 791	167 661	16 130	10%	670 643
2.1 - Cemetries	–	–	–	–	–	–	–		–
2.2 - Housing: Administration	1 029	12 260	12 260	34	100	3 065	(2 965)	-97%	12 260
2,3 - Library Services	10 575	10 757	10 757	7	18	2 689	(2 672)	-99%	10 757
2,4 - Fire Protection Sevices	6 547	4 869	4 869	528	1 062	1 217	(155)	-13%	4 869
2,5 - Pine Forest : Administration	110 799	124 036	124 237	71	47 549	31 059	16 490	53%	124 237
2.6-Klipriver Park: Administration	354	609	609	30	30	152	(122)	-80%	609
2.7-Community Halls And Facilities	–	–	–	–	–	–	–		–
2.8-Licensing & Regulation	–	5	5	–	–	1	(1)	-100%	5
2.9-Enviromental Protection	–	–	–	–	–	–	–		–
2.10-Parks	14 273	16 028	16 292	3 395	4 156	4 073	83	2%	16 292
2.11-Traffic	–	–	–	–	–	–	–		–
2.12-Disaster Management	8 088	–	–	3	8	–	8	#DIV/0!	–
2.13-Social & Welfare Services	–	–	–	–	–	–	–		–
2.14-Sport Grounds	–	–	–	–	–	–	–		–
2.15-Recreational Land	72 814	87 028	91 441	4 320	12 506	22 860	(10 354)	-45%	91 441
2.16-Swimming Pools	36 498	33 469	34 069	2 998	13 131	8 517	4 614	54%	34 069
2.17-Vehicle Licensing & Testing	51 071	33 004	33 004	3 018	9 045	8 251	794	10%	33 004
2.18-L E D	889	–	–	–	–	–	–		–
2.19-Director: Community Services	336 676	337 945	343 100	30 944	96 186	85 775	10 411	12%	343 100
Vote 3 - Corporate Services	775	1 386	2 198	91	201	549	(348)	-63%	2 198
3.1-Property Administration	–	–	–	–	–	–	–		–
3.2-Information Tecnology	–	954	954	–	–	239	(239)	-100%	954
3.3-Human Resources	611	432	432	73	163	108	54	50%	432
3.8-Thusong Centre	164	–	812	19	39	203	(164)	-81%	812
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Revenue by Vote	761 387	778 228	792 720	51 659	240 254	198 179	42 075	21%	792 720

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q1 First Quarter

Vote Description	2020/21	Budget Year 2021/22							
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	34 002	51 044	50 855	5 307	8 869	12 716	(3 847)	-30%	50 855
1.1 - Assessment Rates	1 795	1 858	1 860	158	450	465	(15)	-3%	1 860
1.2 - Treasury: Administration	8 821	11 011	10 991	937	1 791	2 750	(959)	-35%	10 991
1.3 - Treasury: Debtors	12 945	19 021	18 987	3 291	4 215	4 747	(532)	-11%	18 987
1.4 - Treasury: Credit controle	4 553	10 773	10 703	344	777	2 676	(1 898)	-71%	10 703
1.5 - Supply Chain Management	5 888	8 381	8 314	577	1 636	2 078	(443)	-21%	8 314
1.6 - Director: Finance	–	–	–	–	–	–	–		–
Vote 2 - Community Services	585 745	683 408	683 318	59 258	131 106	170 827	(39 722)	-23%	683 318
2.1 - Cemetries	322	2 231	2 231	28	85	558	(473)	-85%	2 231
2.2 - Housing: Administration	6 832	19 410	19 424	532	1 594	4 856	(3 262)	-67%	19 424
2,3 - Library Services	14 211	15 690	15 670	1 016	2 978	3 918	(939)	-24%	15 670
2,4 - Fire Protection Sevices	11 884	12 584	12 534	979	2 573	3 134	(560)	-18%	12 534
2,5 - Pine Forest : Administration	6 924	8 288	6 587	638	1 477	1 647	(170)	-10%	6 587
2.6-Klipriver Park: Administration	28 378	59 263	59 703	2 879	9 036	14 924	(5 888)	-39%	59 703
2.7-Community Halls And Facilities	1 904	2 258	2 258	163	474	565	(91)	-16%	2 258
2.8-Licensing & Regulation	4 022	4 190	4 190	347	1 028	1 048	(20)	-2%	4 190
2.9-Enviromental Protection	482	532	524	42	125	131	(5)	-4%	524
2.10-Parks	27 350	31 338	31 293	2 141	5 922	7 823	(1 901)	-24%	31 293
2.11-Traffic	900	900	900	–	225	225	(0)	0%	900
2.12-Disaster Management	14 185	20 035	20 018	1 217	3 608	5 005	(1 396)	-28%	20 018
2.13-Social & Welfare Services	–	–	–	–	–	–	–		–
2.14-Sport Grounds	20 001	23 714	23 706	1 594	4 356	5 927	(1 571)	-27%	23 706
2.15-Recreational Land	39 383	41 005	40 948	3 157	8 456	10 237	(1 781)	-17%	40 948
2.16-Swimming Pools	32 584	33 800	33 800	2 203	5 594	8 450	(2 856)	-34%	33 800
2.17-Vehicle Licensing & Testing	56 427	51 154	50 999	3 779	8 146	12 750	(4 603)	-36%	50 999
2.18-L E D	7 838	7 358	7 358	665	1 821	1 839	(19)	-1%	7 358
2.19-Director: Community Services	312 116	349 658	351 174	37 878	73 606	87 794	(14 188)	-16%	351 174
Vote 3 - Corporate Services	13 095	16 230	16 208	1 218	3 528	4 052	(524)	-13%	16 208
3.1-Property Administration	3 413	3 337	3 307	292	839	827	12	1%	3 307
3.2-Information Tecnology	2 473	2 998	2 998	219	656	749	(94)	-13%	2 998
3.3-Human Resources	1 399	2 958	2 958	125	339	740	(400)	-54%	2 958
3.5-Council Cost	1 921	2 613	2 620	183	672	655	17	3%	2 620
3.5-Town Secretary	2 177	2 329	2 329	247	586	582	3	1%	2 329
3.8-Thusong Centre	1 712	1 995	1 995	152	437	499	(62)	-12%	1 995
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Expenditure by Vote	632 841	750 682	750 381	65 782	143 503	187 595	(44 092)	(0)	750 381
Surplus/ (Deficit) for the year	128 546	27 545	42 339	(14 124)	96 751	10 584	86 168	0	42 339

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) - Q1 First Quarte

Description	2020/21	Budget Year 2021/22							
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	88 709	95 592	95 592	4 356	50 931	23 898	27 033	113%	95 592
Service charges - electricity revenue	326 702	337 388	337 388	30 835	96 440	84 347	12 093	14%	337 388
Service charges - water revenue	46 201	49 810	49 810	3 603	10 495	12 452	(1 957)	-16%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	2 609	12 061	8 013	4 048	51%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 575	7 770	7 559	211	3%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	502	1 129	854	275	32%	3 416
Interest earned - external investments	5 580	5 089	5 089	366	1 194	1 272	(78)	-6%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	1 917	4 822	2 278	2 544	112%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	2 590	2 599	2 784	(186)	-7%	11 137
Licences and permits	1 198	2 216	2 216	101	329	554	(225)	-41%	2 216
Agency services	4 415	4 249	4 249	702	1 318	1 062	256	24%	4 249
Transfers recognised - operational	124 169	152 300	158 948	252	47 805	39 737	8 068	20%	158 948
Other revenue	16 804	15 609	18 877	1 514	4 284	4 718	(434)	-9%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 051	748 205	758 121	51 920	241 178	189 529	51 649	27%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	245 964	19 179	57 857	61 491	(3 634)	-6%	245 964
Remuneration of councillors	9 925	12 108	12 108	907	2 826	3 027	(201)	-7%	12 108
Debt impairment	50 764	46 031	46 031	4 336	6 803	11 508	(4 705)	-41%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	9 897	(9 897)	-100%	39 589
Finance charges	8 948	9 116	9 116	–	–	2 279	(2 279)	-100%	9 116
Bulk purchases	285 708	314 411	314 411	36 150	68 982	78 603	(9 621)	-12%	314 411
Other materials	14 449	16 154	16 661	1 644	3 286	4 165	(880)	-21%	16 661
Contracted services	33 782	52 776	55 300	2 288	5 355	13 825	(8 470)	-61%	55 300
Transfers and grants	2 624	13 143	13 128	166	538	3 282	(2 744)	-84%	13 128
Other expenditure	40 507	49 019	49 262	5 687	11 423	12 281	(858)	-7%	49 262
Loss on disposal of PPE	882	0	0	–	–	0	(0)	-100%	0
Total Expenditure	688 168	799 484	801 570	70 355	157 069	200 358	(43 289)	-22%	801 570
Surplus/(Deficit)	26 884	(51 279)	(43 450)	(18 435)	84 109	(10 829)	94 939	(0)	(43 450)
Transfers recognised - capital	64 244	53 821	75 229	–	–	18 807	(18 807)	-100%	75 229
Contributions recognised - capital	449	453	453	–	–	113	(113)	-100%	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	91 577	2 995	32 233	(18 435)	84 109	8 091	76 018	–	32 233
Surplus/(Deficit) attributable to	91 577	2 995	32 233	(18 435)	84 109	8 091			32 233
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	91 577	2 995	32 233	(18 435)	84 109	8 091			32 233

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) - Q1 First Quarter

Vote Description R thousands	2020/21	Budget Year 2020/21							
	Audited Outcome	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	52 361	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	4 578	12 989	17 324	(4 336)	-25%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	105 714	55 390	69 298	4 578	12 989	17 324	(4 336)	-25%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 415	180	180	36	58	45	13	29%	180
Vote 2 - Community Services	4 487	10 126	10 126	30	41	2 532	(2 490)	-98%	10 126
Vote 3 - Corporate Services	685	650	880	11	35	220	(185)	-84%	880
Vote 4 - Technical Services	14 282	25 797	30 822	2 932	6 221	7 705	(1 484)	-19%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	21 869	36 753	42 008	3 008	6 356	10 502	(4 146)	-39%	42 008
Total Capital Expenditure	127 583	92 143	111 305	7 586	19 344	27 826	(8 482)	-30%	111 305

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q1 First Quarter

Vote Description	2020/21	Budget Year 2021/22							
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	56 521	2 180	2 661	70	116	665	(549)	-83%	2 661
Executive and council	–	340	340	31	55	85	(30)	-35%	340
Finance and administration	56 521	1 840	2 321	39	61	580	(519)	-89%	2 321
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	3 991	9 976	10 206	7	19	2 551	(2 533)	-99%	10 206
Community and social services	667	1 222	1 222	7	7	305	(299)	-98%	1 222
Sport and recreation	3 084	8 754	8 754	–	12	2 189	(2 177)	-99%	8 754
Public safety	240	–	230	–	–	57	(57)	-100%	230
Economic and environmental services	13 136	24 927	33 901	5 186	11 366	8 475	2 891	34%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	5 186	11 366	8 475	2 891	34%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	2 324	7 844	16 135	(8 291)	-51%	64 538
Energy sources	9 573	4 000	7 622	–	–	1 906	(1 906)	-100%	7 622
Water management	20 159	23 954	28 366	2 015	7 535	7 091	444	6%	28 366
Waste water management	2 448	16 653	18 097	308	308	4 524	(4 216)	-93%	18 097
Waste management	21 754	10 453	10 453	–	–	2 613	(2 613)	-100%	10 453
Other	–	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cla	127 583	92 143	111 305	7 586	19 344	27 826	(8 482)	-30%	111 305
Funded by:									
National Government	47 360	51 371	54 993	4 639	13 448	13 748	(300)	-2%	54 993
Provincial Government	16 432	7 712	17 207	2 087	4 978	4 302	676	16%	17 207
District Municipality	404	500	935	258	258	234	24	10%	935
Other transfers and grants	–	453	453	–	–	113	(113)	-100%	453
Transfers recognised - capital	64 196	60 036	73 589	6 984	18 684	18 397	287	2%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Internally generated funds	9 398	22 107	27 717	602	660	6 929	(6 239)	-90%	27 717
Total Capital Funding	75 072	92 143	111 305	7 586	19 344	27 826	(8 482)	-30%	111 305

References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure rec
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 in Table SA17

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q1 First Quarter

Vote Description	2020/21	Budget Year 2021/22							
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	52 361	–	–	–	–	–	–		–
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	52 361	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total multi-year capital expenditure	52 361	–	–	–	–	–	–		–
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	2 415	180	180	36	58	2 331	(2 273)	-98%	9 324
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	–	–	–	–	–	–	–		–
1.3 - Treasury: Debtors	2 415	180	180	36	58	–	58	#DIV/0!	–
1.4 - Treasury: Credit controle	–	–	–	–	–	1 949	(1 949)	-100%	7 794
1.5 - Supply Chain Management	–	–	–	–	–	–	–		–
1.6 - Director: Finance	–	–	–	–	–	220	(220)	-100%	880
	–	–	–	–	–	12	(12)	-100%	50
	–	–	–	–	–	150	(150)	-100%	600
Vote 2 - Community Services	11 556	13 569	17 474	81	105	4 331	(4 226)	-98%	61 873
2.1 - Cemetries	–	150	150	23	23	–	23		–
2.2 - Housing: Administration	–	–	–	–	–	–	–		230
2,3 - Library Services	–	–	–	–	–	–	–		–
2,4 - Fire Protection Sevices	667	1 182	1 182	–	–	295	(295)	-100%	–
2,5 - Pine Forest : Administration	–	1 000	1 000	–	–	250	(250)	-100%	–
2.6-Klipriver Park: Administration	–	–	–	–	–	–	–		30 822
2.7-Community Halls And Facilities	–	50	50	8	32	12	20	157%	140
2.8-Licensing & Regulation	–	–	–	–	–	–	–		3 622
2.9-Enviromental Protection	–	–	–	–	–	–	–		5 224
2.10-Parks	240	–	230	–	–	57	(57)	-100%	1 563
2.11-Traffic	–	–	–	–	–	–	–		4 453
2.12-Disaster Management	–	–	–	–	–	–	–		12 910
2.13-Social & Welfare Services	–	–	–	–	–	–	–		–
2.14-Sport Grounds							–		–
2.15-Recreational Land	889	5 224	5 224	–	–	1 306	(1 306)	-100%	1 370
2.16-Swimming Pools	1 395	1 510	1 563	50	50	391	(341)	-87%	1 541
2.17-Vehicle Licensing & Testing	–	4 453	4 453	–	–	1 113	(1 113)	-100%	–
2.18-L E D	889	–	–	–	–	–	–		–
2.19-Director: Community Services	7 475	–	3 622	–	–	906	(906)	-100%	–
Vote 3 - Corporate Services	164	500	1 370	258	258	342	(84)	-25%	–
3.8-Thusong Centre	164	500	1 370	258	258	342	(84)	-25%	–
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total single-year capital expenditure	14 135	14 249	19 023	375	422	7 004	(6 583)	(0)	71 197
Total Capital Expenditure	66 496	14 249	19 023	375	422	7 004	(6 583)	(0)	71 197

The table provides detail of the municipality's financial position as at period end.

WC022 Witzenberg - Table C6 Monthly Budget Statement - Financial Position - Q1 First Quarter

Description	2020/21	Budget Year 2021/22			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	144 880	143 632	143 632	82 024	143 632
Call investment deposits	–	–	–	100 000	–
Consumer debtors	99 615	63 769	63 769	126 106	63 769
Other debtors	18 277	26 034	26 034	32 945	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 594	9 481	9 481	9 835	9 481
Total current assets	272 366	242 916	242 916	350 909	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 074 992	1 081 628	1 081 628	1 094 336	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 120 498	1 124 460	1 124 460	1 139 841	1 124 460
TOTAL ASSETS	1 392 863	1 367 376	1 367 376	1 490 750	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 897	611
Consumer deposits	11 549	8 732	8 732	11 780	8 732
Trade and other payables	61 945	99 286	99 286	69 449	99 286
Provisions	45 302	28 921	28 921	49 576	28 921
Total current liabilities	120 692	137 549	137 549	132 701	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	235 346	248 076
Total non current liabilities	234 105	260 296	260 296	235 874	260 296
TOTAL LIABILITIES	354 797	397 846	397 846	368 574	397 846
NET ASSETS	1 038 066	969 530	969 530	1 122 175	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 025 526	959 088	959 088	1 109 636	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 038 066	969 530	969 530	1 122 175	969 530

The cash flows for the year to date are indicated in the following table:

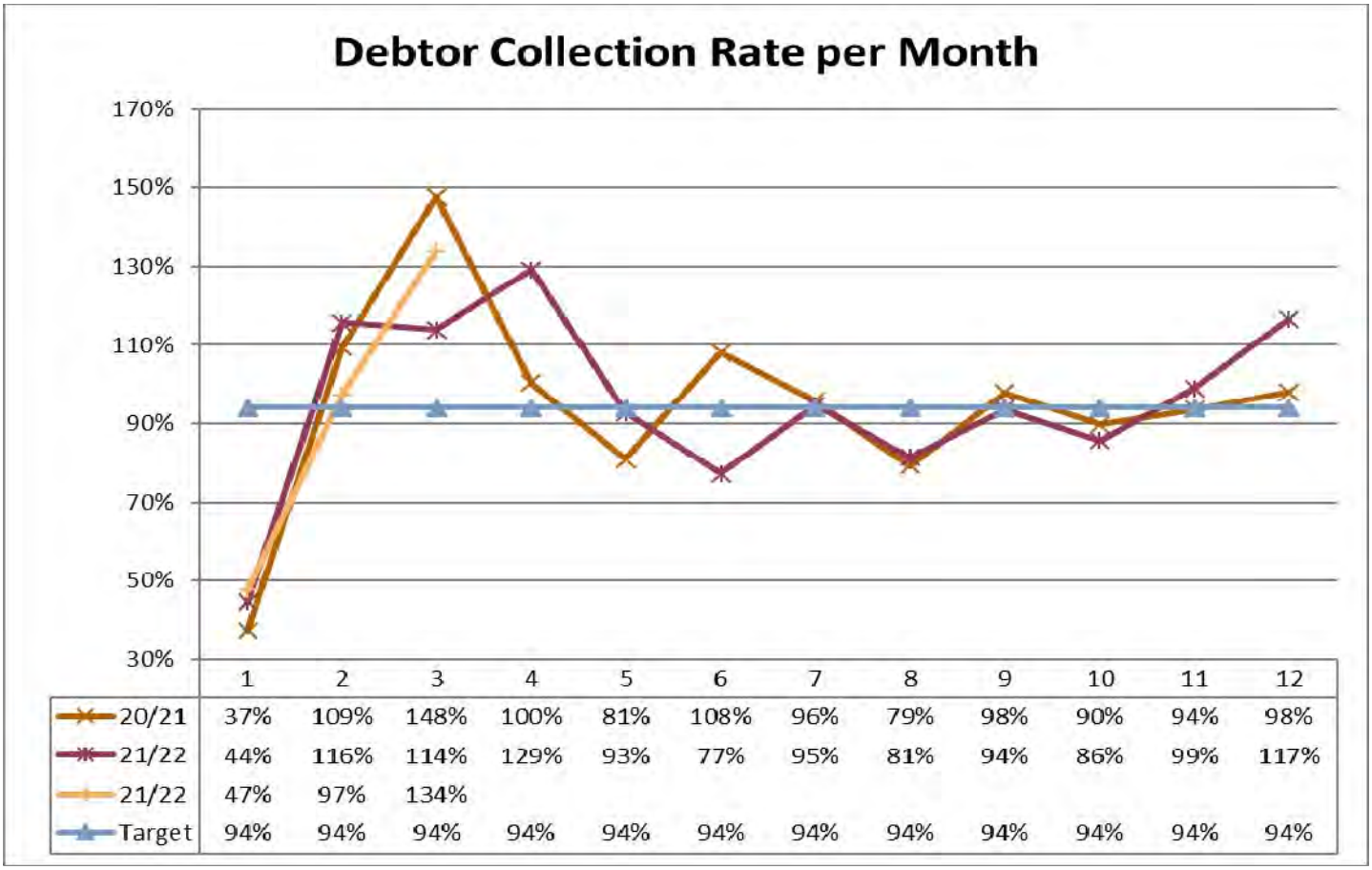
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q1 First Quarter

Description	2020/21	Budget Year 2021/22							
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	92 226	94 278	94 278	19 881	37 814	23 570	14 245	60%	94 278
Service charges	376 491	469 912	469 912	49 099	135 625	117 478	18 147	15%	469 912
Other revenue	32 500	14 898	14 898	1 610	4 821	3 724	1 097	29%	14 898
Government - operating	102 407	149 721	149 721	2 339	56 167	37 430	18 737	50%	151 705
Government - capital	66 276	62 680	62 680	9 450	23 590	15 670	7 920	51%	81 286
Interest	22 831	14 200	14 200	366	1 194	3 550	(2 356)	-66%	14 200
Dividends									
Payments									
Suppliers and employees	(590 067)	(731 654)	(731 654)	(74 856)	(196 244)	(182 913)	13 330	-7%	(731 653)
Finance charges	(222)	–	–	–	–	–	–		–
Transfers and Grants	–	–	–	(174)	(546)	–	546		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	102 443	74 035	74 035	7 715	62 423	18 509	71 667	387%	94 625
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	13	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(100 000)	–	(100 000)		–
Payments									
Capital assets	(73 744)	(92 143)	(92 143)	(8 704)	(25 402)	(23 036)	2 366	-10%	(111 305)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(73 744)	(92 143)	(92 143)	(8 690)	(125 389)	(23 036)	102 353	-444%	(106 893)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	2 500	(2 500)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	64	110	–	110		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	–	–	(250)	(250)	100%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	64	110	2 250	2 140	95%	110
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	(912)	(62 856)	(2 277)			6 463
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		82 014	150 463			151 334

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q1 First Quarter

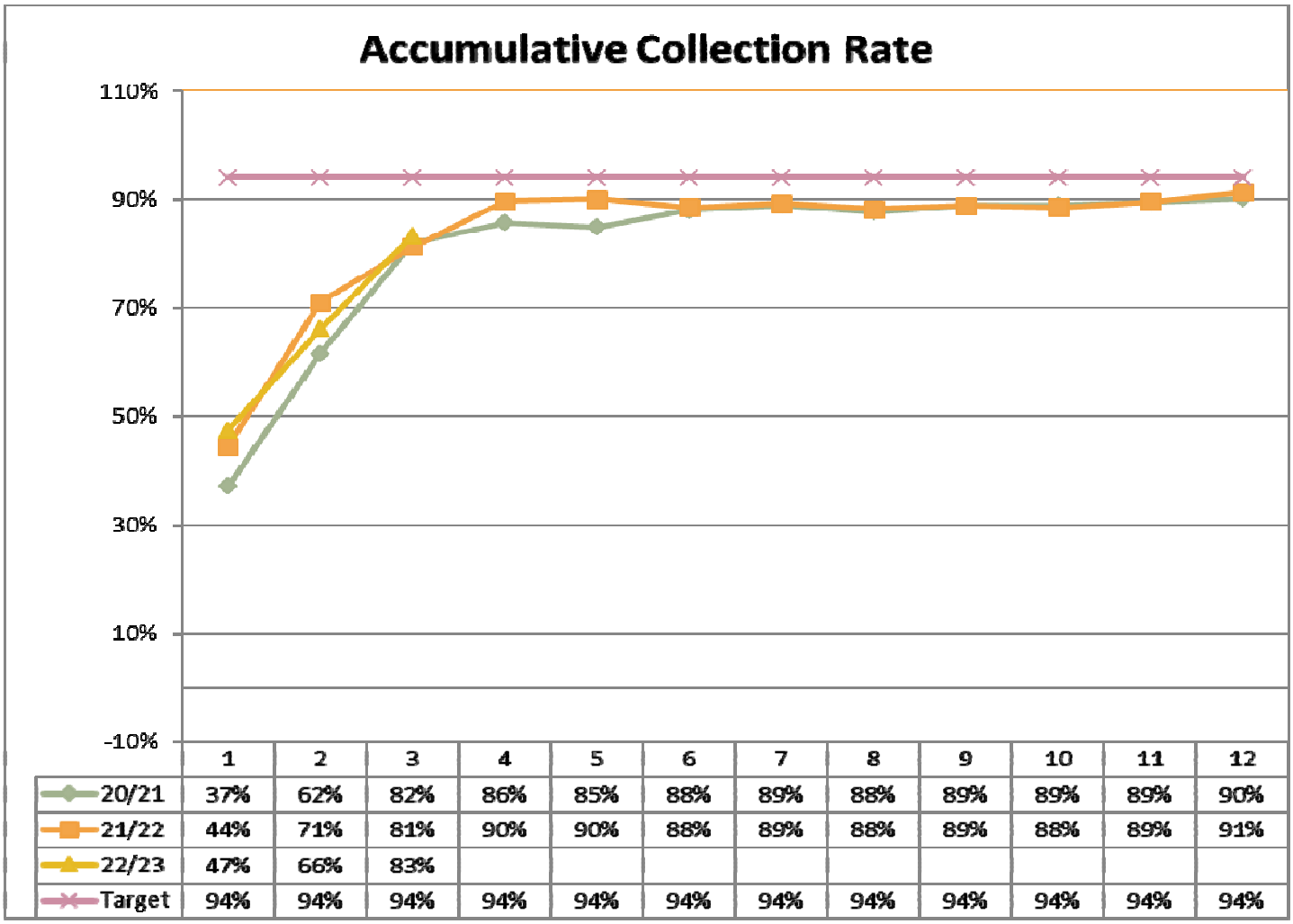
Description		Budget Year 2021/22									
R thousands	NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	11 143	1 905	1 702	2 033	1 581	1 581	9 216	74 466	103 626	88 876
Electricity	1300	24 262	888	627	523	421	1 053	1 175	3 344	32 293	6 516
Property Rates	1400	16 974	1 186	526	414	422	498	1 615	22 094	43 729	25 044
Waste Water Management	1500	8 531	1 155	1 033	1 006	974	1 020	5 223	38 860	57 803	47 083
Waste Management	1600	9 177	1 440	1 256	1 211	1 148	1 095	5 951	40 665	61 944	50 070
Property Rental Debtors	1700	206	13	13	13	13	13	71	1 249	1 590	1 358
Interest on Arrear Accounts	1810	1 324	139	145	184	205	223	1 682	57 089	60 991	59 383
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(7 986)	52	44	235	47	33	452	1 189	(5 933)	1 956
Total By Income Source	2000	63 631	6 778	5 347	5 620	4 811	5 515	25 384	238 957	356 043	280 286
Debtors Age Analysis By Customer Group											
Organs of State	2200	2 312	1 038	369	283	284	330	625	3 151	8 392	4 673
Commercial	2300	25 497	670	524	548	419	1 051	1 429	14 235	44 373	17 681
Households	2400	34 840	4 892	4 292	4 607	3 939	3 972	22 317	213 705	292 562	248 539
Other	2500	982	178	163	182	169	163	1 013	7 866	10 716	9 392
Total By Customer Group	2600	63 631	6 778	5 347	5 620	4 811	5 515	25 384	238 957	356 043	280 286



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%									
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 September 2022 amounts to 134% in comparison to the previous year 114%.

Die doel van hierdie grafiek is om die verhaling van debiteure te illustreer teen die teikens gestel vir die onderskeie maande. Die teiken vir die maand is 94%, terwyl die syfer vir September 2022 134% beloop in vergelyking met die vorige jaar 114%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	62%	82%	86%	85%	88%	89%	88%	89%	89%	89%	90%
21/22	44%	71%	81%	90%	90%	88%	89%	88%	89%	88%	89%	91%
22/23	47%	66%	83%									
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 83%.

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 83% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q1 First Quarter

Description R thousands	NT Code	Budget Year 2021/22									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	984	2	–	–	–	–	–	–	985	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	984	2	–	–	–	–	–	–	985	–

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 - Q1 First 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								
Nedbank Ltd	Fixed deposit - 7 months			7%		–	–	30 000
ABSA Bank Ltd	Fixed deposit - 3 months			6%		–	–	20 000
Standard Bank of SA Ltd	Fixed deposit - 6 months			7%		–	–	25 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months			6%		–	–	25 000
TOTAL INVESTMENTS AND INTEREST				0		–	–	100 000

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 - Q1 First Quarter

Description	Budget Year 2021/22							
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:	3 787	3 787	–	2 110	947	1 163	122,9%	3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5	2 237	2 237	–	560	559	1	0,1%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	388	1 162	300,0%	1 550
Provincial Government:	24 266	24 266	1 210	4 716	6 067	(1 351)	-22,3%	24 266
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	10 517	10 517	–	3 506	2 629	877	33,3%	10 517
Specify (Add grant description)	131	131	–	–	33	(33)	-100,0%	131
Specify (Add grant description)	256	2 018	1 210	1 210	504	706	139,8%	2 018
Specify (Add grant description)	13 362	11 600	–	–	2 900	(2 900)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		–
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	1 984	885	1 720	496	1 224	246,9%	1 984
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	1 984	885	885	496	389	78,5%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	30 037	2 095	8 546	7 509	1 037	13,8%	30 037
Capital Transfers and Grants						–		
National Government:	60 031	60 031	8 421	22 561	15 008	7 553	50,3%	60 031
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–		–
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	8 421	11 760	6 273	5 487	87,5%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	7 690	4 810	2 880	59,9%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	3 925	(814)	-20,7%	15 701
Provincial Government:	2 649	18 979	1 529	1 529	4 745	(3 215)	-67,8%	18 979
Specify (Add grant description)	500	500	500	500	125	375	300,0%	500
Specify (Add grant description)	–	–	–	–	–	–		–
Specify (Add grant description)	1 029	1 029	1 029	1 029	257	772	300,1%	1 029
Specify (Add grant description)	1 120	17 450	–	–	4 362	(4 362)	-100,0%	17 450
District Municipality:	–	–	–	–	–	–		–
All Grants	–	–	–	–	–	–		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	9 950	24 090	19 752	4 338	22,0%	79 010
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	109 046	12 045	32 637	27 262	5 375	19,7%	109 046

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 - Q1 First Quarter

Description	Budget Year 2021/22						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	283	391	–	391	–
Agriculture Research and Technology	–	–	81	113	–	113	–
Agriculture, Conservation and Environmental	–	–	–	–	–	–	–
Arts and Culture Sustainable Resource Management	–	–	202	278	–	278	–
Provincial Government:	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	283	391	–	391	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	696	2 017	–	2 017	–
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]	–	–	–	–	–	–	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	394	887	–	887	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	302	1 130	–	1 130	–
Provincial Government:	–	–	313	747	–	747	–
Specify (Add grant description)	–	–	313	747	–	747	–
Specify (Add grant description)	–	–	19	39	–	39	–
All Grants	–	–	19	39	–	39	–
Specify (Add grant description)	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	1 027	2 803	–	2 803	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	1 311	3 193	–	3 193	–

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 - Q1 First Quarter

Description	Ref	Budget Year 2021/22				
		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:		–	–	–	–	
None		–	–	–	–	
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 - Q1 First Quarter

Summary of Employee and Councillor remuneration R thousands	Budget Year 2021/22							
	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	8 716	8 716	702	2 212	2 179	33	2%	8 716
Pension and UIF Contributions	1 231	1 231	117	360	308	52	17%	1 231
Medical Aid Contributions	257	257	7	20	64	(44)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	82	235	434	(200)	-46%	1 738
Housing Allowances	166	166	–	–	42	(42)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	907	2 826	3 027	(201)	-7%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	326	978	1 158	(180)	-16%	4 630
Pension and UIF Contributions	992	992	29	86	248	(162)	-65%	992
Medical Aid Contributions	171	171	–	5	43	(38)	-88%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	62	186	282	(96)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	88	253	333	(80)	-24%	1 332
Cellphone Allowance	90	90	16	18	23	(5)	-21%	90
Housing Allowances	195	195	23	70	49	22	45%	195
Other benefits and allowances	145	141	4	13	35	(23)	-64%	141
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 679	548	1 608	2 170	(562)	-26%	8 679
Other Municipal Staff								
Basic Salaries and Wages	137 050	135 890	11 018	32 299	33 972	(1 673)	-5%	135 890
Pension and UIF Contributions	21 415	21 406	1 796	5 418	5 351	66	1%	21 406
Medical Aid Contributions	9 867	9 867	722	2 154	2 467	(312)	-13%	9 867
Overtime	11 713	11 193	1 928	5 682	2 798	2 884	103%	11 193
Performance Bonus	13 329	13 329	832	2 497	3 332	(836)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	530	1 693	1 650	43	3%	6 599
Cellphone Allowance	548	548	52	147	137	10	7%	548
Housing Allowances	1 223	1 223	100	299	306	(7)	-2%	1 223
Other benefits and allowances	4 422	4 942	502	1 609	1 235	373	30%	4 942
Payments in lieu of leave	3 264	3 264	196	1 584	816	768	94%	3 264
Long service awards	–	–	80	241	–	241	#DIV/0!	–
Post-retirement benefit obligations	29 023	29 023	876	2 627	7 256	(4 629)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	237 285	18 631	56 249	59 321	(3 072)	-5%	237 285
TOTAL SALARY, ALLOWANCES &	259 244	258 072	20 085	60 683	64 518	(3 834)	-6%	258 072
% increase								
TOTAL MANAGERS AND STAFF	247 136	245 964	19 179	57 857	61 491	(3 634)	-6%	245 964

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 - Q1 First Quarter

Description	Ref	Budget Year 2021/22											
		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		5 869	12 064	19 881	–	–	–	–	–	–	–	–	56 464
Service charges - electricity revenue		34 329	38 747	36 748	–	–	–	–	–	–	–	–	274 306
Service charges - water revenue		2 847	2 616	2 829	–	–	–	–	–	–	–	–	31 805
Service charges - sanitation revenue		1 926	2 138	7 428	–	–	–	–	–	–	–	–	10 897
Service charges - refuse		1 890	2 099	2 332	–	–	–	–	–	–	–	–	16 976
Service charges - other		(1 950)	1 884	(237)	–	–	–	–	–	–	–	–	303
Rental of facilities and equipment		268	170	383	–	–	–	–	–	–	–	–	(817)
Interest earned - external investments		443	385	366	–	–	–	–	–	–	–	–	10 992
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	–	–	–	–	–	–	–	–	3 973
Licences and permits		129	1 400	102	–	–	–	–	–	–	–	–	689
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	–	–	–	–	–	–	–	–	150 386
Other revenue		48 658	5 627	2 611	–	–	–	–	–	–	–	–	(52 763)
Cash Receipts by Source		94 623	67 704	73 295	–	–	–	–	–	–	–	–	509 370
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	–	–	–	–	–	–	–	62 108
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	–	–	–	–	–	–	–	–	8 622
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	–	–	–	–	–	–	–	–	100 000
Total Cash Receipts by Source		1 103	75 410	82 823	–	–	–	–	–	–	–	–	689 086
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	–	–	–	–	–	–	–	–	148 048
Remuneration of councillors		1 189	971	1 027	–	–	–	–	–	–	–	–	(3 187)
Interest paid		–	–	–	–	–	–	–	–	–	–	–	–
Bulk purchases - Electricity		35 945	36 503	41 571	–	–	–	–	–	–	–	–	247 553
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	–	–	–	–	–	–	–	–	–
Contracted services		1 583	2 541	2 878	–	–	–	–	–	–	–	–	48 881
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	–	–	–	–	–	–	–	–	98 054
General expenses		3 933	4 763	6 005	–	–	–	–	–	–	–	–	(14 702)
Cash Payments by Type		61 126	63 042	71 798	–	–	–	–	–	–	–	–	540 500
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	–	–	–	–	–	–	–	–	85 903
Repayment of borrowing		–	–	–	–	–	–	–	–	–	–	–	(1 000)
Other Cash Flows/Payments		1 106	(3 515)	3 232	–	–	–	–	–	–	–	–	(824)
Total Cash Payments by Type		72 054	66 403	83 734	–	–	–	–	–	–	–	–	624 580
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	–	–	–	–	–	–	–	–	64 507
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	82 014	82 014	82 014	82 014	82 014	82 014	82 014	82 014
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	82 014	82 014	82 014	82 014	82 014	82 014	82 014	82 014	146 521

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q1 First Quarter

Month	2020/21	Budget Year 2021/22							
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	1	7 679	9 275	6 124	6 124	9 275	3 151	34,0%	7%
August	4 632	7 679	9 275	5 634	11 758	18 551	6 792	36,6%	13%
September	3 700	7 679	9 275	7 586	19 344	27 826	8 482	30,5%	21%
October	217	7 679	9 275	–	19 344	37 102	17 757	47,9%	21%
November	2 677	7 679	9 275	–	19 344	46 377	27 033	58,3%	21%
December	5 676	7 679	9 275	–	19 344	55 653	36 308	65,2%	21%
January	8 436	7 679	9 275	–	19 344	64 928	45 584	70,2%	21%
February	6 403	7 679	9 275	–	19 344	74 203	54 859	73,9%	21%
March	7 601	7 679	9 275	–	19 344	83 479	64 135	76,8%	21%
April	10 559	7 679	9 275	–	19 344	92 754	73 410	79,1%	
May	6 816	7 679	9 275	–	19 344	102 030	82 685	81,0%	21%
June	70 865	7 679	9 276	–	19 344	111 305	91 961	82,6%	0
Total Capital expenditure	127 583	92 143	111 305	19 344					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending September 2022
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions July 2022	Income transactions August 2022	Income transactions September 2022	Expenditure transactions July 2022	Expenditure transactions August 2022	Expenditure transactions September 2022	Income YTD transactions Quarter 1	Expenditure YTD transactions Quarter 1	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 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	-	-	-	5 174 584	4 880 019	6 719 714	-	16 774 317	-	16 814 695
	- 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	-152 688	-118 830	-220 376	83 742	69 101	108 025	-491 894	260 868	-520 058	308 721
		-152 688	**-118 830**	**-220 376**	**5 258 326**	**4 949 120**	**6 827 740**	**-491 894**	**17 035 185**	**-520 058**	**17 123 417**

		Transactions July 2022	Transactions August 2022	Transactions September 2022	YTD Transactions Quarter 1
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-	-	-	-
	- Made	100 000 000	-	-	100 000 000
	- Nett movement	**100 000 000**	**-**	**-**	**100 000 000**

WITZENBERG MUNICIPALITY

Report: Expenditure on Staff & Councillor Benefits - YTD Act Sept

(Report in terms of Section 66 of the MFMA)

MFMA Section	Item Description	Original Budget 2021/2022	Amended Budget 2021/2022	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	141 681 286	139 619 286	33 276 896	23,83%
66(b)	Contributions to pension funds and medical aid	32 442 638	32 426 538	7 662 793	23,63%
66(c)	Travel, accomodation and subsistence	7 675 624	7 675 624	1 945 994	25,35%
66(d)	Housing benefits and allowances	1 418 051	1 418 051	369 104	26,03%
66(e)	Overtime	11 712 811	11 192 811	5 681 934	50,76%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	51 096 393	51 092 393	8 920 415	17,46%
	Sub - Total (Staff Benefits)	**R 246 026 803**	**R 243 424 703**	**R 57 857 135**	**23,77%**
Councillor Benefits					
MAY	Mayor	989 621	989 621	185 743	18,77%
DM	Deputy Mayor	775 195	775 195	166 245	21,45%
SP	Speaker	774 854	774 854	162 196	20,93%
MCM	Mayoral Committee members	2 813 276	2 813 276	594 197	21,12%
CLLR	Other Councillors	5 267 327	5 267 327	1 338 575	25,41%
MED	Medical aid contributions	256 670	256 670	19 798	7,71%
PEN	Pension fund contributions	1 230 713	1 230 713	359 611	29,22%
WARD	Ward Committee Alllowance	1 053 713	1 053 713	361 000	34,26%
	Sub - Total (Councillors' Benefits)	**13 161 369**	**R 13 161 369**	**R 3 187 364**	**24,22%**
Total Councillor and Staff Benefits		**R 259 188 172**	**R 256 586 072**	**R 61 044 500**	**23,79%**

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: September 2022

Witzenberg Municipality

Measures	Adj Budget	July	August	September	Q1	Total YTD	Prev Year Total YTD	Savings
Use fo Consultants	19 751 304	126 887	1 952 870	1 255 930	3 335 686	3 335 686	1 871 511	-1 464 175
Vehicles used for political office -bearers	23 818	1 040	7 606	516	9 162	9 162	2 497	-6 665
Travel and subsistence	1 261 423	40 223	24 600	91 019	155 841	155 841	31 555	-124 287
Domestic Accomodation	376 700	950	8 358	490	9 798	9 798	1 800	-7 998
Sponsorships, events and catering	100 000	-	42 325	3 143	45 467	45 467	-	-45 467
Communication	2 558 078	662	238 595	275 331	514 588	514 588	477 621	-36 967
Other Related Expenditure Items	2 115 863	65 822	110 416	159 194	335 432	335 432	322 730	-120 957
TOTAL	26 187 186	235 583	2 384 770	1 785 622	4 405 975	4 405 975	2 707 714	-1 806 516

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*

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1st QUARTER 2022/23

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

Performance Report (Section 52D)

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KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES 18

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy 18

Strategic Objective: 4.2 Create an enabling environment to support local economy 18

1. INTRODUCTION AND OVERVIEW

1.1 Purpose of the Service Delivery & Budget Implementation Plan

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

1.2 Approval of 2022/23 SDBIP

- Draft 2022/23 Top Layer SDBIP tabled at Council 30 March 2022
- 2022/23 Top Layer SDBIP approved by Mayor 22 June 2022
- 2022/23 Top Layer SDBIP tabled at Council 24 August 2022

1.3 Quarterly Reporting

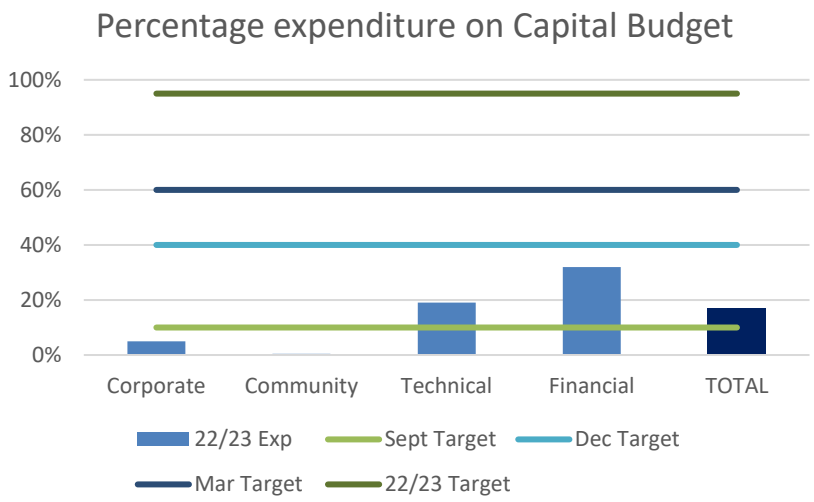
The MFMA in terms of Section 52(d) oblige the Mayor to submit quarterly reports on the implementation of the budget and financial state of affairs of the Municipality.

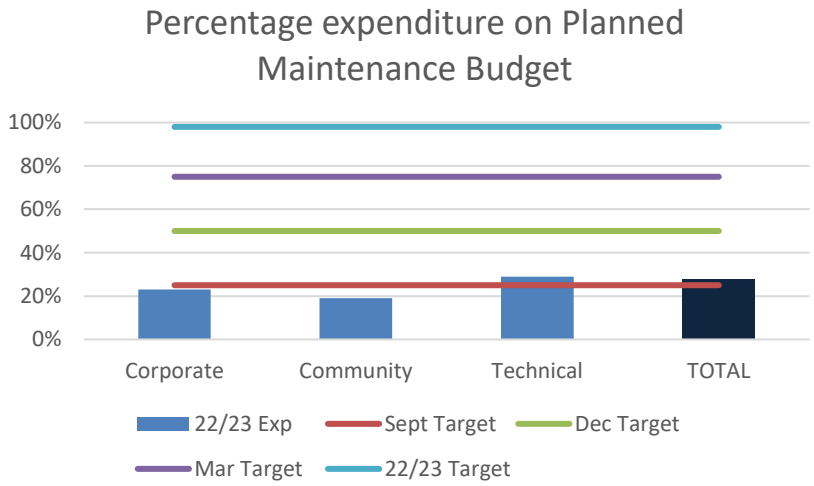
The service delivery indicators and targets in the SDBIP need to be evaluated and reported on to Council. The quarterly report should thus report on the achievement of outcomes against financial and non-financial indicators.

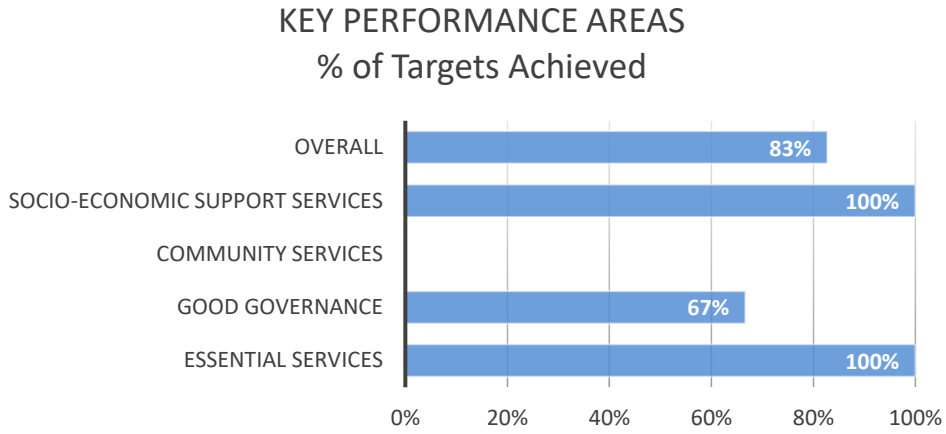
2. STRATEGIC MAP

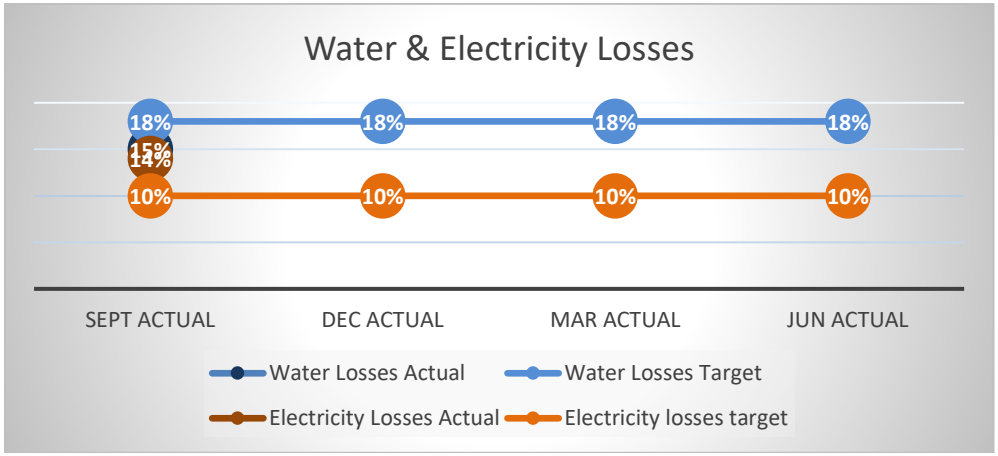
WITZENBERG MUNICIPALITY: STRATEGIC MAP 2022/23					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

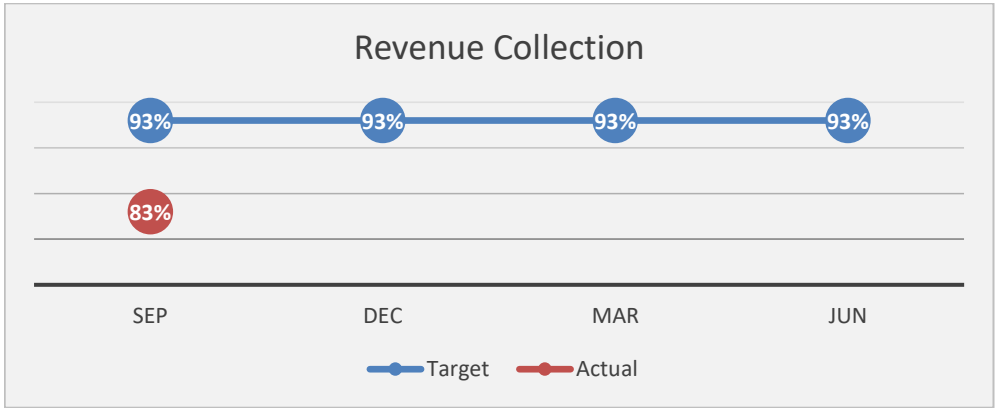
3. SUMMARY OF 1ST QUARTER RESULTS











4. 1ST QUARTER RESULTS PER KEY PERFORMANCE AREA

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department.	Preventative- & corrective planned maintenance budget of the Technical Department.	98%	*R11 016 649*	25%	29%		
		Aqctual expenditure on budget		*R3 143 976*				
TecDir3	Percentage expenditure on capital budget by Technical Directorate.	Capital budget for Technical Department	95%	*R100 119 546*	10%	19%		
		Actual expenditure on budget		*R19 209 949*				
TecEl37	Percentage of unaccounted electricity losses.	Total sales accumulative (kwh)(streetlights usage included)	10%	*28 687 715*	10%	14%	Major reason for losses are illegal connections, theft and outdated infrastructure	Increase law enforcement to address illegal connections. Increase maintenance budget
		Eskom energy total accumulative		*33 371 400*				
TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	Number of valid applications	95%	*10*	95%	100%		
		Number of connections		*10*				

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Number of properties	13 465	*13526*	13 465	13526		
TecRo7	Kilometres of roads upgraded & rehabilitated.		2					
TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	Number of valid applications	95%	*4*	95%	100%		
		Number of connections		*4*				
TecWat20	Percentage of unaccounted water losses.	kl water supplied	18%	*1 006 453*	18%	15%		
		kl water billed		*851 058*				
TecWat21	Percentage compliance with drinking water quality standards		98%	*100%*	98%	100%		
TecWat36	Percentage of valid water connection applications connected by reporting period end	Number of valid applications	95%	*6*	95%	100%		
		Number of connections		*6*				

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
TecWat22	Percentage of households in demarcated informal areas with access to a water point (tap).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal water point.		*1979*				
TecSan13	Percentage of households in demarcated informal areas with access to a communal toilet facility. services points (toilets).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal toilet facility.		*1979*				
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	Number of households in demarcated informal areas	95%	*1979*	95%	100%		
		Number of households in demarcated informal areas with access		*1979*				
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Number of valid applications	95%	*0*	95%			
		Number of connections		*0*				
TecDir2	Number of subsidised serviced sites developed.						No target set	

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Number of reports	4	1	1	1		
CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	Budget as at period end R	96%	*R889 647*	25%	3%	Re Advertisement of training tenders	To request that 1st Quarter target changed to 1%; 2nd Quarter- 25%, 3rd Quarter- 60% and 4th Quarter 98%
		Expenditure as period end R		*R28 495*				

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.		1 Unqualified Report					
FinFAdm10	Financial viability expressed as Debt-Coverage ratio		350	362	350	362		
FinFAdm11	Financial viability expressed outstanding service debtors		60%	78%	60%	78%	Debt write off of Indigent & uncollectable debt to be considered by council	Evaluate collectability of old outstanding debt and indigent debt. Draft report to council. Strict application of credit control & debt collection policy

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
FinFAdm9	Financial viability expressed as Cost-Coverage ratio		2,8	4	2,8	4		
FinInc15	Percentage revenue collection		93%	83%	93%	83%	Review the credit control policy, strengthen credit control policy.	Targeted collection – Organ of state, Municipal Councillors, Municipal Officials, Businesses.
MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	Budget for preventative- & corrective planned maintenance	98%	*R11 540 560*	25%	28%		
		Actual expenditure on budget		*R3 248 453*				
MM2	Percentage spend on Capital Budget for the whole municipality.	Capital Budget	95%	*R111 305 416*	10%	17%		
		Actual expenditure on budget		*R19 344 349*				

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
ComSoc49	Number of meetings with intergovernmental partners.	Number of meetings	12	3	3	3		
MMIDP9	Number of IDP community engagements held.		14					

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
ComAm34	Report on annual customer satisfaction survey on community facilities.	Number of Reports	1					
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Preventative- & corrective planned maintenance budget of the Community Department.	98%	*R364 951*	25%	19%	Underspending mainly related to seasonality of planned maintenance undertaken. Expenditure is expected to increase during summer months.	
		Aqctual expenditure on budget		*R68 355*				
ComDir2	Percentage expenditure on capital budget by Community Directorate.	Capital budget for Community Directorate	95%	*R10 355 870*	10%	0,4%	Tender for spectator seating had to be re-advertised as no responsive bids was received. The specifications for the ablution facilities at Lyellstr sports field is completed and process to be advertised.	Tender awards to be finalised before end of December.
		Actual expenditure on budget		*R41 372*				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
ComHS14	Number of housing opportunities provided per year - top structures.	Number of top structures	0				No target set	
ComHS15	Number of rental stock transferred.	Number of transfers	30	5	5	5		
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Number of indigents	4500	3150	4500	3150		
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	Number engagements	20	9	5	9		

Strategic Objective: 4.2 Create an enabling environment to support local economy

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Sep Accumulative Monthly Target	Sep Accumulative Monthly Result	Sep Reason if target not achieved	Sep Corrective Measures
ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs created	400	100	100	100		
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Number of reports	4	1	1	1		
ComLed19	Quarterly report on investment incentives implemented.	Number of reports	4	1	1	1		
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Number of reports	4	1	1	1		

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Quarterly Budget Statement Report {Section 52(d)} for the Period 1 October 2022 to 31 December 2022

Accumulated Information for the period 1 July 2022 to 31 December 2022

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

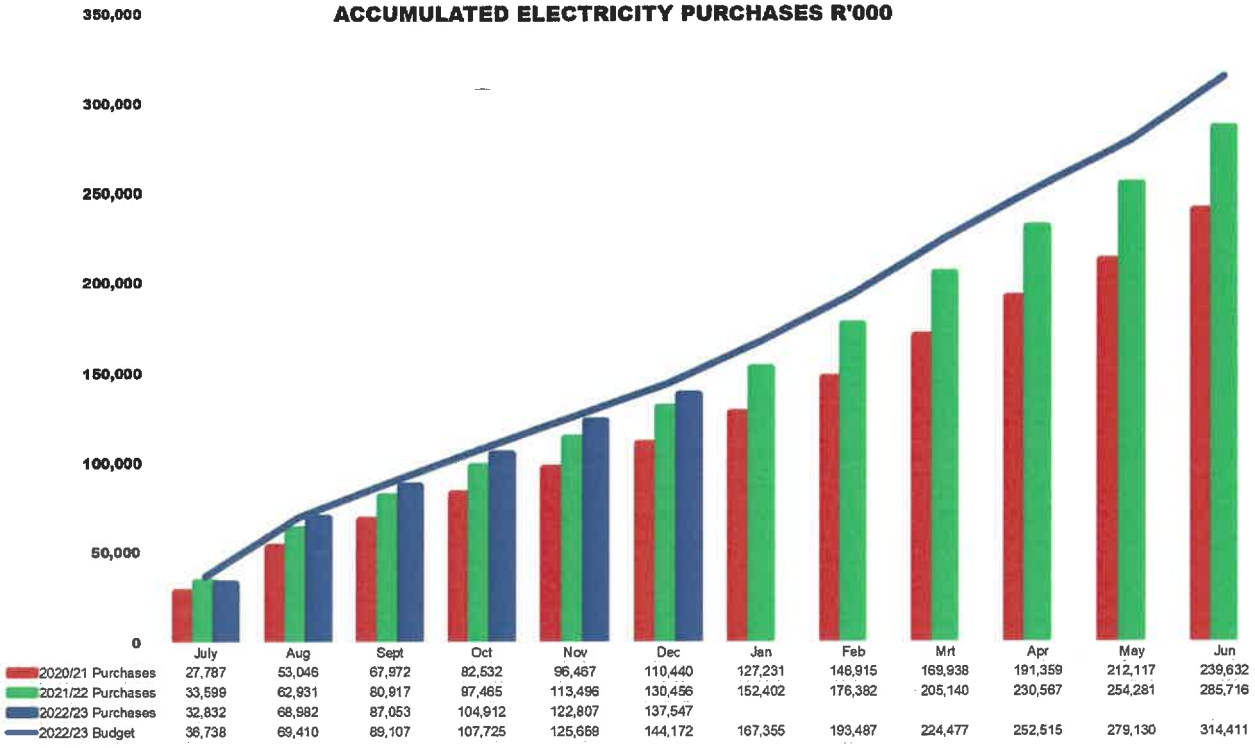
Mayors Report

Speaker
Deputy Executive Mayor
Members of the Mayoral Committee
Aldermen
Councillors

It is my privilege to present to you the quarterly Budget Statement Report for the three months from 1 October 2022 to 31 December 2022.

The year to date recovery rate for the year excluding traffic fines is 85%. The annual target for debt collection is 94%. Unfortunately, some government departments were also late with their payments. Steps must be implemented against defaulters to improve the collection rate.

The ever increasing hours of load shedding is a major concern as it has a negative effect on the economy of the Witzenberg municipal area. The electricity revenue for the period under review is R 11 million less than budgeted, as illustrated in the following graph:



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mrt	Apr	May	Jun
2020/21 Purchases	27,787	53,046	67,972	82,532	96,467	110,440	127,231	146,915	169,938	191,359	212,117	239,632
2021/22 Purchases	33,599	62,931	80,917	97,465	113,496	130,456	152,402	176,382	205,140	230,567	254,281	285,716
2022/23 Purchases	32,832	68,982	87,053	104,912	122,807	137,547						
2022/23 Budget	36,738	69,410	89,107	107,725	125,669	144,172	167,355	193,487	224,477	252,515	279,130	314,411

The electricity purchases from Eskom for the period under review is R 7 million less than budgeted. The decline in electricity purchases can be attributed to the ongoing load shedding, as well as Eskom's inability to expand the electricity supply to the Witzenberg Area. These factors have a direct negative impact on the growth and expansion of the local economy.

We must consider other local sources of electricity to enable economic growth and the resulting job creation, as the current Eskom network cannot transport the needed quantities of electricity.

ALDERMAN HJ SMIT
EXECUTIVE MAYOR

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 16 January 2023

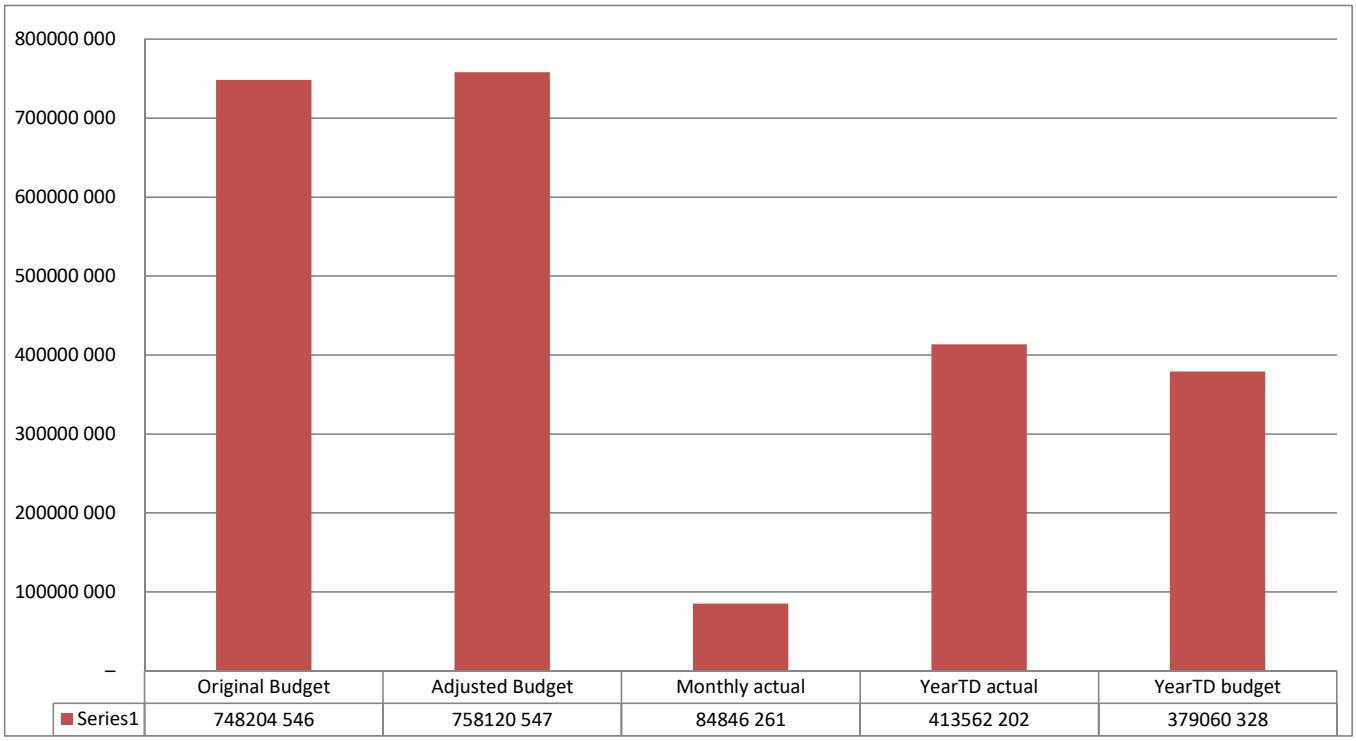
C EXECUTIVE SUMMARY

The following tables provides a summary of the financial information:

C OPSOMMING

Die volgende tabelle voorsien n opsomming van die finansiele inligting:

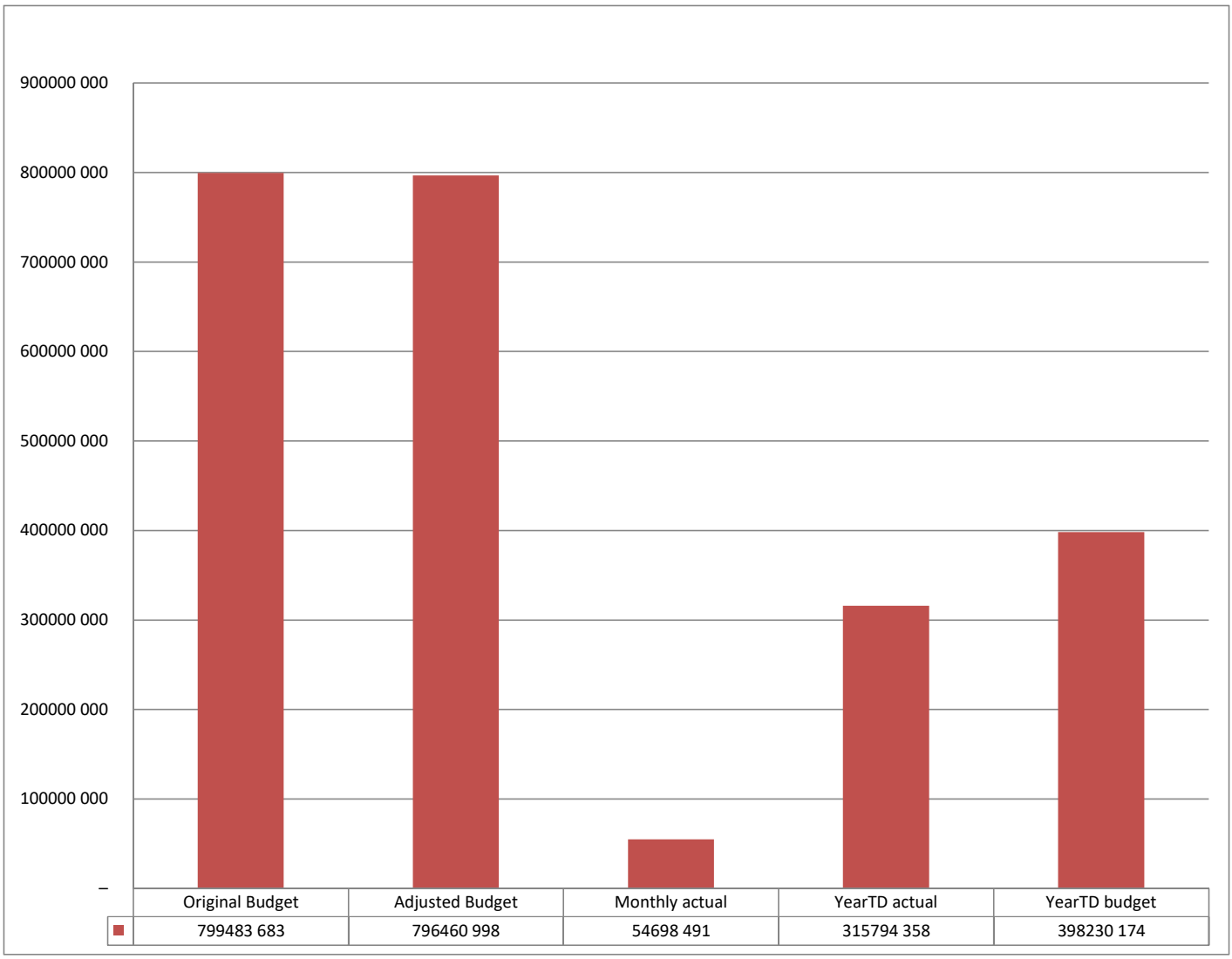
TOTAL OPERATIONAL REVENUE



For the period 1 October 2022 to 31 December 2022, 54.55% of the budgeted operational revenue was raised.

Vir die periode 1 Oktober 2022 to 31 Desember 2022, is 54.55% van die begrote operasionele inkomste gehef.

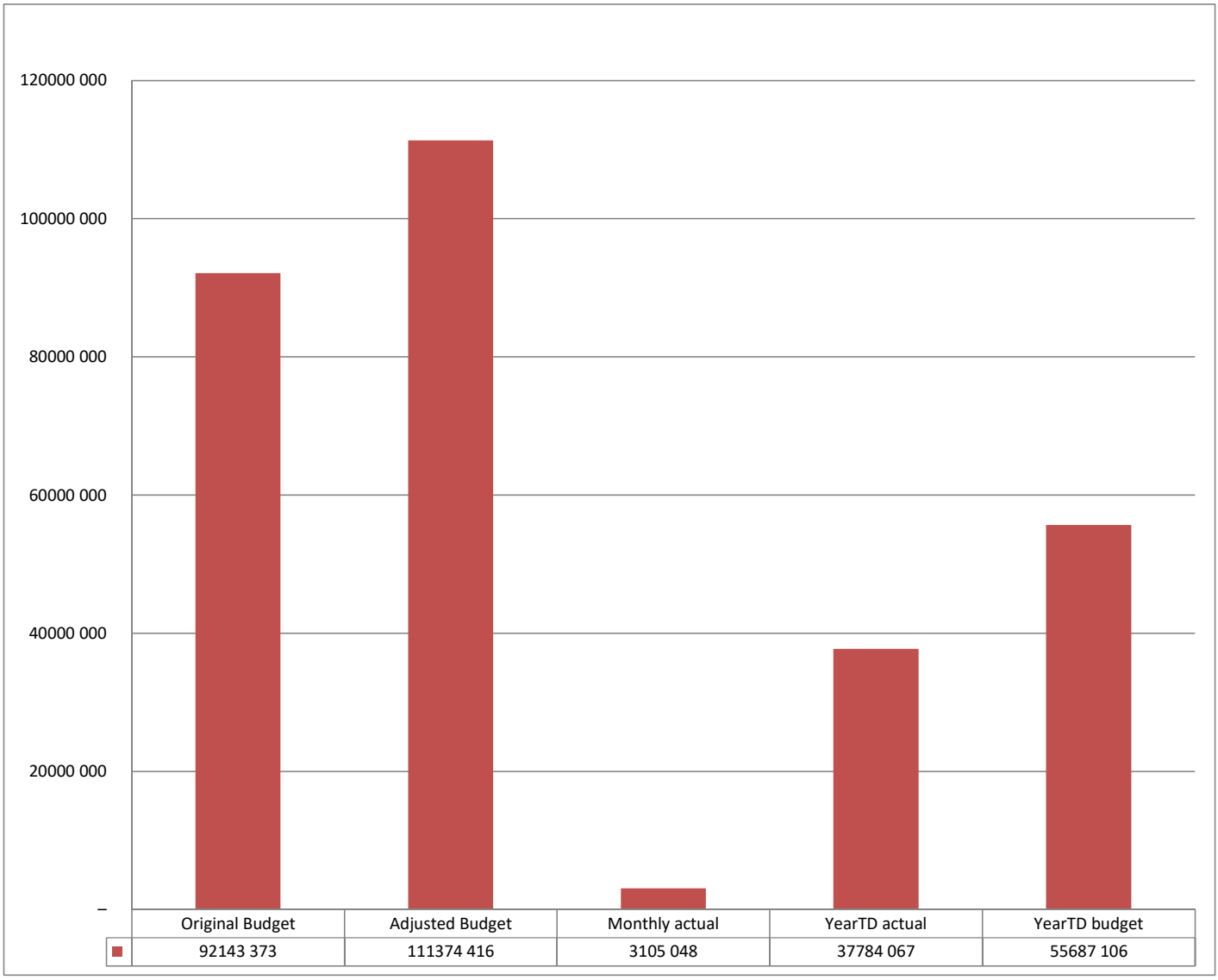
TOTAL OPERATIONAL EXPENDITURE



For the period 1 October 2022 to 31 December 2022, 39.65% of the budgeted operational expenditure was incurred. This figure will increase as some invoices are still outstanding.

Vir die periode 1 Oktober 2022 to 31 Desember 2022, is 39.65% van die begrote operasionele uitgawes aangegaan. Die syfer mag verhoog aangesien daar nog uitstaande fakture is.

CAPITAL EXPENDITURE



For the period 1 October 2022 to 31 December 2022, 33.93% of the budgeted capital expenditure was incurred.

Vir die periode 1 Oktober 2022 to 31 Desember 2022, is 33.93% 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 2022.

WC022 Witzenberg - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 256	66 690	47 796	18 894	40%	95 592
Service charges	434 782	449 486	449 486	38 291	226 784	224 743	2 041	1%	449 486
Investment revenue	5 580	5 089	5 089	940	5 786	2 545	3 242	127%	14 200
Transfers recognised - operational	124 169	152 300	158 948	35 242	84 016	79 474	4 542	6%	158 948
Other own revenue	62 003	45 738	49 005	5 117	30 286	24 503	5 783	24%	49 005
transfers and contributions)	715 243	748 205	758 121	84 846	413 562	379 060	34 502	9%	767 231
Employee costs	10 070	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846
Remuneration of Councillors	10 070	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Depreciation & asset impairment	38 331	39 589	39 589	–	–	19 794	(19 794)	-100%	39 589
Finance charges	8 948	9 116	9 116	9	51	4 558	(4 507)	-99%	9 116
Materials and bulk purchases	300 157	330 565	330 308	18 835	129 603	165 154	(35 551)	-22%	330 308
Transfers and grants	2 624	13 143	13 112	–	903	6 556	(5 653)	-86%	13 112
Other expenditure	320 309	147 827	151 382	18 441	68 088	75 691	(7 602)	-10%	151 382
Total Expenditure	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/(Deficit)	24 734	(51 279)	(38 340)	30 148	97 768	(19 170)	116 938	-610%	(29 230)
Transfers recognised - capital	64 244	53 821	75 229	–	–	37 615	(37 615)	-100%	75 229
Contributions & Contributed assets	449	453	453	–	–	227	(227)	-100%	453
& contributions	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	46 453
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	46 453
Capital expenditure & funds sources									
Capital expenditure	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Capital transfers recognised	64 905	60 036	73 589	626	32 014	36 794	(4 780)	-13%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	2 479	5 770	13 893	(8 123)	-58%	27 786
Total sources of capital funds	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Financial position									
Total current assets	271 947	242 916	242 916		381 294				242 916
Total non current assets	1 118 690	1 124 460	1 124 460		1 156 473				1 124 460
Total current liabilities	120 617	137 549	137 549		166 467				137 549
Total non current liabilities	234 105	260 296	260 296		237 616				260 296
Community wealth/Equity	1 035 916	969 530	969 530		1 133 684				969 530
Cash flows									
Net cash from (used) operating	97 075	74 035	74 035	44 155	107 365	37 018	70 347	190%	94 625
Net cash from (used) investing	(68 377)	(92 143)	(92 143)	(3 609)	(141 626)	(46 072)	(95 555)	207%	(106 962)
Net cash from (used) financing	876	9 000	9 000	(158)	33	4 500	(4 467)	-99%	33
end	144 880	143 632	143 632	–	110 642	148 186	(37 544)	-25%	151 265
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	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108
Creditors Age Analysis									
Total Creditors	210	82	–	–	–	–	–	–	292

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	2021/22	Budget Year 2022/23							
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	121 109	120 607	123 657	7 250	80 511	61 828	18 683	30%	123 413
Executive and council	8 088	260	260	3	16	130	(114)	-88%	16
Finance and administration	113 021	120 347	123 396	7 248	80 495	61 698	18 797	0	123 396
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	36 998	94 966	87 969	6 997	8%	175 939
Community and social services	121 745	135 103	135 304	35 253	83 883	67 652	16 231	24%	135 304
Sport and recreation	9 438	12 172	12 172	450	2 935	6 086	(3 150)	-52%	12 172
Public safety	14 298	16 035	16 299	1 274	8 039	8 150	(110)	-1%	16 299
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Health	–	–	–	–	–	–	–		–
Economic and environmental services	15 086	17 180	34 012	415	1 518	17 006	(15 488)	-91%	34 012
Planning and development	2 643	4 600	3 119	415	1 518	1 560	(42)	-3%	3 119
Road transport	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Environmental protection	0	10	1 993	–	–	997	(997)	-100%	1 993
Trading services	497 310	489 091	500 069	40 179	236 469	250 035	(13 566)	-5%	500 069
Energy sources	335 811	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Water management	72 814	87 028	91 441	4 872	27 083	45 720	(18 637)	-41%	91 441
Waste water management	37 551	33 120	34 531	12 415	31 273	17 266	14 008	81%	34 531
Waste management	51 135	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Other	116	126	126	3	98	63	35	55%	126
Total Revenue - Functional	779 937	802 479	833 803	84 846	413 562	416 902	(3 339)	-1%	833 559
Expenditure - Functional									
Governance and administration	108 349	154 226	154 992	9 438	59 040	77 496	(18 456)	-24%	154 992
Executive and council	23 583	31 784	32 066	2 287	12 572	16 033	(3 461)	-22%	32 066
Finance and administration	82 852	120 211	120 689	6 977	45 272	60 344	(15 072)	-25%	120 689
Internal audit	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Community and public safety	99 148	121 751	119 856	7 819	45 026	59 928	(14 902)	-25%	119 856
Community and social services	27 397	31 831	30 050	2 211	12 913	15 025	(2 112)	-14%	30 050
Sport and recreation	30 250	30 591	30 589	2 437	13 353	15 295	(1 942)	-13%	30 589
Public safety	36 554	42 158	42 040	2 796	16 464	21 020	(4 556)	-22%	42 040
Housing	4 947	17 172	17 177	374	2 296	8 589	(6 292)	-73%	17 177
Health	–	–	–	–	–	–	–		–
Economic and environmental services	32 010	37 538	39 576	2 538	16 914	19 788	(2 874)	-15%	39 576
Planning and development	11 200	12 176	12 345	1 007	6 046	6 172	(127)	-2%	12 345
Road transport	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Environmental protection	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Trading services	450 070	485 015	481 084	34 903	194 364	240 542	(46 178)	-19%	481 084
Energy sources	316 479	353 660	355 165	20 929	136 961	177 583	(40 622)	-23%	355 165
Water management	39 383	40 655	40 447	5 480	21 025	20 223	802	4%	40 447
Waste water management	37 782	39 546	39 641	3 961	16 398	19 820	(3 422)	-17%	39 641
Waste management	56 427	51 154	45 831	4 533	19 980	22 916	(2 935)	-13%	45 831
Other	933	953	953	0	450	477	(26)	-6%	953
Total Expenditure - Functional	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096		37 098

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	2021/22	Budget Year 2022/23							
	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	121 109	120 607	123 657	7 250	80 511	61 828	18 683	30%	123 413
Executive and council	8 088	260	260	3	16	130 146	(114)	-88%	16
Mayor and Council	8 088	–	–	3	16	-	16		16
Municipal Manager, Town Secretary and Chief Execut	–	260	260	–	–	130	(130)	-100%	–
Finance and administration	113 021	120 347	123 396	7 248	80 495	61 698	18 797	30%	123 396
Administrative and Corporate Support	1	10	10	–	0	5	(4)	-90%	10
Asset Management	–	–	–	–	–	–	–		–
Budget and Treasury Office	112 606	119 453	122 502	7 066	80 266	61 251	19 015	31%	122 502
Finance	–	193	193	–	–	96	(96)	-100%	193
Fleet Management	354	609	609	181	210	304	(94)	-31%	609
Human Resources	–	–	–	–	–	–	–		–
Information Technology	–	–	–	–	–	–	–		–
Legal Services	–	5	5	–	–	2	(2)	-100%	5
Security Services	60	78	78	1	19	39	(20)	-52%	78
Supply Chain Management	–	–	–	–	–	–	–		–
Valuation Service	–	–	–	–	–	–	–		–
Internal audit	–	–	–	–	–	–	–		–
Governance Function	–	–	–	–	–	–	–		–
Community and public safety	146 316	175 474	175 939	36 998	94 966	87 969	6 997	8%	175 939
Community and social services	121 745	135 103	135 304	35 253	83 883	67 652	16 231	24%	135 304
Aged Care	110 799	124 036	124 237	35 200	83 639	62 118	21 520	35%	124 237
Agricultural	–	–	–	–	–	–	–		–
Animal Care and Diseases	–	–	–	–	–	–	–		–
Cemeteries, Funeral Parlours and Crematoriums	262	242	242	14	76	121	(45)	-37%	242
Child Care Facilities	–	–	–	–	–	–	–		–
Community Halls and Facilities	186	283	283	36	137	142	(5)	-4%	283
Libraries and Archives	10 498	10 542	10 542	3	31	5 271	(5 240)	-99%	10 542
Sport and recreation	9 438	12 172	12 172	450	2 935	6 086	(3 150)	-52%	12 172
Recreational Facilities	6 547	4 869	4 869	449	2 871	2 435	436	18%	4 869
Sports Grounds and Stadiums	2 891	7 302	7 302	1	64	3 651	(3 587)	-98%	7 302
Public safety	14 298	16 035	16 299	1 274	8 039	8 150	(110)	-1%	16 299
Civil Defence	–	–	264	–	–	132	(132)	-100%	264
Fire Fighting and Protection	25	7	7	0	4	3	1	16%	7
Licensing and Control of Animals	–	–	–	–	–	–	–		–
Police Forces, Traffic and Street Parking Control	14 273	16 028	16 028	1 274	8 035	8 014	21	0%	16 028
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Housing	835	12 165	12 165	20	109	6 082	(5 973)	-98%	12 165
Health	–	–	–	–	–	–	–		–
Economic and environmental services	15 086	17 180	34 012	415	1 518	17 006	(15 488)	-91%	34 012
Planning and development	2 643	4 600	3 119	415	1 518	1 560	(42)	-3%	3 119
Economic Development/Planning	902	2 149	668	–	–	334	(334)	-100%	668
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcemen	1 741	1 497	1 497	415	1 518	749	769	103%	1 497
Project Management Unit	–	954	954	–	–	477	(477)	-100%	954
Road transport	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Roads	12 443	12 570	28 899	–	–	14 450	(14 450)	-100%	28 899
Taxi Ranks	–	–	–	–	–	–	–		–
Environmental protection	0	10	1 993	–	–	997	(997)	-100%	1 993
Biodiversity and Landscape	0	10	1 993	–	–	997	(997)	-100%	1 993

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	Full Year Forecast
R thousands								%	
Trading services	497 310	489 091	500 069	40 179	236 469	250 035	(13 566)	-5%	500 069
Energy sources	335 811	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Electricity	334 246	335 873	341 027	19 707	159 769	170 514	(10 745)	-6%	341 027
Street Lighting and Signal Systems	1 565	–	–	–	–	–	–		–
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	72 814	87 028	91 441	4 872	27 083	45 720	(18 637)	-41%	91 441
Water Treatment	–	–	–	–	–	–	–		–
Water Distribution	72 814	70 521	74 933	4 872	27 083	37 466	(10 383)	-28%	74 933
Water Storage	–	16 508	16 508	–	–	8 254	(8 254)	-100%	16 508
Waste water management	37 551	33 120	34 531	12 415	31 273	17 266	14 008	81%	34 531
Public Toilets	164	–	812	36	104	406	(302)	-74%	812
Sewerage	36 498	33 120	33 720	12 378	31 169	16 860	14 310	85%	33 720
Storm Water Management	889	–	–	–	–	–	–		–
Waste Water Treatment	–	–	–	–	–	–	–		–
Waste management	51 135	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	16 237	–	–	–	–	–	–		–
Solid Waste Removal	34 897	33 071	33 071	3 185	18 344	16 535	1 809	11%	33 071
Street Cleaning	–	–	–	–	–	–	–		–
Other	116	126	126	3	98	63	35	55%	126
Licensing and Regulation	116	126	126	3	98	63	35	55%	126
Total Revenue - Functional	779 937	802 479	833 803	84 846	413 562	416 902	(3 339)	-1%	833 559
Expenditure - Functional									
Municipal governance and administration	108 349	154 226	154 992	9 438	59 040	77 496	(18 456)	-24%	154 992
Executive and council	23 583	31 784	32 066	2 287	12 572	16 033	(3 461)	-22%	32 066
Mayor and Council	14 331	20 035	20 213	1 417	7 316	10 107	(2 791)	-28%	20 213
Municipal Manager, Town Secretary and Chief Execut	9 252	11 749	11 853	869	5 256	5 927	(670)	-11%	11 853
Finance and administration	82 852	120 211	120 689	6 977	45 272	60 344	(15 072)	-25%	120 689
Administrative and Corporate Support	10 523	13 079	14 381	910	4 569	7 190	(2 621)	-36%	14 381
Asset Management	31	1 804	1 804	–	3	902	(899)	-100%	1 804
Finance	34 833	36 843	36 485	4 875	19 802	18 242	1 559	9%	36 485
Fleet Management	4 925	3 146	3 126	334	1 799	1 563	236	15%	3 126
Human Resources	11 708	40 419	40 155	(655)	9 011	20 077	(11 066)	-55%	40 155
Information Technology	3 868	5 135	5 025	112	2 366	2 513	(147)	-6%	5 025
Legal Services	1 368	2 821	2 821	222	775	1 411	(636)	-45%	2 821
Marketing, Customer Relations, Publicity and Media	4 022	4 189	4 188	325	1 980	2 094	(114)	-5%	4 188
Property Services	4 110	1 687	1 683	76	458	842	(384)	-46%	1 683
Risk Management	7	382	382	–	–	191	(191)	-100%	382
Supply Chain Management	7 006	8 381	8 314	632	3 620	4 157	(537)	-13%	8 314
Valuation Service	451	2 325	2 325	146	889	1 162	(273)	-24%	2 325
Internal audit	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Governance Function	1 914	2 231	2 237	175	1 196	1 118	77	7%	2 237
Community and public safety	99 148	121 751	119 856	7 819	45 026	59 928	(14 902)	-25%	119 856
Community and social services	27 397	31 831	30 050	2 211	12 913	15 025	(2 112)	-14%	30 050
Aged Care	6 887	7 985	6 268	462	2 756	3 134	(378)	-12%	6 268
Cemeteries, Funeral Parlours and Crematoriums	3 511	3 925	3 892	362	1 850	1 946	(96)	-5%	3 892
Child Care Facilities	36	167	167	–	5	83	(79)	-94%	167
Community Halls and Facilities	5 875	6 675	6 658	466	2 740	3 329	(589)	-18%	6 658
Disaster Management	118	69	69	0	30	35	(4)	-13%	69
Education	1	136	136	–	–	68	(68)	-100%	136
Libraries and Archives	10 969	12 874	12 859	921	5 532	6 429	(898)	-14%	12 859
Sport and recreation	30 250	30 591	30 589	2 437	13 353	15 295	(1 942)	-13%	30 589
Community Parks (including Nurseries)	8 412	8 646	8 716	849	4 453	4 358	95	2%	8 716
Recreational Facilities	15 126	15 400	15 306	1 110	5 954	7 653	(1 699)	-22%	15 306
Sports Grounds and Stadiums	6 712	6 544	6 568	478	2 946	3 284	(338)	-10%	6 568
Public safety	36 554	42 158	42 040	2 796	16 464	21 020	(4 556)	-22%	42 040
Civil Defence	96	–	–	–	–	–	–		–
Fire Fighting and Protection	9 108	10 820	10 820	740	4 344	5 410	(1 066)	-20%	10 820
Police Forces, Traffic and Street Parking Control	27 350	31 338	31 220	2 056	12 120	15 610	(3 489)	-22%	31 220
Housing	4 947	17 172	17 177	374	2 296	8 589	(6 292)	-73%	17 177
Housing	4 917	16 888	16 893	371	2 270	8 447	(6 177)	-73%	16 893
Informal Settlements	30	284	284	4	26	142	(116)	-82%	284

Description	2021/22	Budget Year 2022/23							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance	YearTD budget
R thousands								%	
Economic and environmental services	32 010	37 538	39 576	2 538	16 914	19 788	(2 874)	-15%	39 576
Planning and development	11 200	12 176	12 345	1 007	6 046	6 172	(127)	-2%	12 345
Billboards	–	–	–	–	–	–	–		–
Corporate Wide Strategic Planning (IDPs, LEDs)	2 177	2 329	2 320	184	1 149	1 160	(11)	-1%	2 320
Central City Improvement District	–	–	–	–	–	–	–		–
Development Facilitation	–	–	–	–	–	–	–		–
Economic Development/Planning	1 669	1 778	2 018	181	953	1 009	(56)	-6%	2 018
Regional Planning and Development	–	–	–	–	–	–	–		–
Town Planning, Building Regulations and Enforcement	4 880	5 072	5 009	424	2 636	2 505	131	5%	5 009
Project Management Unit	2 473	2 998	2 998	218	1 307	1 499	(192)	-13%	2 998
Provincial Planning	–	–	–	–	–	–	–		–
Support to Local Municipalities	–	–	–	–	–	–	–		–
Road transport	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Roads	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
Environmental protection	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Biodiversity and Landscape	808	1 648	3 557	90	478	1 778	(1 300)	-73%	3 557
Trading services	450 070	485 015	481 084	34 903	194 364	240 542	(46 178)	-19%	481 084
Energy sources	316 479	353 660	355 165	20 929	136 961	177 583	(40 622)	-23%	355 165
Electricity	313 742	347 622	349 129	20 792	136 119	174 565	(38 446)	-22%	349 129
Street Lighting and Signal Systems	2 737	6 038	6 036	137	842	3 018	(2 176)	-72%	6 036
Nonelectric Energy	–	–	–	–	–	–	–		–
Water management	39 383	40 655	40 447	5 480	21 025	20 223	802	4%	40 447
Water Treatment	201	1 406	1 406	7	88	703	(615)	-88%	1 406
Water Distribution	36 316	34 239	34 451	5 463	19 215	17 226	1 989	12%	34 451
Water Storage	2 866	5 010	4 590	10	1 722	2 295	(573)	-25%	4 590
Waste water management	37 782	39 546	39 641	3 961	16 398	19 820	(3 422)	-17%	39 641
Public Toilets	1 712	1 995	1 995	159	924	997	(73)	-7%	1 995
Sewerage	28 232	28 633	28 743	3 335	12 385	14 372	(1 987)	-14%	28 743
Storm Water Management	7 838	7 358	7 341	467	3 089	3 670	(582)	-16%	7 341
Waste Water Treatment	0	1 561	1 561	–	0	781	(780)	-100%	1 561
Waste management	56 427	51 154	45 831	4 533	19 980	22 916	(2 935)	-13%	45 831
Recycling	–	–	–	–	–	–	–		–
Solid Waste Disposal (Landfill Sites)	21 147	15 368	15 362	40	710	7 681	(6 971)	-91%	15 362
Solid Waste Removal	35 105	35 220	29 903	4 491	19 238	14 951	4 287	29%	29 903
Street Cleaning	174	566	566	2	32	283	(251)	-89%	566
Other	933	953	953	0	450	477	(26)	-6%	953
Licensing and Regulation	33	53	53	0	0	26	(26)	-100%	53
Tourism	900	900	900	–	450	450	(0)	0%	900
Total Expenditure - Functional	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671	79 096	424%	37 098

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	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	6 911	79 968	59 940	20 028	33,4%	119 879
Vote 2 - Community Services	133 319	161 869	162 573	35 744	87 126	81 286	5 840	7,2%	162 573
Vote 3 - Corporate Services	22 716	16 652	16 916	1 457	8 262	8 458	(196)	-2,3%	16 916
Vote 4 - Technical Services	512 276	505 741	533 049	40 693	237 949	266 524	(28 575)	-10,7%	533 049
Vote 5 - Municipal Manager	611	1 386	1 386	53	320	693	(373)	-53,8%	1 386
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Revenue by Vote	779 921	802 479	833 803	84 858	413 626	416 902	(3 276)	-0,8%	833 803
Expenditure by Vote									
Vote 1 - Financial Services	34 002	51 044	50 622	5 026	20 477	25 311	(4 834)	-19,1%	50 622
Vote 2 - Community Services	74 834	96 548	96 925	6 095	34 713	48 462	(13 750)	-28,4%	96 925
Vote 3 - Corporate Services	78 251	118 517	119 490	4 371	39 150	59 745	(20 595)	-34,5%	119 490
Vote 4 - Technical Services	481 802	519 140	515 138	37 319	210 227	257 569	(47 341)	-18,4%	515 138
Vote 5 - Municipal Manager	11 383	14 235	14 287	1 086	6 321	7 143	(822)	-11,5%	14 287
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Expenditure by Vote	680 271	799 484	796 461	53 897	310 888	398 230	(87 342)	-21,9%	796 461
Surplus/ (Deficit) for the year	99 649	2 995	37 342	30 961	102 737	18 671	84 066	450,2%	37 342

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2021/22	Budget Year 2022/23							
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	110 999	116 830	119 879	6 911	79 968	59 940	20 028	33%	119 879
1.1 - Assessment Rates	–	–	–	–	–	–	–		–
1.2 - Treasury: Administration	79 462	95 786	95 786	5 287	67 274	47 893	19 380	40%	95 786
1.3 - Treasury: Debtors	31 477	20 708	23 757	1 622	12 675	11 879	797	7%	23 757
1.4 - Treasury: Credit controle	–	258	258	–	–	129	(129)	-100%	258
1.5 - Supply Chain Management	60	78	78	1	19	39	(20)	-52%	78
1.6 - Director: Finance	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	649 805	660 011	670 643	77 424	331 514	335 321	(3 807)	-1%	670 643
2.1 - Cemetries	–	–	–	–	–	–	–		–
2.2 - Housing: Administration	1 029	12 260	12 260	36	207	6 130	(5 923)	-97%	12 260
2,3 - Library Services	10 575	10 757	10 757	26	61	5 378	(5 317)	-99%	10 757
2,4 - Fire Protection Sevices	6 547	4 869	4 869	449	2 871	2 435	436	18%	4 869
2,5 - Pine Forest : Administration	110 799	124 036	124 237	35 200	83 639	62 118	21 520	35%	124 237
2.6-Klipriver Park: Administration	354	609	609	181	210	304	(94)	-31%	609
2.7-Community Halls And Facilities	–	–	–	–	–	–	–		–
2.8-Licensing & Regulation	–	5	5	–	–	2	(2)	-100%	5
2.9-Enviromental Protection	–	–	–	–	–	–	–		–
2.10-Parks	14 273	16 028	16 292	1 274	8 035	8 146	(111)	-1%	16 292
2.11-Traffic	–	–	–	–	–	–	–		–
2.12-Disaster Management	8 088	–	–	3	16	–	16		–
2.13-Social & Welfare Services	–	–	–	–	–	–	–		–
2.14-Sport Grounds	–	–	–	–	–	–	–		–
2.15-Recreational Land	72 814	87 028	91 441	4 872	27 083	45 720	(18 637)	-41%	91 441
2.16-Swimming Pools	36 498	33 469	34 069	12 378	31 169	17 035	14 135	83%	34 069
2.17-Vehicle Licensing & Testing	51 071	33 004	33 004	3 185	18 344	16 502	1 842	11%	33 004
2.18-L E D	889	–	–	–	–	–	–		–
2.19-Director: Community Services	336 868	337 945	343 100	19 820	159 879	171 550	(11 671)	-7%	343 100
Vote 3 - Corporate Services	775	1 386	2 198	89	424	1 099	(675)	-61%	2 198
3.1-Property Administration	–	–	–	–	–	–	–		–
3.2-Information Tecnology	–	954	954	–	–	477	(477)	-100%	954
3.3-Human Resources	611	432	432	53	320	216	104	48%	432
3.8-Thusong Centre	164	–	812	36	104	406	(302)	-74%	812
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Revenue by Vote	761 579	778 228	792 720	84 424	411 906	396 360	15 546	4%	792 720
Expenditure by Vote							–		
Vote 1 - Financial Services	34 002	51 044	50 622	5 026	20 477	25 311	(4 834)	-19%	50 622
1.1 - Assessment Rates	1 795	1 858	1 860	165	1 004	930	73	8%	1 860
1.2 - Treasury: Administration	8 821	11 011	10 881	1 899	6 027	5 440	587	11%	10 881
1.3 - Treasury: Debtors	12 945	19 021	18 869	2 091	8 525	9 434	(910)	-10%	18 869
1.4 - Treasury: Credit controle	4 553	10 773	10 698	302	1 696	5 349	(3 653)	-68%	10 698
1.5 - Supply Chain Management	5 888	8 381	8 314	569	3 226	4 157	(931)	-22%	8 314
1.6 - Director: Finance	–	–	–	–	–	–	–		–
Vote 2 - Community Services	586 776	683 408	678 641	43 668	260 731	339 320	(78 590)	-23%	678 641
2.1 - Cemetries	322	2 231	2 231	28	170	1 116	(946)	-85%	2 231
2.2 - Housing: Administration	6 832	19 410	19 466	591	3 335	9 733	(6 398)	-66%	19 466
2,3 - Library Services	14 211	15 690	15 670	1 140	6 370	7 835	(1 465)	-19%	15 670
2,4 - Fire Protection Sevices	11 884	12 584	12 494	891	5 115	6 247	(1 132)	-18%	12 494
2,5 - Pine Forest : Administration	6 924	8 288	6 572	462	2 761	3 286	(525)	-16%	6 572
2.6-Klipriver Park: Administration	29 262	59 263	60 190	366	15 946	30 095	(14 149)	-47%	60 190
2.7-Community Halls And Facilities	1 904	2 258	2 254	163	1 084	1 127	(42)	-4%	2 254
2.8-Licensing & Regulation	4 022	4 190	4 189	325	1 980	2 095	(114)	-5%	4 189
2.9-Enviromental Protection	482	532	524	44	253	262	(9)	-3%	524
2.10-Parks	27 350	31 338	31 220	2 056	12 120	15 610	(3 489)	-22%	31 220
2.11-Traffic	900	900	900	–	450	450	(0)	0%	900
2.12-Disaster Management	14 331	20 035	20 213	1 417	7 316	10 107	(2 791)	-28%	20 213
2.13-Social & Welfare Services	–	–	–	–	–	–	–		–
2.14-Sport Grounds	20 001	23 714	23 675	1 441	10 390	11 837	(1 447)	-12%	23 675
2.15-Recreational Land	39 383	41 005	40 797	5 480	21 025	20 398	627	3%	40 797
2.16-Swimming Pools	32 584	33 800	33 911	3 666	14 414	16 955	(2 541)	-15%	33 911
2.17-Vehicle Licensing & Testing	56 427	51 154	45 831	4 533	19 980	22 916	(2 935)	-13%	45 831
2.18-L E D	7 838	7 358	7 341	467	3 089	3 670	(582)	-16%	7 341
2.19-Director: Community Services	312 119	349 658	351 163	20 597	134 931	175 582	(40 651)	-23%	351 163
Vote 3 - Corporate Services	13 095	16 230	16 282	1 245	7 246	8 141	(895)	-11%	16 282
3.1-Property Administration	3 413	3 337	3 393	288	1 894	1 696	198	12%	3 393
3.2-Information Tecnology	2 473	2 998	2 998	218	1 307	1 499	(192)	-13%	2 998

WC022 Witzenberg - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - A - Q2 Second Quarter

Vote Description	2021/22	Budget Year 2022/23							
R thousand	Audited Outcome	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	YTD variance %	Full Year Forecast
3.3-Human Resources	1 399	2 958	2 958	222	775	1 479	(704)	-48%	2 958
3.5-Council Cost	1 921	2 613	2 618	175	1 196	1 309	(113)	-9%	2 618
3.5-Town Secretary	2 177	2 329	2 320	184	1 149	1 160	(11)	-1%	2 320
3.8-Thusong Centre	1 712	1 995	1 995	159	924	997	(73)	-7%	1 995
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total Expenditure by Vote	633 873	750 682	745 545	49 939	288 453	372 772	(84 319)	(0)	745 545
Surplus/ (Deficit) for the year	127 706	27 545	47 175	34 485	123 453	23 588	99 865	0	47 175

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 Quarte

Description	2021/22	Budget Year 2022/23							
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	88 709	95 592	95 592	5 256	66 690	47 796	18 894	40%	95 592
Service charges - electricity revenue	326 894	337 388	337 388	19 712	159 817	168 694	(8 876)	-5%	337 388
Service charges - water revenue	46 201	49 810	49 810	4 021	22 642	24 905	(2 263)	-9%	49 810
Service charges - sanitation revenue	32 037	32 053	32 053	11 910	28 775	16 026	12 749	80%	32 053
Service charges - refuse revenue	29 651	30 236	30 236	2 648	15 550	15 118	432	3%	30 236
Service charges - other	–	–	–	–	–	–	–		–
Rental of facilities and equipment	4 604	3 416	3 416	273	2 242	1 708	534	31%	3 416
Interest earned - external investments	5 580	5 089	5 089	940	5 786	2 545	3 242	127%	5 089
Interest earned - outstanding debtors	17 251	9 111	9 111	2 295	11 427	4 555	6 872	151%	9 111
Dividends received	–	–	–	–	–	–	–		–
Fines, penalties and forfeits	9 670	11 137	11 137	924	5 010	5 569	(559)	-10%	11 137
Licences and permits	1 198	2 216	2 216	49	566	1 108	(542)	-49%	2 216
Agency services	4 415	4 249	4 249	303	2 548	2 124	424	20%	4 249
Transfers recognised - operational	124 169	152 300	158 948	35 242	84 016	79 474	4 542	6%	158 948
Other revenue	16 804	15 609	18 877	1 273	8 492	9 438	(946)	-10%	18 877
Gains on disposal of PPE	8 062	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and contributions)	715 243	748 205	758 121	84 846	413 562	379 060	34 502	9%	758 121
Expenditure By Type									
Employee related costs	202 247	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846
Remuneration of councillors	10 070	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Debt impairment	50 764	46 031	46 031	10 693	29 058	23 016	6 042	26%	46 031
Depreciation & asset impairment	38 331	39 589	39 589	–	–	19 794	(19 794)	-100%	39 589
Finance charges	8 948	9 116	9 116	9	51	4 558	(4 507)	-99%	9 116
Bulk purchases	285 708	314 411	314 411	17 895	122 807	157 205	(34 398)	-22%	314 411
Other materials	14 449	16 154	15 898	940	6 796	7 949	(1 153)	-15%	15 898
Contracted services	33 782	52 776	55 331	3 306	15 187	27 665	(12 479)	-45%	55 331
Transfers and grants	2 624	13 143	13 112	–	903	6 556	(5 653)	-86%	13 112
Other expenditure	40 337	49 019	50 019	4 441	23 844	25 009	(1 165)	-5%	50 019
Loss on disposal of PPE	3 248	0	0	–	–	0	(0)	-100%	0
Total Expenditure	690 510	799 484	796 461	54 698	315 794	398 230	(82 436)	-21%	796 461
Surplus/(Deficit)	24 734	(51 279)	(38 340)	30 148	97 768	(19 170)	116 938	(0)	(38 340)
Transfers recognised - capital	64 244	53 821	75 229	–	–	37 615	(37 615)	-100%	75 229
Contributions recognised - capital	449	453	453	–	–	227	(227)	-100%	453
Contributed assets	–	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers & contributions	89 427	2 995	37 342	30 148	97 768	18 671	79 096	–	37 342
Surplus/(Deficit) attributable to	89 427	2 995	37 342	30 148	97 768	18 671			37 342
Share of surplus/ (deficit) of associate									
Surplus/ (Deficit) for the year	89 427	2 995	37 342	30 148	97 768	18 671			37 342

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 R thousands	2021/22	Budget Year 2022/23							
	Audited Outcome	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	(0)	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	53 353	55 390	69 298	2 467	23 170	34 649	(11 479)	-33%	69 298
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	53 353	55 390	69 298	2 467	23 170	34 649	(11 479)	-33%	69 298
Single Year expenditure appropriation									
Vote 1 - Financial Services	2 974	180	189	–	67	94	(28)	-29%	189
Vote 2 - Community Services	4 487	10 126	10 126	20	83	5 063	(4 980)	-98%	10 126
Vote 3 - Corporate Services	685	650	940	45	182	470	(287)	-61%	940
Vote 4 - Technical Services	14 282	25 797	30 822	573	14 281	15 411	(1 130)	-7%	30 822
Vote 5 - Municipal Manager	–	–	–	–	–	–	–		–
Vote 6 - Planning and Development	–	–	–	–	–	–	–		–
Vote 7 - [NAME OF VOTE 7]	–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]	–	–	–	–	–	–	–		–
Total Capital single-year expenditure	22 428	36 753	42 077	638	14 614	21 038	(6 424)	-31%	42 077
Total Capital Expenditure	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - Q2 Second Quarter

Vote Description R thousands	2021/22	Budget Year 2022/23							
	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	4 719	2 180	2 730	51	294	1 365	(1 071)	-78%	2 730
Executive and council	–	340	400	51	139	200	(61)	-31%	400
Finance and administration	4 719	1 840	2 330	–	155	1 165	(1 010)	-87%	2 330
Internal audit	–	–	–	–	–	–	–		–
Community and public safety	3 991	9 976	10 206	14	54	5 103	(5 049)	-99%	10 206
Community and social services	667	1 222	1 222	14	20	611	(591)	-97%	1 222
Sport and recreation	3 084	8 754	8 754	–	34	4 377	(4 343)	-99%	8 754
Public safety	240	–	230	–	–	115	(115)	-100%	230
Housing	–	–	–	–	–	–	–		–
Health	–	–	–	–	–	–	–		–
Economic and environmental service	13 136	24 927	33 901	1 004	23 793	16 950	6 843	40%	33 901
Planning and development	736	–	–	–	–	–	–		–
Road transport	12 401	24 927	33 901	1 004	23 793	16 950	6 843	40%	33 901
Environmental protection	–	–	–	–	–	–	–		–
Trading services	53 934	55 060	64 538	2 036	13 643	32 269	(18 626)	-58%	64 538
Energy sources	9 573	4 000	7 622	1 078	2 226	3 811	(1 586)	-42%	7 622
Water management	20 159	23 954	28 366	–	7 878	14 183	(6 305)	-44%	28 366
Waste water management	2 448	16 653	18 097	957	3 528	9 049	(5 521)	-61%	18 097
Waste management	21 754	10 453	10 453	–	12	5 227	(5 215)	-100%	10 453
Other	–	–	–	–	–	–	–		–
Total Capital Expenditure - Standard Cla	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374
Funded by:									
National Government	48 069	51 371	54 993	384	21 402	27 497	(6 094)	-22%	54 993
Provincial Government	16 432	7 712	17 207	–	9 909	8 603	1 305	15%	17 207
District Municipality	404	500	935	242	691	468	224	48%	935
Other transfers and grants	–	453	453	–	12	227	(215)	-95%	453
Transfers recognised - capital	64 905	60 036	73 589	626	32 014	36 794	(4 780)	-13%	73 589
Public contributions & donations	–	–	–	–	–	–	–		–
Borrowing	1 478	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Internally generated funds	9 398	22 107	27 786	2 479	5 770	13 893	(8 093)	-58%	27 786
Total Capital Funding	75 781	92 143	111 374	3 105	37 784	55 687	(17 903)	-32%	111 374

References

1. Municipalities may choose to appropriate for capital expenditure for three years or for one year (if one year appropriation projected expenditure required for yr2 and yr3).

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

6. Include finance leases and PPP capital

WC022 Witzenberg - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, standard classification and funding) - A - Q2 Second Quarter

Vote Description	2021/22	Budget Year 2022/23							
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	(0)	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
Vote 2 - Community Services	–	–	–	–	–	–	–		–
Vote 3 - Corporate Services	–	–	–	–	–	–	–		–
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
							–		
Total multi-year capital expenditure	(0)	–	–	–	–	–	–		–
							–		
Capital expenditure - Municipal Vote									
Expenditue of single-year capital appropriation							–		
Vote 1 - Financial Services	2 974	180	189	–	67	4 722	(4 655)	-99%	9 444
1.3 - Treasury: Debtors	2 974	180	189	–	67	–	67	#DIV/0!	–
1.4 - Treasury: Credit controle	–	–	–	–	–	3 897	(3 897)	-100%	7 794
1.5 - Supply Chain Management	–	–	–	–	–	–	–		–
1.6 - Director: Finance	–	–	–	–	–	470	(470)	-100%	940
	–	–	–	–	–	55	(55)	-100%	110
	–	–	–	–	–	–	–		–
	–	–	–	–	–	–	–		–
	–	–	–	–	–	300	(300)	-100%	600
Vote 2 - Community Services	11 556	13 569	17 534	51	2 109	8 692	(6 582)	-76%	61 873
2.1 - Cemetries	–	150	150	6	29	–	29		–
2,4 - Fire Protection Sevices	667	1 182	1 182	–	–	591	(591)	-100%	–
2,5 - Pine Forest : Administration	–	1 000	1 000	–	–	500	(500)	-100%	–
2.6-Klipriver Park: Administration	–	–	–	–	–	–	–		30 822
2.7-Community Halls And Facilities	–	50	110	45	95	55	40	72%	140
2.8-Licensing & Regulation	–	–	–	–	–	–	–		3 622
2.9-Enviromental Protection	–	–	–	–	–	–	–		5 224
2.10-Parks	240	–	230	–	–	115	(115)	-100%	1 563
2.11-Traffic	–	–	–	–	–	–	–		4 453
2.12-Disaster Management	–	–	–	–	–	–	–		12 910
2.15-Recreational Land	889	5 224	5 224	–	343	2 612	(2 269)	-87%	1 370
2.16-Swimming Pools	1 395	1 510	1 563	–	761	781	(20)	-3%	1 541
2.17-Vehicle Licensing & Testing	–	4 453	4 453	–	12	2 227	(2 215)	-99%	–
2.18-L E D	889	–	–	–	–	–	–		–
2.19-Director: Community Services	7 475	–	3 622	–	870	1 811	(941)	-52%	–
Vote 3 - Corporate Services	164	500	1 370	573	1 023	685	338	49%	–
3.8-Thusong Centre	164	500	1 370	573	1 023	685	338	49%	–
Vote 4 - Technical Services	–	–	–	–	–	–	–		–
Vote 5 - Muncipal Manager	–	–	–	–	–	–	–		–
Total single-year capital expenditure	14 694	14 249	19 092	624	3 199	14 098	(10 899)	(0)	71 317
Total Capital Expenditure	14 694	14 249	19 092	624	3 199	14 098	(10 899)	(0)	71 317

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	2021/22	Budget Year 2022/23			
R thousands	Audited Outcome	Original Budget	Adjusted Budget	YearTD actual	Full Year Forecast
ASSETS					
Current assets					
Cash	144 880	143 632	143 632	110 652	143 632
Call investment deposits	–	–	–	95 000	–
Consumer debtors	99 615	63 769	63 769	116 757	63 769
Other debtors	18 418	26 034	26 034	49 356	26 034
Current portion of long-term receivables	–	–	–	–	–
Inventory	9 035	9 481	9 481	9 529	9 481
Total current assets	271 947	242 916	242 916	381 294	242 916
Non current assets					
Long-term receivables	–	–	–	–	–
Investments	–	9	9	–	9
Investment property	42 842	41 946	41 946	42 842	41 946
Investments in Associate	–	–	–	–	–
Property, plant and equipment	1 073 185	1 081 628	1 081 628	1 110 967	1 081 628
Agricultural	–	–	–	–	–
Biological assets	–	–	–	–	–
Intangible assets	2 113	326	326	2 113	326
Other non-current assets	550	550	550	550	550
Total non current assets	1 118 690	1 124 460	1 124 460	1 156 473	1 124 460
TOTAL ASSETS	1 390 637	1 367 376	1 367 376	1 537 767	1 367 376
LIABILITIES					
Current liabilities					
Bank overdraft	–	–	–	–	–
Borrowing	1 897	611	611	1 203	611
Consumer deposits	11 549	8 732	8 732	11 831	8 732
Trade and other payables	61 869	99 286	99 286	113 202	99 286
Provisions	45 302	28 921	28 921	40 230	28 921
Total current liabilities	120 617	137 549	137 549	166 467	137 549
Non current liabilities					
Borrowing	527	12 220	12 220	527	12 220
Provisions	233 577	248 076	248 076	237 089	248 076
Total non current liabilities	234 105	260 296	260 296	237 616	260 296
TOTAL LIABILITIES	354 721	397 846	397 846	404 083	397 846
NET ASSETS	1 035 916	969 530	969 530	1 133 684	969 530
COMMUNITY WEALTH/EQUITY					
Accumulated Surplus/(Deficit)	1 023 376	959 088	959 088	1 121 144	959 088
Reserves	12 540	10 442	10 442	12 540	10 442
TOTAL COMMUNITY WEALTH/EQUITY	1 035 916	969 530	969 530	1 133 684	969 530

The cash flows for the year to date are indicated in the following table:

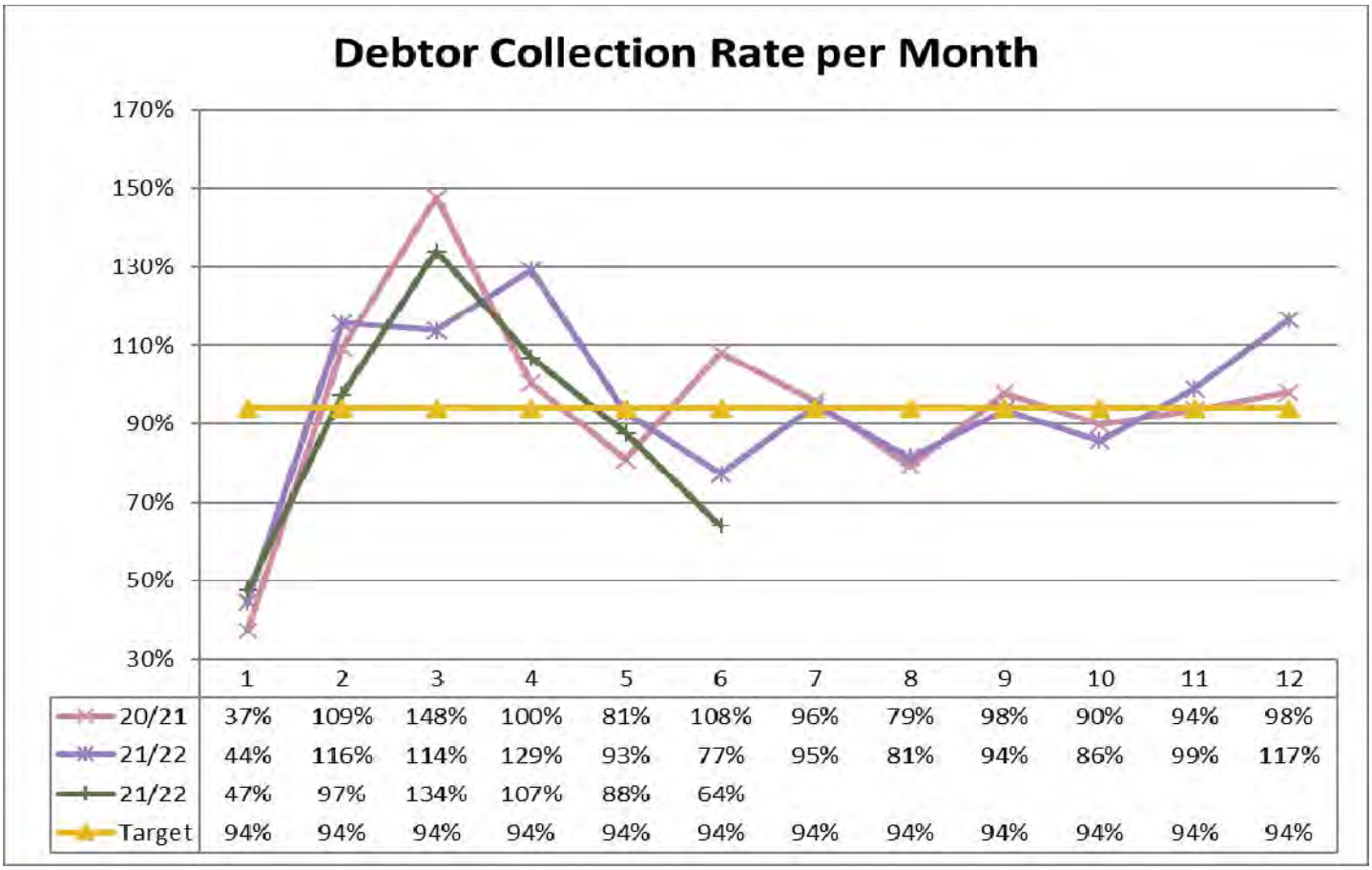
WC022 Witzenberg - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

Description	2021/22	Budget Year 2022/23							
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	92 226	94 278	94 278	5 433	57 333	47 139	10 194	22%	94 278
Service charges	376 330	469 912	469 912	30 844	235 162	234 956	206	0%	469 912
Other revenue	32 529	14 898	14 898	486	10 387	7 449	2 938	39%	14 898
Government - operating	102 407	149 721	149 721	35 003	94 676	74 861	19 816	26%	151 705
Government - capital	66 276	62 680	62 680	23 555	51 986	31 340	20 646	66%	81 286
Interest	22 831	14 200	14 200	350	3 187	7 100	(3 913)	-55%	14 200
Dividends									
Payments									
Suppliers and employees	(595 298)	(731 654)	(731 654)	(51 507)	(344 445)	(365 827)	(21 382)	6%	(731 653)
Finance charges	(226)	–	–	(10)	(10)	–	10		–
Transfers and Grants	–	–	–	–	(911)	–	911		–
NET CASH FROM/(USED) OPERATING ACTIVITIES	97 075	74 035	74 035	44 155	107 365	37 018	29 427	79%	94 625
CASH FLOWS FROM INVESTING ACTIVITIES									
Receipts									
Proceeds on disposal of PPE	–	–	–	–	13	–	13		4 412
Decrease (Increase) in non-current debtors	–	–	–	–	–	–	–		–
Decrease (increase) other non-current receivables	–	–	–	–	–	–	–		–
Decrease (increase) in non-current investments	–	–	–	–	(95 000)	–	(95 000)		–
Payments									
Capital assets	(68 377)	(92 143)	(92 143)	(3 609)	(46 640)	(46 072)	568	-1%	(111 374)
NET CASH FROM/(USED) INVESTING ACTIVITIES	(68 377)	(92 143)	(92 143)	(3 609)	(141 626)	(46 072)	95 555	-207%	(106 962)
CASH FLOWS FROM FINANCING ACTIVITIES									
Receipts									
Short term loans	–	–	–	–	–	–	–		–
Borrowing long term/refinancing	–	10 000	10 000	–	–	5 000	(5 000)	-100%	10 000
Increase (decrease) in consumer deposits	2 246	–	–	(49)	140	–	140		8 732
Payments									–
Repayment of borrowing	(1 370)	(1 000)	(1 000)	(109)	(107)	(500)	(393)	79%	–
NET CASH FROM/(USED) FINANCING ACTIVITIES	876	9 000	9 000	(158)	33	4 500	4 467	99%	33
									–
NET INCREASE/ (DECREASE) IN CASH HELD	29 574	(9 108)	(9 108)	40 388	(34 228)	(4 554)			6 394
Cash/cash equivalents at beginning:	115 305	152 740	152 740		144 870	152 740			144 870
Cash/cash equivalents at month/year end:	144 880	143 632	143 632		110 642	148 186			151 265

The debtors age analysis per Income source and customer group is as follows:

WC022 Witzenberg - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

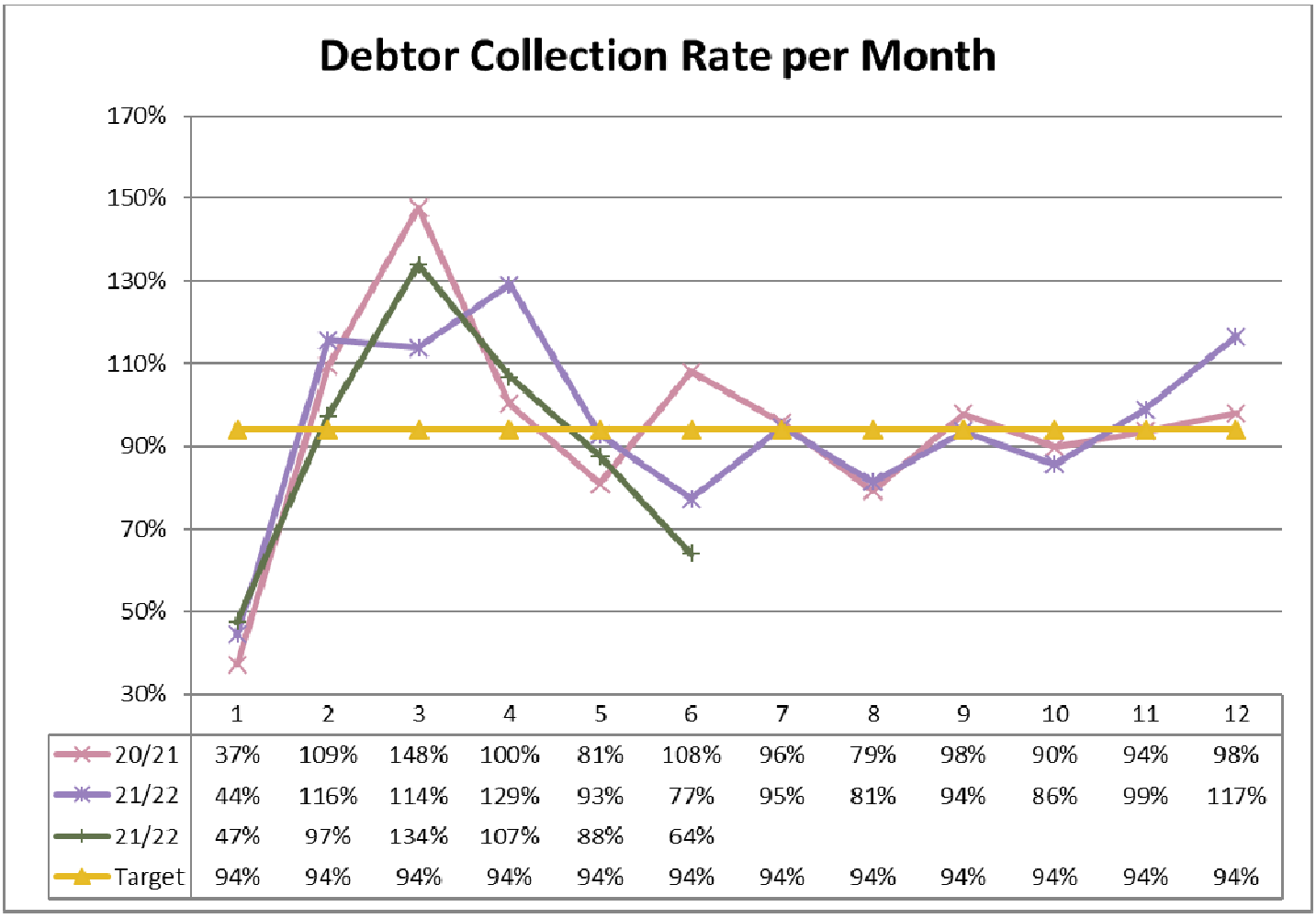
Description	NT Code	Budget Year 2022/23									
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days
Debtors Age Analysis By Income Source											
Water	1200	11 728	1 916	1 780	1 696	1 739	1 583	9 551	78 489	108 481	93 058
Electricity	1300	17 126	939	942	535	482	344	2 369	3 814	26 550	7 543
Property Rates	1400	6 399	1 094	1 035	6 309	537	359	1 876	21 986	39 594	31 066
Waste Water Management	1500	19 222	1 223	1 157	1 092	1 056	968	5 467	41 116	71 302	49 700
Waste Management	1600	9 504	1 503	1 399	1 331	1 263	1 138	6 160	43 073	65 371	52 965
Property Rental Debtors	1700	190	14	13	13	13	13	74	1 293	1 623	1 406
Interest on Arrear Accounts	1810	1 313	157	196	361	231	235	1 938	62 269	66 700	65 034
Recoverable expenditure	1820	–	–	–	–	–	–	–	–	–	–
Other	1900	(4 581)	40	31	36	35	28	523	1 375	(2 513)	1 997
Total By Income Source	2000	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108	302 770
Debtors Age Analysis By Customer Group											
Organs of State	2200	1 912	1 006	972	905	275	108	791	3 180	9 149	5 259
Commercial	2300	26 303	719	720	3 620	482	380	2 833	14 781	49 838	22 097
Households	2400	32 255	4 972	4 680	6 434	4 432	4 017	23 290	227 042	307 121	265 215
Other	2500	431	189	181	413	167	164	1 044	8 411	11 001	10 200
Total By Customer Group	2600	60 901	6 885	6 553	11 372	5 356	4 669	27 958	253 415	377 108	302 770



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	64%						
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 December 2022 amounts to 64% in comparison to the previous year 77%.

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 Desember 2022 64% beloop in vergelyking met die vorige jaar 77%.



	1	2	3	4	5	6	7	8	9	10	11	12
20/21	37%	109%	148%	100%	81%	108%	96%	79%	98%	90%	94%	98%
21/22	44%	116%	114%	129%	93%	77%	95%	81%	94%	86%	99%	117%
21/22	47%	97%	134%	107%	88%	64%						
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 64%.

Die doel van hierdie grafiek is om die doeltreffendheid van die verhaling van skuld te illustreer teen die teikens gestel vir die jaar. Die teiken vir die jaar tot datum is 94%, terwyl die werklike syfer 64% beloop.

WC022 Witzenberg - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description R thousands	NT Code	Budget Year 2022/23									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	210	82	–	–	–	–	–	–	292	–
Auditor General	0800	–	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	210	82	–	–	–	–	–	–	292	–

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 - 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								
Nedbank Ltd	Fixed deposit - 7 months					–	–	30 000
ABSA Bank Ltd	Fixed deposit - 3 months					–	–	20 000
Standard Bank of SA Ltd	Fixed deposit - 6 months					–	–	35 000
Investec Bank Ltd	–					–	–	–
First National Bank	Fixed deposit - 4 months					–	–	10 000
TOTAL INVESTMENTS AND INTEREST				–		–	–	95 000

Operating and Capital transfers recognised as revenue are indicated in the following table:
Transfers are rcognised when the conditions are met.

WC022 Witzenberg - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q2 Second Quarter

Description	Budget Year 2022/23							
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:	3 787	3 787	–	2 986	1 894	1 092	57,7%	3 787
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5	2 237	2 237	–	1 436	1 119	317	28,4%	2 237
Local Government Financial Management Grant [Schedule 5B]	1 550	1 550	–	1 550	775	775	100,0%	1 550
Provincial Government:	24 266	24 266	–	8 222	12 133	(3 911)	-32,2%	24 266
Specify (Add grant description)	10 517	10 517	–	7 012	5 259	1 753	33,3%	10 517
Specify (Add grant description)	131	131	–	–	66	(66)	-100,0%	131
Specify (Add grant description)	256	2 018	–	1 210	1 009	201	19,9%	2 018
Specify (Add grant description)	13 362	11 600	–	–	5 800	(5 800)	-100,0%	11 600
District Municipality:	–	–	–	–	–	–		–
Other grant providers:	–	1 984	–	1 720	992	728	73,4%	1 984
Departmental Agencies and Accounts	–	–	–	–	–	–		–
Foreign Government and International Organisations	–	–	–	835	–	835		–
Households	–	–	–	–	–	–		–
Non-profit Institutions	–	–	–	–	–	–		–
Private Enterprises	–	1 984	–	885	992	(107)	-10,8%	1 984
Public Corporations	–	–	–	–	–	–		–
Higher Educational Institutions	–	–	–	–	–	–		–
Parent Municipality / Entity	–	–	–	–	–	–		–
Total Operating Transfers and Grants	28 053	30 037	–	12 928	15 018	(2 090)	-13,9%	30 037
Capital Transfers and Grants						–		
National Government:	60 031	60 031	10 046	36 947	30 016	6 931	23,1%	60 031
Municipal Infrastructure Grant [Schedule 5B]	25 091	25 091	10 046	21 806	12 546	9 260	73,8%	25 091
Regional Bulk Infrastructure Grant (Schedule 5B)	19 239	19 239	–	12 030	9 620	2 411	25,1%	19 239
Water Services Infrastructure Grant [Schedule 5B]	15 701	15 701	–	3 111	7 851	(4 740)	-60,4%	15 701
Provincial Government:	2 649	18 979	13 509	15 039	9 489	5 550	58,5%	18 979
Specify (Add grant description)	500	500	–	500	250	250	100,0%	500
Specify (Add grant description)	1 029	1 029	–	1 029	515	515	100,1%	1 029
Specify (Add grant description)	1 120	17 450	13 509	13 509	8 725	4 785	54,8%	17 450
District Municipality:	–	–	–	500	–	500		–
All Grants	–	–	–	500	–	500		–
Other grant providers:	–	–	–	–	–	–		–
Total Capital Transfers and Grants	62 680	79 010	23 555	52 486	39 505	12 981	32,9%	79 010
TOTAL RECEIPTS OF TRANSFERS & GRANTS	90 733	109 046	23 555	65 414	54 523	10 891	20,0%	109 046

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 2022/23						
R thousands	Original Budget	Adjusted Budget	Monthly actual	YearTD actual	YearTD budget	YTD variance	Full Year Forecast
EXPENDITURE							
Operating expenditure of Transfers and Grants							
National Government:	–	–	240	1 602	–	1 602	–
Agriculture Research and Technology	–	–	198	1 202	–	1 202	–
Arts and Culture Sustainable Resource Management	–	–	42	400	–	400	–
Provincial Government:	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	–	–	–	–	–
All Grants	–	–	–	–	–	–	–
Specify (Add grant description)	–	–	–	–	–	–	–
Departmental Agencies and Accounts	–	–	–	–	–	–	–
Foreign Government and International Organisations	–	–	–	–	–	–	–
Households	–	–	–	–	–	–	–
Non-profit Institutions	–	–	–	–	–	–	–
Private Enterprises	–	–	–	–	–	–	–
Public Corporations	–	–	–	–	–	–	–
Higher Educational Institutions	–	–	–	–	–	–	–
Parent Municipality / Entity	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:	–	–	240	1 602	–	1 602	–
Capital expenditure of Transfers and Grants							
National Government:	–	–	58	3 080	–	3 080	–
Municipal Infrastructure Grant [Schedule 5B]	–	–	–	1 688	–	1 688	–
Regional Bulk Infrastructure Grant (Schedule 5B)	–	–	–	1 130	–	1 130	–
Water Services Infrastructure Grant [Schedule 5B]	–	–	58	262	–	262	–
Provincial Government:	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	–	1 486	–	1 486	–
Specify (Add grant description)	–	–	36	104	–	104	–
All Grants	–	–	36	104	–	104	–
Specify (Add grant description)	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants	–	–	94	4 670	–	4 670	–
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS	–	–	334	6 272	–	6 272	–

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 Quarte

Description	Ref	Budget Year 2022/23				
		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:		–	–	–	–	
None		–	–	–	–	
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 - Q2 Second Quarter

Summary of Employee and Councillor remuneration	Budget Year 2022/23							
	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	8 716	8 716	681	4 265	4 358	(93)	-2%	8 716
Pension and UIF Contributions	1 231	1 231	113	699	615	83	14%	1 231
Medical Aid Contributions	257	257	7	40	128	(89)	-69%	257
Motor Vehicle Allowance	0	0	–	–	–	–		0
Cellphone Allowance	1 738	1 738	78	469	869	(400)	-46%	1 738
Housing Allowances	166	166	–	–	83	(83)	-100%	166
Other benefits and allowances	0	0	–	–	–	–		0
Sub Total - Councillors	12 108	12 108	879	5 472	6 054	(581)	-10%	12 108
Senior Managers of the Municipality								
Basic Salaries and Wages	4 630	4 630	331	2 063	2 315	(252)	-11%	4 630
Pension and UIF Contributions	992	992	28	170	496	(326)	-66%	992
Medical Aid Contributions	171	171	–	5	85	(80)	-94%	171
Overtime	–	–	–	–	–	–		–
Performance Bonus	1 128	1 128	63	373	564	(191)	-34%	1 128
Motor Vehicle Allowance	1 332	1 332	68	455	666	(211)	-32%	1 332
Cellphone Allowance	90	176	31	167	88	79	90%	176
Housing Allowances	195	195	23	141	97	43	45%	195
Other benefits and allowances	145	103	4	27	51	(25)	-48%	103
Payments in lieu of leave	–	–	–	–	–	–		–
Long service awards	–	–	–	–	–	–		–
Post-retirement benefit obligations	–	–	–	–	–	–		–
Sub Total - Senior Managers	8 683	8 726	549	3 401	4 363	(962)	-22%	8 726
Other Municipal Staff								
Basic Salaries and Wages	137 050	130 666	10 640	64 004	65 333	(1 329)	-2%	130 666
Pension and UIF Contributions	21 415	21 406	1 794	10 804	10 703	101	1%	21 406
Medical Aid Contributions	9 867	9 867	715	4 318	4 933	(615)	-12%	9 867
Overtime	11 713	11 199	2 069	11 837	5 600	6 237	111%	11 199
Performance Bonus	13 329	13 329	826	4 967	6 665	(1 698)	-25%	13 329
Motor Vehicle Allowance	6 599	6 599	513	3 242	3 300	(58)	-2%	6 599
Cellphone Allowance	548	602	60	349	301	48	16%	602
Housing Allowances	1 223	1 223	98	596	612	(16)	-3%	1 223
Other benefits and allowances	4 422	4 942	504	3 080	2 471	609	25%	4 942
Payments in lieu of leave	3 264	3 264	(2 188)	(657)	1 632	(2 289)	-140%	3 264
Long service awards	–	–	80	482	–	482		–
Post-retirement benefit obligations	29 023	29 023	876	5 254	14 512	(9 258)	-64%	29 023
Sub Total - Other Municipal Staff	238 453	232 120	15 985	108 275	116 060	(7 785)	-7%	232 120
TOTAL SALARY, ALLOWANCES &	259 244	252 954	17 413	117 149	126 477	(9 328)	-7%	252 954
% increase								
TOTAL MANAGERS AND STAFF	247 136	240 846	16 534	111 677	120 423	(8 747)	-7%	240 846

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 2022/23											
		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		5 869	12 064	19 881	7 650	6 436	5 433	–	–	–	–	–	36 945
Service charges - electricity revenue		34 329	38 747	36 748	31 899	25 836	22 792	–	–	–	–	–	193 780
Service charges - water revenue		2 847	2 616	2 829	2 808	3 127	3 107	–	–	–	–	–	22 763
Service charges - sanitation revenue		1 926	2 138	7 428	2 016	1 979	1 689	–	–	–	–	–	5 213
Service charges - refuse		1 890	2 099	2 332	1 836	2 063	1 738	–	–	–	–	–	11 338
Service charges - other		(1 950)	1 884	(237)	(2 393)	(479)	1 518	–	–	–	–	–	1 657
Rental of facilities and equipment		268	170	383	210	452	173	–	–	–	–	–	(1 652)
Interest earned - external investments		443	385	366	668	975	350	–	–	–	–	–	8 999
Interest earned - outstanding debtors		–	–	–	–	–	–	–	–	–	–	–	2 014
Dividends received		–	–	–	–	–	–	–	–	–	–	–	–
Fines		58	114	151	109	126	61	–	–	–	–	–	3 677
Licences and permits		129	1 400	102	84	1 004	(793)	–	–	–	–	–	394
Agency services		–	–	–	–	–	–	–	–	–	–	–	4 145
Transfer receipts - operating		155	461	703	374	553	287	–	–	–	–	–	149 172
Other revenue		48 658	5 627	2 611	3 893	1 781	35 760	–	–	–	–	–	(94 197)
Cash Receipts by Source		94 623	67 704	73 295	49 154	43 853	72 116	–	–	–	–	–	344 247
Other Cash Flows by Source													–
Transfer receipts - capital		6 450	7 690	9 450	–	4 840	23 555	–	–	–	–	–	33 712
Contributions & Contributed assets		–	–	–	–	–	–	–	–	–	–	–	–
Proceeds on disposal of PPE		–	–	13	–	–	–	–	–	–	–	–	(13)
Short term loans		–	–	–	–	–	–	–	–	–	–	–	9 000
Borrowing long term/refinancing		–	–	–	–	–	–	–	–	–	–	–	–
Increase in consumer deposits		30	16	64	(17)	96	(49)	–	–	–	–	–	8 592
Receipt of non-current debtors		–	–	–	–	–	–	–	–	–	–	–	–
Receipt of non-current receivables		–	–	–	–	–	–	–	–	–	–	–	–
Change in non-current investments		(100 000)	–	–	(20 000)	25 000	–	–	–	–	–	–	95 000
Total Cash Receipts by Source		1 103	75 410	82 823	29 137	73 789	95 623	–	–	–	–	–	490 537
Cash Payments by Type													–
Employee related costs		16 880	16 993	17 823	16 661	26 673	17 059	–	–	–	–	–	87 654
Remuneration of councillors		1 189	971	1 027	1 008	998	998	–	–	–	–	–	(6 191)
Interest paid		–	–	–	–	–	10	–	–	–	–	–	(10)
Bulk purchases - Electricity		35 945	36 503	41 571	20 782	20 537	20 580	–	–	–	–	–	185 654
Bulk purchases - Water & Sewer		–	–	–	–	–	–	–	–	–	–	–	15 853
Other materials		1 311	1 182	2 319	1 201	1 389	1 686	–	–	–	–	–	–
Contracted services		1 583	2 541	2 878	4 137	2 955	3 702	–	–	–	–	–	38 086
Grants and subsidies paid - other municipalities		–	–	–	–	–	–	–	–	–	–	–	–
Grants and subsidies paid - other		284	88	174	251	114	–	–	–	–	–	–	97 689
General expenses		3 933	4 763	6 005	3 513	5 459	5 207	–	–	–	–	–	(28 881)
Cash Payments by Type		61 126	63 042	71 798	47 554	58 126	49 241	–	–	–	–	–	389 854
Other Cash Flows/Payments by Type													
Capital assets		9 822	6 876	8 704	12 359	5 269	3 609	–	–	–	–	–	64 735
Repayment of borrowing		–	–	–	(2)	–	109	–	–	–	–	–	(1 107)
Other Cash Flows/Payments		1 106	(3 515)	3 232	(7 408)	(1 212)	2 276	–	–	–	–	–	5 521
Total Cash Payments by Type		72 054	66 403	83 734	52 503	62 183	55 235	–	–	–	–	–	459 003
NET INCREASE/(DECREASE) IN CASH HELD		(70 951)	9 006	(912)	(23 366)	11 605	40 388	–	–	–	–	–	31 534
Cash/cash equivalents at the month/year beginning:		144 870	73 919	82 926	82 014	58 649	70 254	110 642	110 642	110 642	110 642	110 642	110 642
Cash/cash equivalents at the month/year end:		73 919	82 926	82 014	58 649	70 254	110 642	110 642	110 642	110 642	110 642	110 642	142 177

WC022 Witzenberg - Supporting Table SC12 Monthly Budget Statement - capital expenditure trend - Q2 Second Quarter

Month	2021/22	Budget Year 2022/23							
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	1	7 679	9 281	6 124	6 124	9 281	3 157	34,0%	7%
August	4 632	7 679	9 281	5 634	11 758	18 562	6 804	36,7%	13%
September	3 700	7 679	9 281	7 586	19 344	27 844	8 499	30,5%	21%
October	217	7 679	9 281	10 705	30 049	37 125	7 076	19,1%	33%
November	2 677	7 679	9 281	4 630	34 679	46 406	11 727	25,3%	38%
December	5 676	7 679	9 281	3 105	37 784	55 687	17 903	32,1%	41%
January	8 436	7 679	9 281	–	37 784	64 968	27 184	41,8%	41%
February	6 403	7 679	9 281	–	37 784	74 249	36 465	49,1%	41%
March	7 601	7 679	9 281	–	37 784	83 531	45 747	54,8%	41%
April	10 559	7 679	9 281	–	37 784	92 812	55 028	59,3%	
May	6 816	7 679	9 281	–	37 784	102 093	64 309	63,0%	41%
June	71 424	7 679	9 281	–	37 784	111 374	73 590	66,1%	0
Total Capital expenditure	128 142	92 143	111 374	37 784					

MUNICIPALITY WITZENBERG

Report: Withdrawals from Municipal Bank Accounts
Quarter ending December 2022
Report in terms of section 11(4)(a) of the MFMA, Act no 56 of 2003

MFMA Section	Item Description	Income transactions October 2022	Income transactions November 2022	Income transactions December 2022	Expenditure transactions October 2022	Expenditure transactions November 2022	Expenditure transactions December 2022	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	-	-	-	3 653 989	3 743 325	3 797 518	-	11 194 832	-	27 985 798
	- 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	846	-212 344	-88 004	84 859	91 275	72 372	-299 501	248 506	-799 059	532 607
		846	**-212 344**	**-88 004**	**3 738 848**	**3 834 600**	**3 869 890**	**-299 501**	**11 443 338**	**-799 059**	**28 518 405**

		Transactions October 2022	Transactions November 2022	Transactions December 2022	YTD Transactions Quarter 2
11(1) (h)	Cash management and investment purposes:				-
	- Realised	-20 000 000	-25 000 000	-	-45 000 000
	- Made	40 000 000	-	-	140 000 000
	- Nett movement	**20 000 000**	**-25 000 000**	**-**	**95 000 000**

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 2022/2023	Amended Budget 2022/2023	Year to Date Total	% Spent to date
Staff Benefits					
66(a)	Salaries and Wages	141 681 286	139 584 286	66 062 887	47,33%
66(b)	Contributions to pension funds and medical aid	32 442 638	32 426 538	15 297 642	47,18%
66(c)	Travel, accomodation and subsistence	7 675 624	7 675 624	3 696 978	48,17%
66(d)	Housing benefits and allowances	1 418 051	1 418 051	736 710	51,95%
66(e)	Overtime	11 712 811	11 198 811	11 836 969	105,70%
66(f)	Loans and advances	0	0	0	0,00%
66(g)	Other type of benefit or allowances related to staff	52 206 074	52 302 455	14 385 041	27,50%
	Sub - Total (Staff Benefits)	**R 247 136 484**	**R 244 605 765**	**R 112 016 227**	**45,79%**
Councillor Benefits					
MAY	Mayor	989 621	989 621	371 486	37,54%
DM	Deputy Mayor	775 195	775 195	332 489	42,89%
SP	Speaker	774 854	774 854	324 392	41,86%
MCM	Mayoral Committee members	2 813 276	2 813 276	1 188 393	42,24%
CLLR	Other Councillors	5 267 327	5 267 327	2 517 355	47,79%
MED	Medical aid contributions	256 670	256 670	39 596	15,43%
PEN	Pension fund contributions	1 230 713	1 230 713	698 630	56,77%
WARD	Ward Committee Alllowance	1 053 713	1 053 713	719 000	68,23%
	Sub - Total (Councillors' Benefits)	**13 161 369**	**R 13 161 369**	**R 6 191 341**	**47,04%**
Total Councillor and Staff Benefits		**R 260 297 853**	**R 257 767 134**	**R 118 207 569**	**45,86%**

Total Cost Savings Disclosure in the In-Year and Annual Report

Quarter ended: December 2022

Witzenberg Municipality

Measures	Adj Budget	Q1	Q2	Total YTD	Prev Year Total YTD	Savings
Use fo Consultants	22 667 308	3 335 686	6 358 596	9 694 282	3 177 321	-6 516 960
Vehicles used for political office -bearers	23 818	9 162	394	9 556	3 164	-6 392
Travel and subsistence	1 545 776	155 841	535 920	691 762	96 833	-594 929
Domestic Accomodation	377 700	9 798	19 585	29 383	2 252	-27 131
Sponsorships, events and catering	129 000	45 467	21 621	67 089	4 759	-62 330
Communication	3 500 859	514 588	942 230	1 456 818	1 142 314	-314 504
Other Related Expenditure Items	2 229 463	335 432	369 620	705 052	644 023	-175 258
TOTAL	30 473 924	4 405 975	8 247 967	12 653 942	5 070 666	-7 697 504

**** Savings were calculated based upon a comparision between previous year and current year year-to-date expenditure items*

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2nd QUARTER 2022/23

SERVICE DELIVERY & BUDGET IMPLEMENTATION PLAN

Performance Report (Section 52D)

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Strategic Objective: 4.2 Create an enabling environment to support local economy 18

1. INTRODUCTION AND OVERVIEW

1.1 Purpose of the Service Delivery & Budget Implementation Plan

The Municipal Finance Management Act No. 56 of 2003 (MFMA) and National Treasury MFMA Circular No. 13 requires that municipalities must prepare a service delivery budget implementation plan (SDBIP) indicating how the budget and the strategic objectives of Council will be implemented. The SDBIP is prepared in terms of Section 53(1)(c)(ii) of the Municipal Finance Management (MFMA), National Treasury MFMA Circular No. 13 and the Budgeting and Reporting Regulation.

The SDBIP serves as a "contract" between the administration, council and community expressing the goals and objectives set by the council as quantifiable outcomes that can be implemented by the administration in the applicable financial year. It provides the link between the mayor, the council (executive) and the administration, and facilitates the process for holding management accountable for its performance. It is therefore a management, implementation and monitoring tool that will assist the mayor, councillors, municipal manager, senior managers and community to monitor the municipality's performance on a quarterly basis. The SDBIP will ensure that appropriate information is circulated internally and externally for purposes of monitoring the implementation of the budget, the execution of projects, the performance of senior management and the achievement of the strategic objectives set by council.

1.2 Approval of 2022/23 SDBIP

- Draft 2022/23 Top Layer SDBIP tabled at Council 30 March 2022
- 2022/23 Top Layer SDBIP approved by Mayor 22 June 2022
- 2022/23 Top Layer SDBIP tabled at Council 24 August 2022

1.3 Quarterly Reporting

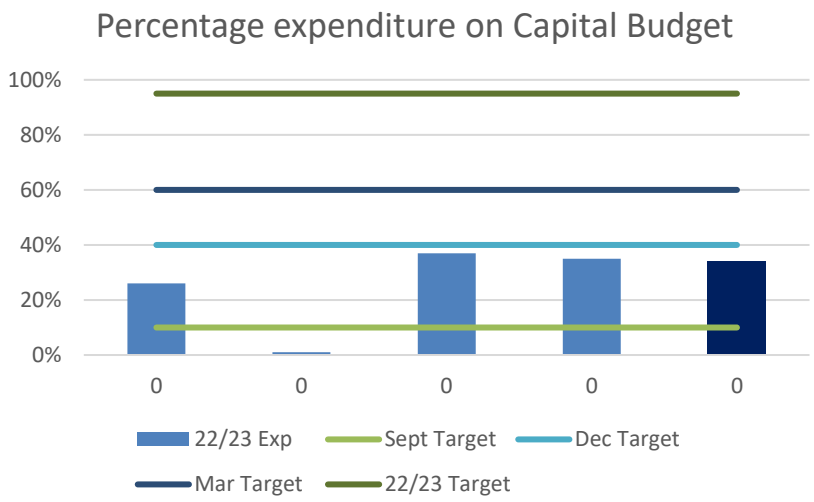
The MFMA in terms of Section 52(d) oblige the Mayor to submit quarterly reports on the implementation of the budget and financial state of affairs of the Municipality.

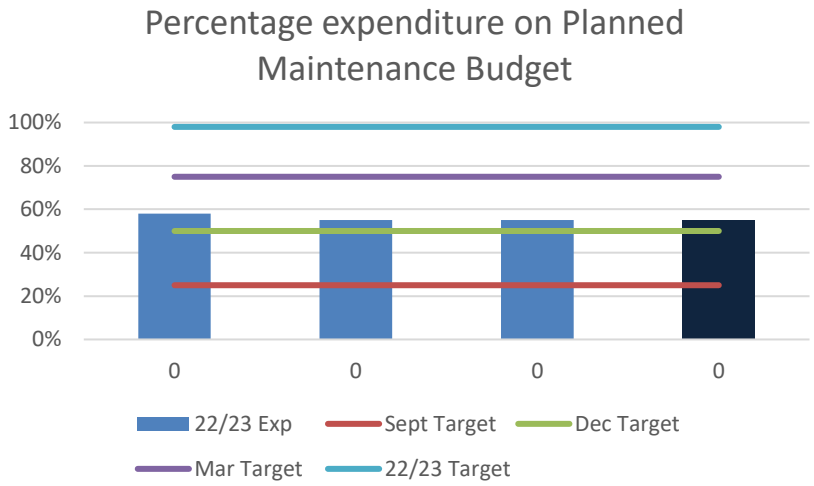
The service delivery indicators and targets in the SDBIP need to be evaluated and reported on to Council. The quarterly report should thus report on the achievement of outcomes against financial and non-financial indicators.

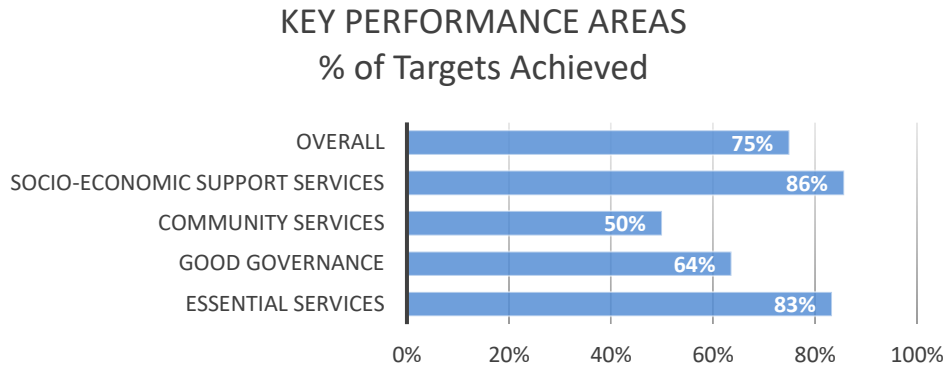
2. STRATEGIC MAP

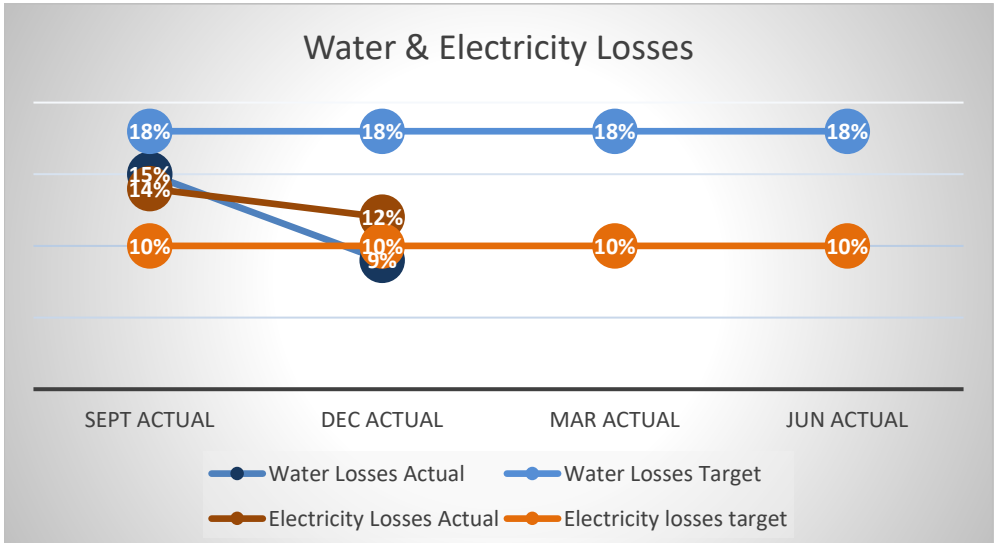
WITZENBERG MUNICIPALITY: STRATEGIC MAP 2022/23					
Vision	**Mission**	**Municipal KPA**		**Pre-determined Objectives**	
A municipality that cares for its community, creating growth and opportunities.	The Witzenberg Municipality is committed to improve the quality of life of its community by: - Providing & maintaing affordable services - Promoting Social & Economic Development - The effective & efficient use of resources - Effective stakeholder & community participation.	1	Essential Services	1,1	Sustainable provision & maintenance of basic infrastructure
				1,2	Provide for the needs of informal settlements through improved services
		2	Governance	2,1	Support Institutional Transformation & Development
				2,2	Ensure financial viability.
				2,3	To maintain and strengthen relations with international- & inter-governmental partners as well as the local community through the creation of participative structures.
		3	Communal Services	3,1	Provide & maintain facilities that make citizens feel at home.
		4	Socio-Economic Support Services	4,1	Support the poor & vulnerable through programmes & policy
				4,2	Create an enabling environment to attract investment & support local economy.

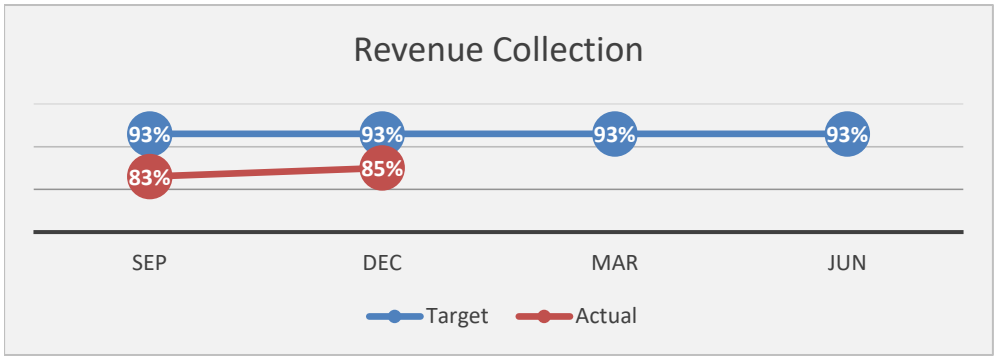
3. SUMMARY OF 2nd QUARTER RESULTS











4. 2nd QUARTER RESULTS PER KEY PERFORMANCE AREA

KEY PERFORMANCE AREA: 1. ESSENTIAL SERVICES

Strategic Objective: 1.1 Sustainable provision and maintenance of basic infrastructure

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Technical Department.	Preventative- & corrective planned maintenance budget of the Technical Department.	98%	*R13 571 434*	50%	55%		
		Aqctual expenditure on budget		*R7 401 962*				
TecDir3	Percentage expenditure on capital budget by Technical Directorate.	Capital budget for Technical Department	95%	*R100 119 546*	40%	38%	Remainder of budget for electricity supply to low-cost housing (R2,6m) not to be spend - decision to be finalised on relocation of Nduli informal households to Vredebes PhH.	Adjust budget in February 2023.
		Actual expenditure on budget		*R37 784 067*				
TecEl37	Percentage of unaccounted electricity losses.	Total sales accumulative (kwh)(streetlights usage included)	10%	*62 834 423*	10%	12%	This usually evens out by the end of the 12 month period	This usually evens out by the end of the 12 month period
		Eskom energy total accumulative		*71 678 108*				
TecEl60	Percentage of valid electricity connection applications connected by reporting period end. (excl subsidised housing)	Number of valid applications	95%	*22*	95%	100%		
		Number of connections		*22*				

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
FinInc28	Number of formal residential properties for which refuse is removed once per week and which are billed for refuse removal as at period end.	Number of properties	13 465	*13526*	13 465	13526		
TecRo7	Kilometres of roads upgraded & rehabilitated.		2				Not due yet	
TecSan22	Percentage of valid sanitation connection applications connected by reporting period end	Number of valid applications	95%	*9*	95%	100%		
		Number of connections		*9*				
TecWat20	Percentage of unaccounted water losses.	kl water supplied	18%	*2 596 030*	18%	9%		
		kl water billed		*2 373 710*				
TecWat21	Percentage compliance with drinking water quality standards		98%	*100%*	98%	100%		
TecWat36	Percentage of valid water connection applications connected by reporting period end	Number of valid applications	95%	*17*	95%	100%		
		Number of connections		*17*				

Strategic Objective: 1.2 Provide for the needs of Informal Settlements through improved services

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecWat22	Percentage of households in demarcated informal areas with access to a water point (tap).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal water point.		*1979*				

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
TecSan13	Percentage of households in demarcated informal areas with access to a communal toilet facility. services points (toilets).	Nr of households in demarcated informal areas	95%	*1979*	95%	100%		
		Nr of households in demarcated informal areas with access to a communal toilet facility.		*1979*				
TecRef31	Percentage of households in demarcated informal areas with access to a periodic solid waste removal or a skip for household waste.	Number of households in demarcated informal areas	95%	*1979*	95%	100%		
		Number of households in demarcated informal areas with access		*1979*				
TecEl36	Percentage of houses in a subsidised housing project connected to the electrical network.	Number of valid applications	95%	*0*	95%		No applications received.	
		Number of connections		*0*				
TecDir2	Number of subsidised serviced sites developed.						No target set	

KEY PERFORMANCE AREA: 2. GOVERNANCE

Strategic Objective: 2.1 Support Institutional Transformation and Development

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
CorpHR12	Report on percentage of people from employment equity target groups employed in the three highest levels of management in the municipality.	Number of reports	4	2	2	2		
CorpHR13	Percentage budget spend on the implementation of the Workplace Skills Plan	Budget as at period end R	96%	*R739 647*	50%	11%	Due to supply Chain Process, Tenders cancelled due to no responsive bidders	Request change in targets due to SC Process and Certification process; Total Including orders: 52%
		Expenditure as period end R		*R81 656*				

Strategic Objective: 2.2 Ensure Financial Stability

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
FinDir3	Achieve an unqualified opinion of the Auditor-General on annual financial statements of the previous year.		1 Unqualified Report	1	1	1		
FinFAdm10	Financial viability expressed as Debt-Coverage ratio		350	625	350	625		
FinFAdm11	Financial viability expressed outstanding service debtors		60%	83%	60%	83%	Debt write off of Indgient & uncollectable debt to be considered by council	Evaluate collectability of old oustanding debt and indgent debt.Draft report to council. Strict application of credit control & debt collection policy
FinFAdm9	Financial viability expressed as Cost-Coverage ratio		2,8	5	2,8	5		
FinInc15	Percentage revenue collection		93%	84%	93%	85%	Service collection remaims a challenge.	Review and strengen Credit Control Policy
MM1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the whole of the municipality.	Budget for preventative- & corrective planned maintenance	98%	*R14 052 005*	50%	55%		
		Actual expenditure on budget		*R7 672 200*				
MM2	Percentage spend on Capital Budget for the whole municipality.	Capital Budget	95%	*R111 374 416*	40%	34%	Refer to TecDir3 & ComDir2 for reasons.	Refer to TecDir3 & ComDir2 for corrective measures.
		Actual expenditure on budget		*R37 784 067*				

Strategic Objective: 2.3 To maintain and strengthen relations with international- & inter- governmental partners as well as the local community through the creation of participative structures.

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComSoc49	Number of meetings with intergovernmental partners.	Number of meetings	12	6	6	6		
MMIDP9	Number of IDP community engagements held.		14	7	7	7		

KEY PERFORMANCE AREA: 3. COMMUNAL SERVICES

Strategic Objective: 3.1 Provide and Maintain Facilities and Environment that make citizens feel at home

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComAm34	Report on annual customer satisfaction survey on community facilities.	Number of Reports	1				Not due yet	
ComDir1	Percentage expenditure on the preventative- & corrective planned maintenance budget of the Community Department.	Preventative- & corrective planned maintenance budget of the Community Department.	98%	*R321 611*	50%	55%		
		Aqctual expenditure on budget		*R177 540*				
ComDir2	Percentage expenditure on capital budget by Community Directorate.	Capital budget for Community Directorate	95%	*R10 355 870*	40%	0,8%	Tender for spectator seating had to be re-advertised as no responsive bids was received. Tender for ablution facilities at Lyellstr sports field is has been advertised and in process to be awarded. Budgets for Nduli swimming pool & library to be adjusted with adjustment budget.	Seating tender re-advertised. Appoint service provider for ablution facilities & adjust budgets where required.
		Actual expenditure on budget		*R83 456*				

KEY PERFORMANCE AREA: 4. SOCIO-ECONOMIC SUPPORT SERVICES

Strategic Objective: 4.1 Support the poor & vulnerable through programmes & policy

Ref	Key Performance Indicator	Data Element	Annual Target 2022/23	Data Element Accumulative	Dec Accumulative Monthly Target	Dec Accumulative Monthly Result	Dec Reason if target not achieved	Dec Corrective Measures
ComHS14	Number of housing opportunities provided per year - top structures.	Number of top structures	0				No target set	
ComHS15	Number of rental stock transferred.	Number of transfers	30	9	10	9	According to attorney they expierence delays at deeds office and they are struggling to get the original deeds and documents of mother erven	Attorney requested to expidite the registrations
ComSoc41	Number of account holders subsidised through the municipality's Indigent Policy	Number of indigents	4500	3150	4500	3074		
ComSoc42	Number of engagements with target groups with the implementation of social development programmes.	Number engagements	20	15	10	15		

Strategic Objective: 4.2 Create an enabling environment to support local economy

ComLed8	The number of jobs created through the municipality's local economic development initiatives including capital projects.	Number of jobs created	400	200	200	200		
ComLed4	Quarterly report on the implementation of strategies and planned actions as identified in the Witzenberg LED Strategy.	Number of reports	4	2	2	2		
ComLed19	Quarterly report on investment incentives implemented.	Number of reports	4	2	2	2		
ComLed20	Quarterly report on the Small Business Entrepreneurs Development Programme.	Number of reports	4	2	2	2		

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Munisipale Bestuurder

VAN / FROM: Direkteur : Tegniese Dienste

DATUM / DATE: 14 Junie 2022

VERW. / REF.: 17/3/2

VOORGESTELDE POSISIES **VAN DIE "***WASTE TRANSFER STATIONS***"**

1. Doel

Om die posisies van die "*Waste Transfer Stations*" soos per goedgekeurde kapitale begroting vir 2022/23 vas te stel.

2. Agtergrond

Die kapitale begroting , maak voorsiening vir die konstruksie van "*Drop-Offs / Waste Transfer Stations*" ten bedrae van R6,0 miljoen. (BTW uitgesluit).

3. Bespreking

Volgens die "*National Environmental Waste Act 2008"* moet ons vullis herwin en minder vullis stort by die vullisstortingsterreine.

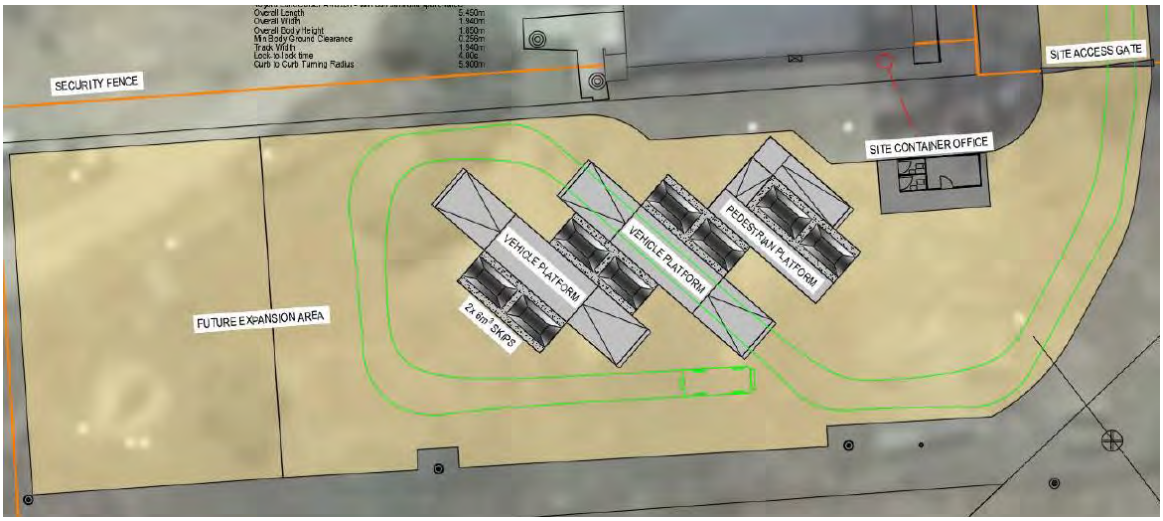
Die mees aanvaarbare manier om hierdie te verrig is met 'n "*Drop-Offs / Waste Transfer Stations*" wat beteken alle herwinbare materiaal, tuinvullis en bourommel word na die "*Waste Transfer Station*" geneem en in groen skips geplaas deur die inwoners, by die perseel sal 'n werker wees om te wys in watter skips dit gegooi word. Herwinbare goedere kan dan aan herwinnaars beskikbaar gestel word wat werkskepping kan skep en tuinvullis na kompostering aanleg en bourommel na vullisstortingsterrein geneem word.

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

Tipiese Uitleg



Die voorstel is dat daar drie "*Drop-Offs / Waste Transfer Stations*" gebou word as volg:

Bella Vista

✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Bella Vista

- Opsie 1 (erf 2725)

o Die erf is 735 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig.

- Opsie 2 (erf 2722)

o Die erf is 736 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig

- Opsie 3 (erf 8714)

o Die erf is 1 802,56 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig
o
- Opsie 4 (erf 3292/3/4)
-
o Die 3 erwe gesamentlik is 1 020 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig

Kommentaar Stadsbeplanning

Die sonering vir hierdie gebruik is "authority use" wat ingevolge die Skema as volg omskryf word:

Land use description: "authority use" means a use which is practised by or on behalf of an organ of state and that cannot be classified or defined under other uses in this zoning scheme, and includes
a use practised by—
(a) the national government, including a military centre or installation, police station or correctional facility;
(b) the provincial government, including a road station or road camp;
(c) the Municipality, such as treatment works, dumping grounds, transfer stations, reservoirs, electricity substations, public ablution facilities, fire service or a municipal depot with related uses, including limited accommodation for staff who are required to be on standby for emergencies.

- Opsie 1 (erf 2725)

Sonering is "Open Space I". Erf moet hersoneer word na "Authority Use"

- Opsie 2 (erf 2722)

Soner is “Open Space I”. Erf moet hersoneer word na “Authority Use”.

- Opsie 3 (erf 8714)

  Sonering is “Business II”. Erf moet hersoneer word na “Authority Use”.

- Opsie 4 (erf 3292/3/4)

  Sonering is “Single Residential I”. Erf moet hersoneer word na “Authority Use”.

Kommentaar Water en Riool

Die Koekedouw hoofwater lyn loop deur erwe 3292/3/4

Tulbagh

✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Tulbagh

- Opsie 1 (erf 738)

o Die erf is 1 658 m^2 groot.
o Area van ten minste 1 040 m^2 word benodig.
o

- Opsie 2 (erf 1326)

o Die erf is 1 419m^2 groot.
o Area van ten minste 1 040m^2 word benodig

Kommentaar Stadsbeplanning

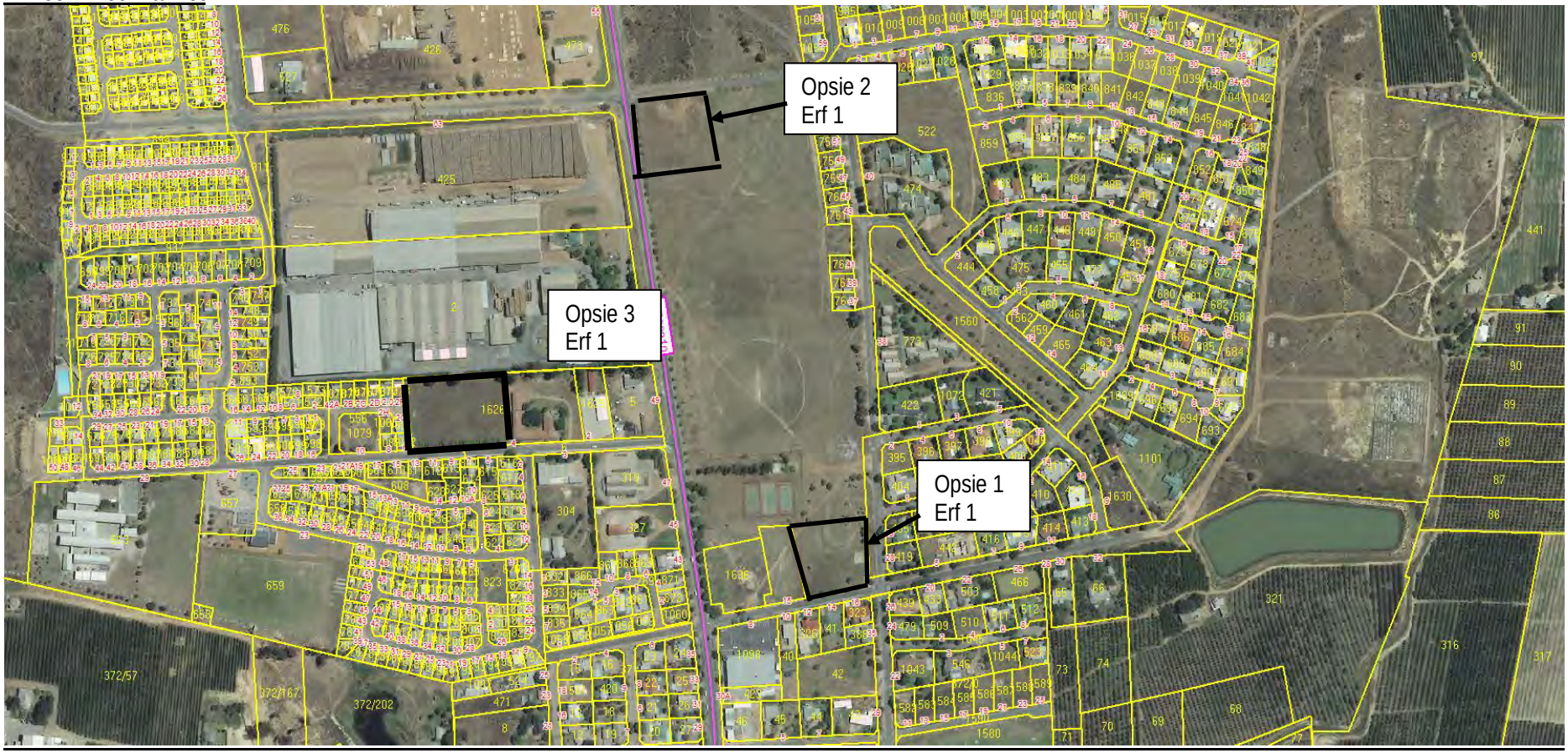
- Opsie 1 (erf 738)

  Sonering is “Open Spcae I”. Erf moet hersoneer word na “Authority Use”.

- Opsie 2 (erf 1326)

  Sonering is “Community III”. Erf moet hersoneer word na “Authority Use”.

Prince Alfred Hamlet



✉ 44 Ceres 6835 ☎ (023) 316 1854 ✆ (023) 316 1877 admin@witzenberg.gov.za

Evaluering van opsies te Prince Alfred Hamlet

- Opsie 1 (erf 1)

o Die erf is 5 000 m² groot.
o Area van ten minste 1 040 m² word benodig.

- Opsie 2 (erf 1)

o Die erf is 5 000 m² groot.
o Area van ten minste 1 040 m² word benodig

Kommentaar Stadsbeplanning

- Opsie 1 (erf 1)

  Sonering is "Undetermined". Erf moet hersoneer word na "Authority Use"

- Opsie 2 (erf 1)

  Sonering is "Undetermined". Erf moet hersoneer word na "Authority Use"

4. Aanbeveling

Dat die volgende erwe goedgekeur word vir die ontwikkeling en bou van *drop-offs / transfer stations* as volg:

1) Bella Vista
   a) Opsie 3 (erf 8714)
2) Tulbagh
   a) Opsie 2 (erf 1326)
3) Prince Alfred Hamlet
   a) Opsie 2 (erf 1)
4) Dat kennis geneem word dat die erwe moet hersoneer na "Authority Use".
5) Dat die Senior : Superintendent Vaste Afval die nodige adminstratiewe take verrig (kwotasies inwin ens) vir die hersonering van die gemelde erwe.
6) Dat die Bestuurder: Stadsbeplanning en Boubeheer die hersonerings proses bestuur en finaliseer.

_____

J. BARNARD
DIREKTEUR : TEGNIESE DIENSTE

✉ 44 Ceres 6835 ☎ (023) 316 1854 ◑ (023) 316 1877 admin@witzenberg.gov.za

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

TO: Director: Technical Services

FROM: Senior Superintendent: Solid Waste and Cleansing.

DATE: 12 July 2022

REF.: 17/3/2

INTEGRATED WASTE MANAGEMENT PLAN (IWMP)

PURPOSE

The purpose of this report is to update Council on the progress with regard to the 3rd Generation Integrated Waste Management Plan 2011- 2027 for Witzenberg

BACKGROUND

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the current methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. Implementation of this IWMP will be through municipal by-laws and in accordance with an implementation schedule. The development of the IWMP is necessary as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP also shows alignment of its goals to achieve an effective waste management system.

LEGISLATION

This report details the roles and responsibilities in terms of waste management at national, provincial, district and municipal level that inform and assist integrated waste management. The roles and responsibilities are as follows:

- National government: The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.
- Provincial government: The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM: WA), waste management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.

- District municipalities: The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, the district can perform this role.
- Local government: The NEM: WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

LOCAL BY-LAWS AND PLANS

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities and provide socio-economic support services. The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws make reference to the development of an integrated refuse management plan, the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement.

WASTE CATEGORIES AND GENERATION

The following categories of waste are generated in the WLM:

- General waste
- Organic waste
- Construction and demolition (C&D) waste
- Health care risk waste (HCRW)
- Hazardous waste
- Other waste types.

A waste characterisation and brand audit study was undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019. A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream.

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution. Currently (2021), household hazardous waste such as batteries and small fluorescent lights are included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site.

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport,

treatment and disposal of such waste. Compass Medical Waste Services is currently (2020) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on the Integrated Pollutant and Waste Information System (IPWIS). Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be agricultural waste. In the WLM, the agricultural waste from farms is either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

GAP AND NEEDS ANALYSIS

A gap and needs analysis was undertaken to identify the shortcomings in the waste management system. Based on the gap and needs analysis, the following goals and objectivesrelated to each goal were developed for the WLM:

- Goal 1: Effective solid waste service delivery:
    - Objective 1: Update the collection schedule
    - Objective 2: Prevent illegal dumping
    - Objective 3: Evaluate waste management fleet.
- Goal 2: Promote waste minimisation and recycling:
    - Objective 1: Implement separation at source in all towns
    - Objective 2: Improve recyclables diversion rates – with appropriate processing after collection
    - Objective 3: Draft an organic waste diversion plan
    - Objective 4: Implement organic waste diversion initiatives
    - Objective 5: Implement swop-shops
    - Objective 6: Establish drop-off facilities in all towns.
- Goal 3: Ensure safe and integrated management of hazardous waste:
    - Objective 1: Provide household hazardous waste solutions; and provide systems for safe collection, bulking, storage as well as transport and appropriate disposal of all hazardous waste generated in and around the WLM
    - Objective 2: Ensure major hazardous waste generators are registered on SAWIS.
- Goal 4: Improved waste education and public awareness:
    - Objective 1: Appoint public awareness task force
    - Objective 2 Implement appropriate waste awareness programmes
    - Objective 3: Develop/acquire access to relevant waste management training courses
    - Objective 4: Improve hazardous waste awareness and management expertise.
- Goal 5: Ensure sound budgeting for integrated waste management:

    - Objective 1: Evaluate staff structures, adjust where required and obtain approval for reallocation of existing or appointment of new staff. Undertake reallocation or fill vacancies based on the findings
    - Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure
    - Objective 3: Ensure availability of sufficient budget for new waste management facilities
    - Objective 4: Conduct cost analysis study for the transportation of waste to the regional landfill site in Worcester.
- Goal 6: Improve regulatory compliance:
    - Objective 1: Conduct external landfill audits as per landfill licence requirements and implement remedial actions in accordance with a schedule approved by both the municipality as well as the regulating authority
    - Objective 2: Ensure compliance of the landfill containment barriers with R. 636.
- Goal 7: Improve waste information management:
    - Objective 1: Implement effective recyclables recordkeeping and ensure regularand accurate reporting
    - Objective 2: Implement effective organic waste recordkeeping and ensure accurate and regular reporting, and implement effective hazardous waste recordkeeping and ensure regular and accurate reporting
    - Objective 3: Develop industry waste database with regular and accurate data reporting.

The comments from the public participation phase have been addressed and incorporated into this final report.

RECOMMENDATIONS

- Based on the outcome of the assessment of your IWMP, in my capacity as the Minister for Local Government, Environmental Affairs and Development Planning, I hereby endorse your IWMP in terms of Section 11 (4) (b) (iii) of the Waste Act.

- That the Committee for Technical Services recommends to the Executive Mayoral Committee and Council for approval.

_____

J.JACOBS
SENIOR SUPERINTENDENT: SOLID WASTE AND CLEANSING

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WITZENBERG LOCAL MUNICIPALITY
INTEGRATED WASTE MANAGEMENT PLAN

FINAL IWMP

FINAL REPORT
REVISION 00

June 2021

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RECORD OF REVISIONS

REV. NO.	STATUS	DESCRIPTION OF REVISION	REV. DATE
00	Draft	Issued for comments	05/02/2021
00	Final	Final submission	01/06/2021

EXECUTIVE SUMMARY

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the current methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. Implementation of this IWMP will be through municipal by-laws and in accordance with an implementation schedule. The development of the IWMP is necessary as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP also shows alignment of its goals to achieve an effective waste management system.

The Witzenberg Local Municipality (WLM) is located within the Cape Winelands District Municipality (CWDM). Covering a total area of approximately 10 753 km^2, the main towns include Ceres, Tulbagh, Wolseley, Prince Alfred Hamlet and Op-die-Berg.

The CWDM has appointed Delta Built Environment Consultants (Delta BEC) to compile the third generation WLM IWMP.

LEGISLATION

This report details the roles and responsibilities in terms of waste management at national, provincial, district and municipal level that inform and assist integrated waste management. The roles and responsibilities are as follows:

- **National government:** The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.
- **Provincial government:** The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM:WA), waste management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.
- **District municipalities**: The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, the district can perform this role.
- **Local government:** The NEM:WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

International, national, provincial and local level strategic linkages in terms of waste management will be considered during the development of the IWMP. The following provincial strategies will be considered:

- **Western Cape Integrated Waste Management Plan (2017-2022)**
  The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The WLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP:

    - Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
    - Goal 2: Improved integrated waste management planning and implementation for efficient waste service infrastructure.
    - Goal 3: Effective and efficient utilisation of resources.
    - Goal 4: Improved compliance with environmental regulatory framework.

- **Western Cape Green Economy Strategy Framework (2013)**
  The 2013 Western Cape Green Economy Strategy Framework aims to achieve the double dividend of optimising green economic opportunities and enhancing environmental performance.

  The strategy identifies three high-level priorities for green growth:

    1) Natural gas and renewables.
    2) Financial infrastructure.
    3) Green jobs – including the waste sector.

- **Western Cape Diversion Targets for Organic Waste Management (2018)**
  Organic waste is identified as a problematic waste stream in the Western Cape, with more than 37% of waste generated in the province being organic waste. Landfilling of organic waste results in loss of airspace, methane and leachate generation, odour and health impacts.

  Diversion of organic waste from landfill can reduce these negative impacts and can also aid in job creation at waste management facilities. Compost and biochar produced from organic waste can be used as an alternative to fertilisers to improve soil condition.

  The Department of Environmental Affairs and Development Planning (DEA&DP) proposed a 50% diversion from landfill sites by 2022, and a landfill ban on organic waste to landfill by 2027.

- **Guideline for Management of Abattoir Waste in Western Cape (2015)**
  The guideline on the management of abattoir waste in the Western Cape was developed by the DEA&DP as one of the recommendations stemming from the status quo study of abattoir waste conducted in 2015.

  The guideline provides an overview of the current status quo of abattoir waste, treatments and disposal methods.

Local by-laws and plans

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities

and provide socio-economic support services. The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws make reference to the development of an integrated refuse management plan, the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement.

DEMOGRAPHIC PROFILE

The WLM is the second lowest populated municipal area in the CWD, with a population of 142 466 in 2019 (SEP, 2019). This total is expected to grow to 153 987 by 2023, equating to an average annual growth rate of 2.0%. The number of households in the WLM area is increasing, but the size of households is generally on a downward trend from 2019 to 2023. In 2019, there were 35 976 households in the WLM (WLM SEP, 2019).

The WLM IDP (2017-2022) provides the following breakdown on the income per household distribution:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

In 2017, the WLM contributed 62 953 jobs to formal employment in the CWD (WLM SEP, 2019). Between 2008 and 2017, a total of 9 309 jobs were created in WLM – notable job creation in the wholesale and retail trade (1 093), catering and accommodation (4 917) as well as the community, social and personal service (3 299) sectors. This was, however, offset by job losses in the agriculture, forestry and fisheries sector (-7 308).

FINANCIAL BUDGET

The WLM's waste management capital budget for the 2020/21 financial year is R11 400 000. This will be utilised for the materials recovery facility and the transfer station in Wolseley. The WLM waste management operational budget for 2020/21 is R38 858 618. This will be utilised for maintenance of public toilets, landfill site maintenance and general waste collection services.

WASTE CATEGORIES AND GENERATION

The following categories of waste are generated in the WLM:

- General waste
- Organic waste
- Construction and demolition (C&D) waste
- Health care risk waste (HCRW)
- Hazardous waste
- Other waste types.

A waste characterisation and brand audit study was undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019. A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op-

die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream.

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution. Currently (2021), household hazardous waste such as batteries and small fluorescent lights are included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site. From the waste characterisation study conducted by WAAI in 2019, 11% of the waste stream consists of household hazardous waste.

Currently (2021), used oil from workshops is collected by Oilkol (Pty) Limited. Oilkol collects the used oil from clients in bulk containers and transports it to Exol Oil Refinery, where the oil is then processed and sold as industrial furnace fuel (IFF). Waste oil from filling stations generally consists of oil from car leakages and used oil bottles purchased by a client. Currently, the oil bottles purchased at the filling stations are disposed of in a separate bin on site and collated by the WLM

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport, treatment and disposal of such waste. Compass Medical Waste Services is currently (2020) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on the Integrated Pollutant and Waste Information System (IPWIS). Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be agricultural waste. In the WLM, the agricultural waste from farms is either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

Sewage sludge is a key hazardous waste type generated from wastewater treatment works (WWTW) plants. Sewage sludge can be treated for agricultural use, or it should be disposed of at a hazardous landfill site. Guidelines have been developed by the Water Research Commission that details for the safe disposal of sewage sludge. The WLM has four WWTW plants and all sewage sludge is currently illegally disposed at the landfill site.

The WLM does not accept tyres for disposal at any landfill site. In the case of tyres being disposed of at a landfill site, the WLM will stockpile the tyres and use them as barriers at parks or landfill sites. The tyre fitment shops (Supa Quick, Hi-Q, Tiger Wheel and Tyre, etc.) have a dedicated area where the used tyres are stockpiled until collected by the respective suppliers.

SERVICE DELIVERY

The WLM provides waste collection services to high, medium and low-income groups, informal settlements, businesses and schools. Green bags are provided for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site. Clear bags are used for recyclables. The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables. Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. At informal areas, it is impossible to access the area with a compactor, due to the denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible. There are currently (2021) 77 skips (6 m^3) placed in the WLM.

COMPLIANCE AND ENFORCEMENT

The WLM has operating licences for four landfills, but the Wolseley landfill site has been completely vandalised in 2013 and has since been non-operational. The WLM's general waste is disposed of at the Op-die-Berg and Tulbagh landfills. The garden waste is disposed of at the Prince Alfred Hamlet site. None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The WLM has the following landfill sites:

- Ceres landfill site (closed)
- Prince Alfred Hamlet landfill site (operational)
- Op-die-Berg landfill site (operational)
- Tulbagh landfill site (operational)
- Wolseley landfill site (non-operational).

The DEA&DP conducted a study in 2016 focusing on overall compliance and the infrastructure required to divert waste from landfills (waste minimisation). This was done to provide the tools for landfills to ensure their compliance by 2030.

A study conducted by Aurecon in 2020 identified the following minimum waste management civil infrastructure requirements to improve the waste management services in the WLM:

- Public waste drop-off facilities where the public can drop off typical non-collected wastes (builders' rubble, garden waste, general recyclables), located in each of the towns of the WLM.
- A combined dirty material recovery facility (MRF) and transfer station, centrally located in the town of Ceres, where all the collected waste from the greater WLM area will be reduced, consolidated and transported to either the regional landfill site in Worcester (once established) or the Tulbagh landfill site.

WASTE AVOIDANCE, REDUCTION AND RECYCLING

The WLM gave consent to WAAI to undertake a Zero Waste to Landfill Pilot Project. An area in Tulbagh was selected by the WLM for the pilot project. The pilot project was conducted in an area in Tulbagh town from 02 October to 04 December 2019. Approximately 100 households were chosen to participate in the pilot project. All households that were selected to participate in the pilot area were provided with pamphlets that explained the reasons for the Zero Waste Pilot Project and how to separate their waste according to the bags provided to them free-of-charge (WAAI, 2019). The Zero Waste to Landfill model proposes that the organic waste, recyclable waste and residual waste be collected separately and transported separately to avoid cross-contamination and to improve recycling efficiency, quality and quantity – and to divert waste from landfill. The results from the pilot project indicate an increase in household participation, an increase in recyclables, and a reduction in general household waste destined for disposal. The Zero Waste to Landfill Pilot Project has proven that separation at source, especially the source separation of organic waste, is practical and feasible in the WLM. The successful separation at source proves that at least 85% of what is currently regarded as waste can be diverted away from the landfill.

Spar has a recycling programme where all plastic and cardboard are bailed and transported back to the Spar warehouse, thus ensuring that the plastic and cardboard packaging materials from the warehouse never enter the waste stream. Other packaging factories in WLM make use of Winterberge Recycling and War Against Waste to collect plastics and cardboard from the factories. Winterberge Recycling and War Against Waste have a contract with the WLM to report the recyclable tonnages to the municipality.

WASTE AWARENESS AND EDUCATION

The WLM appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaign and clean-up projects, and to conduct visits to schools, clinics and residents to raise awareness.

GAP AND NEEDS ANALYSIS

A gap and needs analysis was undertaken to identify the shortcomings in the waste management system. Based on the gap and needs analysis, the following goals and objectives related to each goal were developed for the WLM:

- Goal 1: Effective solid waste service delivery:
    - Objective 1: Update the collection schedule
    - Objective 2: Prevent illegal dumping

    - Objective 3: Evaluate waste management fleet.
- Goal 2: Promote waste minimisation and recycling:
    - Objective 1: Implement separation at source in all towns
    - Objective 2: Improve recyclables diversion rates – with appropriate processing after collection
    - Objective 3: Draft an organic waste diversion plan
    - Objective 4: Implement organic waste diversion initiatives
    - Objective 5: Implement swop-shops
    - Objective 6: Establish drop-off facilities in all towns.
- Goal 3: Ensure safe and integrated management of hazardous waste:
    - Objective 1: Provide household hazardous waste solutions; and provide systems for safe collection, bulking, storage as well as transport and appropriate disposal of all hazardous waste generated in and around the WLM
    - Objective 2: Ensure major hazardous waste generators are registered on SAWIS.
- Goal 4: Improved waste education and public awareness:
    - Objective 1: Appoint public awareness task force
    - Objective 2 Implement appropriate waste awareness programmes
    - Objective 3: Develop/acquire access to relevant waste management training courses
    - Objective 4: Improve hazardous waste awareness and management expertise.
- Goal 5: Ensure sound budgeting for integrated waste management:
    - Objective 1: Evaluate staff structures, adjust where required and obtain approval for reallocation of existing or appointment of new staff. Undertake reallocation or fill vacancies based on the findings
    - Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure
    - Objective 3: Ensure availability of sufficient budget for new waste management facilities
    - Objective 4: Conduct cost analysis study for the transportation of waste to the regional landfill site in Worcester.
- Goal 6: Improve regulatory compliance:
    - Objective 1: Conduct external landfill audits as per landfill licence requirements and implement remedial actions in accordance with a schedule approved by both the municipality as well as the regulating authority
    - Objective 2: Ensure compliance of the landfill containment barriers with R. 636.
- Goal 7: Improve waste information management:
    - Objective 1: Implement effective recyclables recordkeeping and ensure regular and accurate reporting
    - Objective 2: Implement effective organic waste recordkeeping and ensure accurate and regular reporting, and implement effective hazardous waste recordkeeping and ensure regular and accurate reporting
    - Objective 3: Develop industry waste database with regular and accurate data reporting.

The comments from the public participation phase have been addressed and incorporated into this final report.

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GLOSSARY OF TERMS AND ABBREVIATIONS

CWDM	Cape Winelands District Municipality
IDP	Integrated Development Plan
IPWIS	Integrated Pollutant and Waste Information System
IWMP	Integrated Waste Management Plan
MRF	Materials Recovery Facility
NEMA	National Environmental Management Act (Act No. 107 of 1998)
NEM:WA	The National Environmental Management: Waste Act (Act No. 59 of 2008)
NWMS	National Waste Management Strategy (Draft, 2019)
SAWIC	South African Waste Information Centre
SEP	Socio-Economic Profile
WC	Western Cape
WLM	Witzenberg Local Municipality

1 INTRODUCTION

1.1 BACKGROUND

The National Waste Management Strategy (2020) (NWMS) is a legislative requirement of the National Environmental Management: Waste Act (NEM:WA), 2008 (Act 59 of 2008), intended to achieve the objectives of the NEM:WA and seeking to systematically improve waste management in South Africa. This approach recognises the widely adopted waste hierarchy (Figure 1-1), of which the primary objective is to reduce the amount of waste going to landfills. This approach suggests disposal of waste as a last resort.

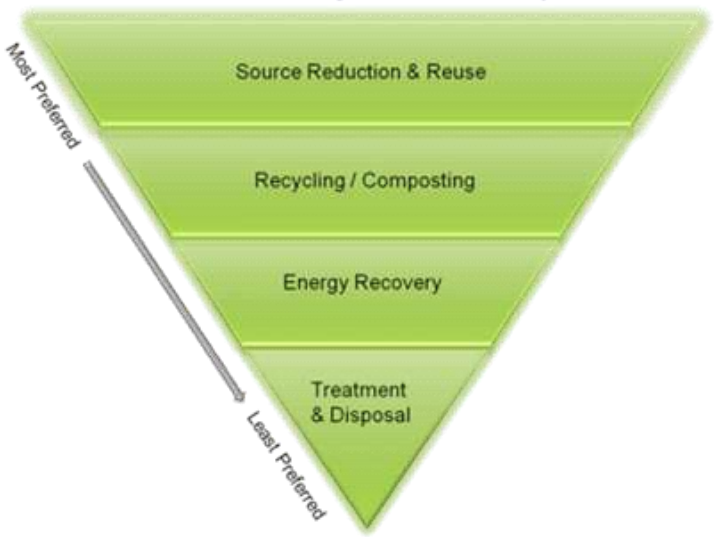


Figure 1-1: National Waste Management Strategy (NWMS, 2011) hierarchy – waste hierarchy

The development of an Integrated Waste Management Plan (IWMP) is a statutory requirement of NEM:WA that has been promulgated and came into effect on 1 July 2009. Its goal is the transformation of the historic methodology of waste management, i.e. collection and disposal, to a sustainable practice focusing on waste avoidance and environmental sustainability. The development of the IWMP is necessary, as it is an integral tool to identify current needs and acts as a guide towards sustainable waste management. The IWMP will be developed in line with the WLM's Integrated Development Plan's (IDP) strategic objectives.

In an effort to ensure that the WLM provides an efficient and cost-effective waste management service, the CWDM has appointed Delta Built Environment Consultants (Delta BEC) to compile the third generation (2021-2027) WLM Integrated Waste Management Plan (IWMP).

1.2 LOCALITY

The Witzenberg Local Municipality (WLM) lies within the Cape Winelands District Municipality (CWDM). The WLM covers a total area of approximately 10 753 km^2

and the main towns include Ceres, Tulbagh, Wolseley, Prince Alfred, Hamlet and Op-die-Berg.

Figure 1-2: Cape Winelands District Municipality area

The role of the WLM in relation to environmental management is detailed in Section 152 of the Constitution, which requires municipalities, amongst others, to ensure the provision of municipal services to communities in a sustainable manner, and to promote a safe and healthy environment.

1.3 HYDROLOGY

The Witzenberg Municipality falls within the winter rainfall region of South Africa and has a Mediterranean climate. The climate is characterised by warm to hot, dry summers and mild to cool, wet winters. Mediterranean climates are characterised by the long-growing seasons with moderate to warm temperatures. Rainfall mostly occurs between May and October, with snowfalls occurring periodically on the highest mountain tops. The Western Cape is characterised as a water-scare region. Projections for the Western Cape include a drying trend from west to east, with a weakening of winter rainfall and possibly slightly more summer rainfall (mainly in the east of the province). Other projected impacts are a shift to more irregular

rainfall of possible greater intensity, and rising mean, minimum and maximum temperatures everywhere.

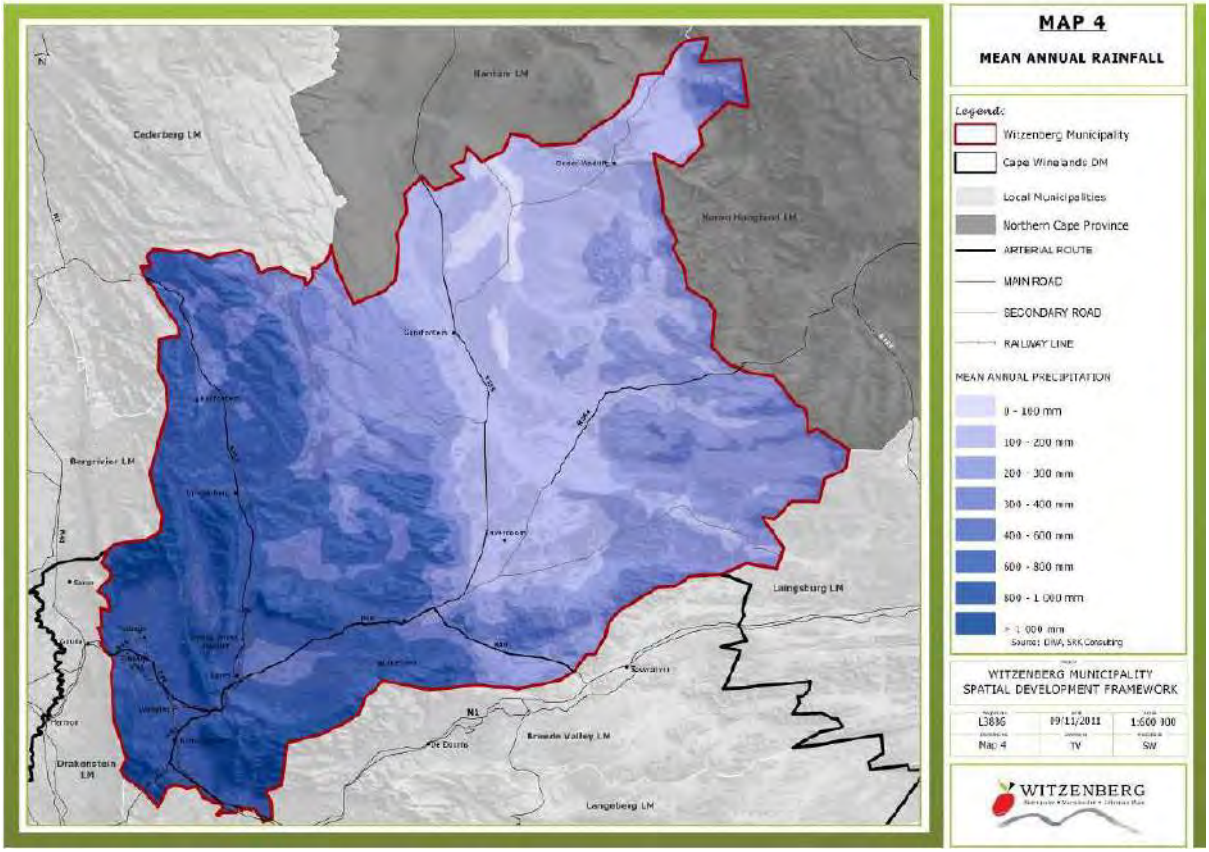


Figure 1-3: Mean Annual Rainfall in the WLM

The importance of the water resources must be considered within the context that large portions of the Witzenberg area are semi-arid. The availability of water is, therefore, the most critical factor in the municipal area. Water resources are crucial to the wellbeing of humans, and it plays a fundamental role in the continuing existence and health of our ecosystems. Water is also vital for cultivation, processing and manufacturing activities, which drives the economy of Witzenberg. It furthermore contributes to the unique sense of place of the area. Land-use patterns largely influence the maintenance of water yields. Interference with the natural conditions in mountain catchment areas, e.g. draining, canalising or cultivating areas such as vleis, seepage areas, riparian areas and stream-bed alluvium, over-exploitation of natural vegetation (e.g. flowering picking) and the uncontrolled spread of alien vegetation are detrimental to the proper functioning of a catchment system. The availability of water also holds the key to the settlement of emergent or small farmers. It is paramount for proposed new developments to be considered in a bioregional context in terms of (a) water availability, (b) environmental requirements, and (c) overall viability of the proposed scheme.

The Olifants/Doorn Water Management Area (WMA) covers most of the Witzenberg Municipality, while Berg WMA, Breede WMA and Gourits WMA cover the western, southern and south-eastern parts of the area (WLM IDP 2020 – 2021).

Table 1-1: WMAs Descriptions in the WLM

WMA	DESCRIPTION
Olifants/Doorn WMA	The Olifants/Doorn WMA covers the Ceres and Tankwa Karoo and extends beyond the Witzenberg Municipality to the West Coast and into the Northern Cape Province. The area is generally an arid region with an average rainfall of less than 300 mm per annum. The catchment is drained by the Olifants River of which the Doring River, draining the Koue Bokkeveld and Doring subareas, is the main tributary. The Olifants, Doring and Koue Bokkeveld subareas contribute the highest run-off to the WMA (Ninham Shand Consulting Services et al, 2005). More than 90% of available water resources are used for irrigation purposes in the summer months, making bulk water storage an essential component of water resources management (DWAF, 2004).
Berg WMA	Only a small portion of the Berg WMA is located within the Witzenberg municipal area. Tulbagh and environs are in the eastern-most section of the Upper Berg subarea.
Breede WMA	The Breede River Water Management Area (WMA) is the southern-most water management area in South Africa and lies entirely in the Western Cape Province. Most of the towns of the Witzenberg Municipality fall within the Upper Breede subarea.
Gouritz WMA	The Groot subarea of the Gouritz WMA covers a very small portion of the south-eastern part of the Witzenberg Municipality.

1.4 GEOLOGY

There are five geological formations present in the area. From oldest to youngest in age these are the Malmesbury, Table Mountain, Bokkeveld and Witteberg Groups and superficial alluvial deposits.

The Malmesbury Group rocks are very old (>600 million years) and have been extensively deformed and reconstituted (metamorphosed). They comprise shale, phyllite and impure sandstones. Some minor doleritic intrusions (dykes) are present. These rocks give rise to low, undulating topography.

The Table Mountain Group rocks consist predominantly of resistant quartzitic sandstones and form the characteristic grey, craggy mountains of the Western Cape. Two main formations are present, the upper Nardouw Subgroup and the lower Peninsula Sandstone Formation. These are separated by the Cedarberg Formation, a shaley more easily weathered horizon that forms a prominent green to brown (seasonal) marker band between the grey sandstones.

The Bokkeveld Group comprises a series of alternating fossiliferous shales and sandstones, with the former being more dominant.

The Witteberg Group also comprises alternating shales and sandstones but has a more quartzitic character.

Alluvial deposits occur mainly in the upper reaches of the Breë River from below Mitchells Pass (south-west of Ceres) to the southern boundary of the study area. Elsewhere they mainly occur as thin and narrow strips along the main drainage channels.

The Ceres area is located near the convergence of the N-S and E-W trending limbs of the Cape Fold Belt. Ceres Valley itself is a broad synclinal structure with a smaller enclosed syncline centred on the Agter Witzenberg Valley. A series of sub-parallel faults trending WNN-ESE cut across the area (WLM IWMP 2013).

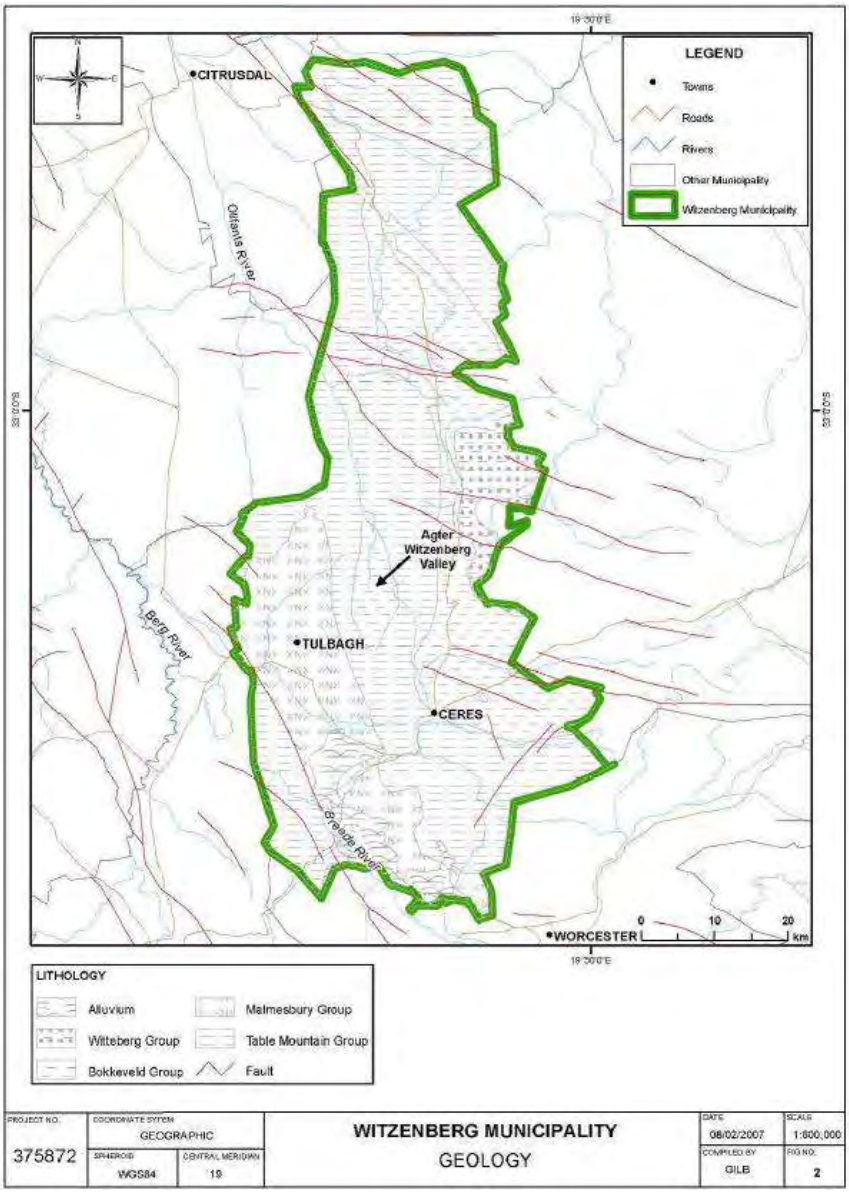


Figure 1-4: Geology of WLM

1.5 GROUNDWATER

In broad terms, any aquifers developed in rocks of the Malmesbury, Table Mountain, Bokkeveld or Witteberg Groups will be of the fractured or secondary type. These are shown as shades of green in the figure below. Aquifers developed

in the alluvium will be of the intergranular or primary type. These are shown as shades of violet in the figure below.

The Witzenberg Municipal area is one of generally good hydrogeological potential, with large parts having a mean borehole yield of >2 ℓ/s.

The Malmesbury and Witteberg Groups generally have the lowest potential, being classified as B3, which implies a median borehole yield of 0.5 to 2.0 ℓ/s. However, there is a patch of very high potential in the Malmesbury Group in the upper Tulbagh Valley, rated as B5.

The Table Mountain Group (TMG) is usually regarded as the major regional aquifer of the Western Cape. In the study area it is uniformly classified as B4, i.e. a median borehole yield of 2.0 to 5.0 ℓ/s. However, much of this aquifer is inaccessible for drilling and exploitation. During exploration drilling and yield testing for Ceres Municipality in 1995, consistent long-term yields of ~8 to 10 ℓ/s were obtained from this aquifer.

The Bokkeveld Aquifer has the highest potential in the study area, being classified as B5. A similar classification is given to this aquifer in the Hex Valley and Grabouw areas. Drilling and testing of three boreholes in this aquifer in the Ceres area in 1995 supports this high classification, with long-term yields of up to 20 ℓ/s being determined.

Groundwater is used on a large scale for municipal and irrigation use. Ceres Municipality has a wellfield capable of supplying 100 ℓ/s combined from the TMG and Bokkeveld Aquifers. Extensive use is made of groundwater for irrigation in the Ceres and Agter Witzenberg Valleys. In the latter, >10 million m_3/a is abstracted.

Groundwater quality is mostly good on account of the relatively high rainfall and therefore recharge and the influence of the TMG Aquifer. Consisting mostly of silica, these rocks contain very pure groundwater with electrical conductivity (EC) mostly <10 mS/m. The drawback with such unbuffered groundwater is that it has a low pH, usually <6, which is aggressive and corrosive. High iron content is also a characteristic aesthetic problem. Over most of the area EC is <70 mS/m, increasing above this in parts of the Malmesbury and Bokkeveld Aquifers (WLM IWMP 2031).

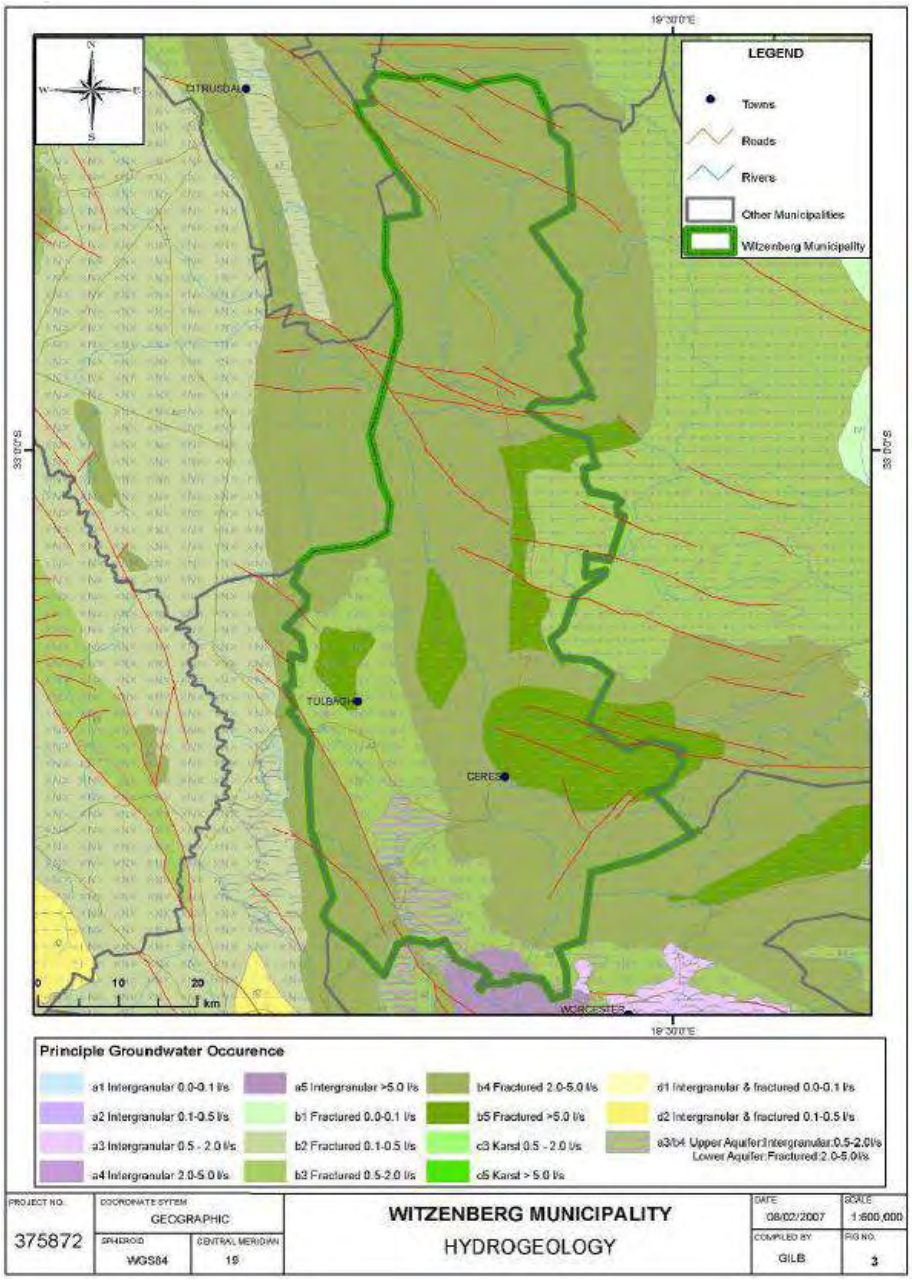


Figure 1-5: Hydrogeology of WLM

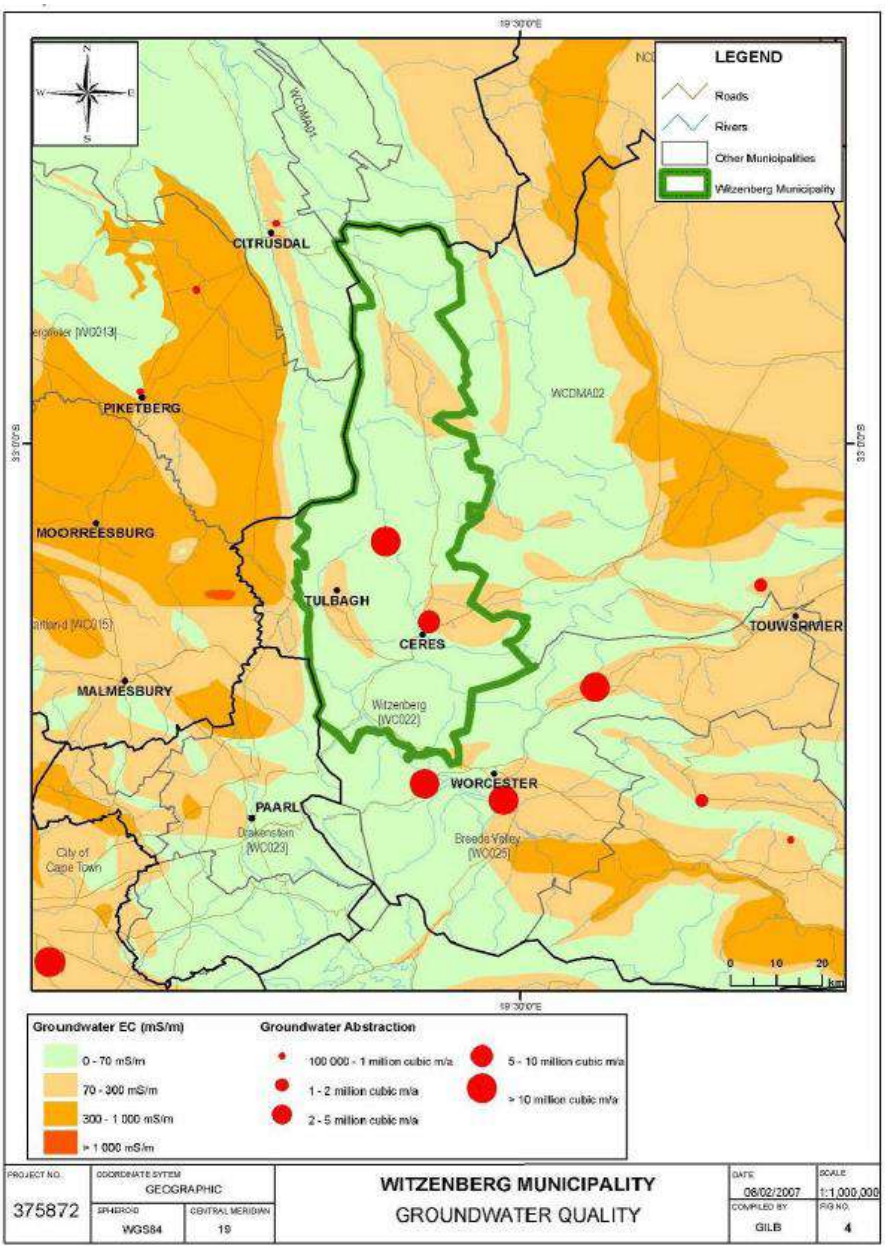


Figure 1-6: Groundwater Quality of the WLM

1.6 ROAD INFRASTRUCTURE

The road network in Witzenberg Municipality consists of provincial roads, owned and managed by the provincial road authority. Apart from the provincial roads, which are also known as the rural road network, the upgrade and maintenance of the local street network is the responsibility of the local authority. The condition of the road surface indicated that 66% of the surfacing is in good or very good condition. The corresponding value for road structure is 79%. If road surface conditions deteriorate too much, the road structure will be adversely affected. Therefore, upkeep to protection of the structure through regular maintenance is very important. Fruit and vegetables are brought from various farms around Wolseley, from Op-die Berg and Tulbagh to the factory in Ceres to be packed. This

creates an inflow of heavy vehicles to Ceres. From Wolseley and Tulbagh, heavy vehicles travel to Ceres via the Mitchell's Pass.

The pass has a high-quality surface, able to withstand high volumes of traffic. In contrast, the proclaimed road through Ceres is of a different standard and must accommodate the same high volume of heavy vehicles. In the urban streets of Ceres, special signage restricts heavy vehicles from entering the urban areas. A Pavement Management System (PMS) is used for maintaining the roads in the area through an assessment of the network based on methodical visual ratings of each pavement section. The priorities are divided into routine maintenance (e.g. patching), to normal maintenance (resurfacing) through to heavy rehabilitation (e.g. thick overlays and reconstruction). This is supported by visual inspections which are performed according to a schedule and data is recorded and prioritised for implementation. Limited and funding backlogs are the greatest challenge faced in maintaining the road network (WLM Annual Performance Report, 2018-2019).

1.7 PURPOSE OF REPORT

The purpose of this report is to analyse and quantify all aspects related to current waste management services and practices carried out by the WLM, as well as the private sector, with the view of using such information as a baseline for future planning for sustainable service delivery.

1.8 STRUCTURE OF REPORT

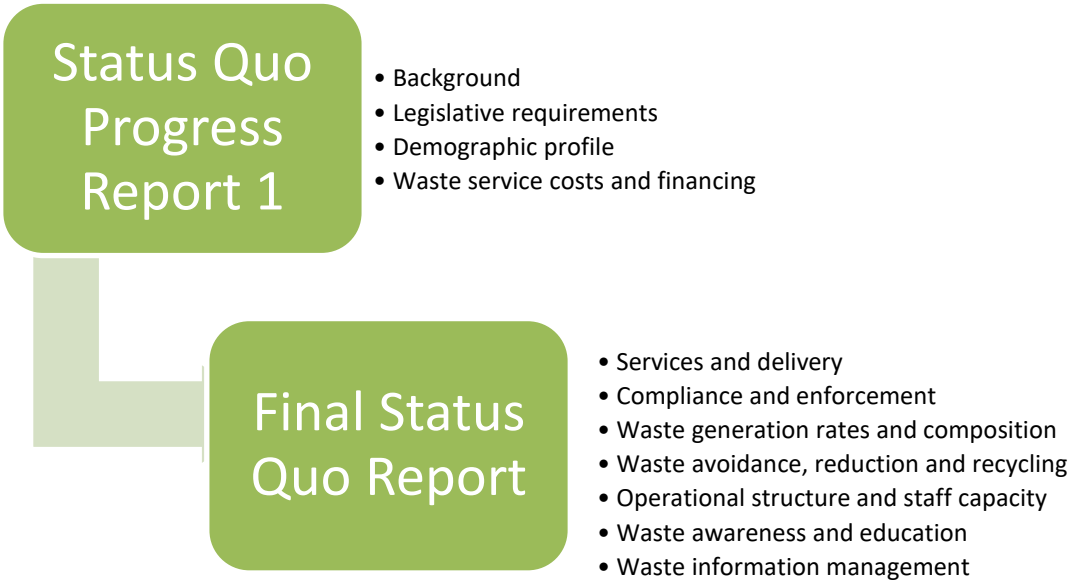
The report comprises the following sections:

- Section 2: Status quo study approach
- Section 3: Relevant legislation
- Section 4: Status quo study findings
- Section 5: Gap and needs analysis
- Section 6: Goals, objectives and targets assessment
- Section 7: Implementation plan
- Section 8: IWMP monitoring and review
- Section 9: Public participation process
- Section 10: Conclusion
- Section 11: References
- Appendices.

2 STATUS QUO STUDY APPROACH

This section details the approach that the Delta BEC team followed during execution of the status quo phase of the project.

The process flow diagram below details the activities added to each progress report to generate the final status quo report. Site visits were conducted during the status quo investigation phase of the project. The site visits were conducted during the week of 31 August 2020 to 04 September 2020.



3 RELEVANT LEGISLATION

This chapter of the report details the roles and responsibilities in terms of waste management at national, provincial, district and local municipal level that inform and assist integrated waste management.

3.1 ROLES AND RESPONSIBILITIES

3.1.1 NATIONAL GOVERNMENT

The national government is tasked with the establishment of a national waste management strategy, including norms, standards and targets. The national norms and standards may cover all aspects of the waste value chain, from planning to service delivery.

3.1.2 PROVINCIAL GOVERNMENT

The provincial governments are tasked with the implementation of the National Environment Management Waste Act (NEM:WA), Waste Management Regulation and the National Waste Management Strategy, Norms and Standards (NWMS). The Constitution requires provincial government to monitor and provide support to municipalities in the province, and to see to the implementation of waste-related regulations and strategies.

3.1.3 DISTRICT MUNICIPALITIES

The Municipal Structures Act, 1998 (Act 117 of 1998) assigns a function of waste disposal to district municipalities. Not all district municipalities are fulfilling this role. However, when the need arises for a regional site, district municipalities can cooperate roles.

3.1.4 LOCAL GOVERNMENT

The NEM:WA, 2008 (Act 59 of 2008) requires local authorities to implement mechanisms for the provision of waste collection services including collection, transportation, storage and disposal. Local authorities are also required to facilitate recycling and waste diversion from landfill and manage waste information appropriately.

3.2 STRATEGIC LINKAGES IN TERMS OF WASTE MANAGEMENT ON INTERNATIONAL, NATIONAL, PROVINCIAL AND LOCAL LEVEL

3.2.1 INTERNATIONAL TREATIES

The following list of international treaties will be considered:

- Basel Convention
- Rotterdam Convention

- Stockholm Convention.

3.2.1.1 The Basel Convention

The Basel Convention (1989) is a global agreement that seeks to address the transboundary movement of hazardous waste. It also aims to ensure that strict controls are in place when any transboundary movement and disposal of hazardous waste does occur and ensures that it is undertaken in an environmentally sound and responsible manner.

The Basel Convention, held on 22 March 1989, came into effect during May 1992 after ratification by the prerequisite number of countries. South Africa ratified the Convention in 1994, with the Department of Environmental Affairs (DEA) being the focal point for the convention. Whilst South Africa subsequently acceded to this Convention, no legislation was passed at the time to give effect to it. The second Basel Convention, held on 08 October 2005, set standards for the control of transboundary movements of hazardous wastes and their disposal, setting out the categorisation of hazardous wastes and the policies for their disposal between member countries. South Africa accedes to this convention and implements its provisions.

The main objective of the Basel Convention is to protect human health and the environment against the adverse effects of hazardous wastes. The Convention specifically aims to reduce hazardous waste generation, promote environmentally sound management of hazardous wastes, restrict transboundary movements of hazardous wastes and provides a regulatory system that applies to cases where transboundary movement of hazardous waste is permissible (United Nations Environment Programme, 2020).

3.2.1.2 The Rotterdam Convention

The Rotterdam Convention promotes and enforces transparency in the importation of hazardous chemicals and whilst it explicitly excludes waste, its implementation may lead to bans on listed chemicals. Some of these chemicals may occur in stockpiles of obsolete chemicals such as pesticides that have been identified as a major waste management challenge. Extended producer responsibility schemes will be used to effectively manage obsolete chemicals (United Nations Environment Programme, 2020).

3.2.1.3 The Stockholm Convention

In 1995, the United Nations Environment Programme called for global action to be taken on persistent organic pollutants (POPs), which pose a threat to both health and the environment. As a result, the negotiations for the Stockholm Convention on POPs were initiated and culminated in May 2001, with the convention enforced in May 2004. South Africa accedes to this convention, whereby member countries have agreed to phase out POPs, and prevent their import or export. It imposes restrictions on the handling of all intentionally produced POPs. Parties to the

Convention are also required to undertake the following responsibilities (United Nations Environment Programme , 2020):

- Develop and implement appropriate strategies to identify stockpiles, products and articles in use that contain or are contaminated with POPs
- Manage stockpiles and wastes in an environmentally sound manner
- Dispose of waste in a way that destroys or irreversibly transforms POPs content
- Prohibit recycling, recovery, reclamation, direct reuse or alternative use of POPs
- Endeavour to develop strategies to identify contaminated sites and perform eventual remediation in an environmentally sound manner.

3.2.2 NATIONAL ACTS, REGULATIONS AND STRATEGIES

3.2.2.1 The South African Constitution, 1996 (Act 108 of 1996)

Section 24 of the Bill of Rights of the Constitution of South Africa clearly states that everyone has the right to:

a) An environment that is not harmful to their health or well-being.
b) Have the environment protected, for the benefit of present and future generations, through reasonable legislative and other measures that:
    i) Prevent pollution and ecological degradation.
    ii) Promote conservation.
    iii) Secure ecologically sustainable development and use of natural resources while promoting justifiable economic and social development.

The Constitution places an emphasis on the need to have the environment protected for the benefit of present and future generations through reasonable legislative and other measures, e.g. IWMPs. It is within this provision that IWMPs must strive or come up with measures to uphold the rights of all citizens within the jurisdiction of the municipality and should enhance and promote environmental protection from any form of degradation as enshrined by the South African Constitution.

3.2.2.2 The National Environmental Management Act (Act 107 of 1998)

NEMA is the cornerstone of all environmental legislation in South Africa. The purpose of NEMA is to uphold the provisions of Section 24 of the Bill of Rights (the Constitution of the Republic of South Africa). It aims to promote and uphold the rights of South African citizens to live in an environment that is not harmful to health or well-being.

NEMA places sustainable development at the centre of every development process that has the potential to have an impact on social, economic and environmental matters, whereby it requires the integration of social, economic and environmental

factors in the planning, implementation and evaluation of decisions to ensure that development serves present and future generations.

3.2.2.3 The Hazardous Substances Act (Act 15 of 1973)

This Act and its regulations provide for the control of substances that may cause injury or ill-health to or death of human beings due to their toxic, corrosive, irritant, strongly sensitising or flammable nature, the division of such substances or products into groups in relation to the degree of danger, to provide for the prohibition and control of the importation, manufacture, sale, use, operation, application, modification and disposal of such substances and products.

3.2.2.4 The National Environmental Management: Waste Act, 2008 (Act 59 of 2008)

The first waste-specific legislation published in South Africa was the National Environmental Management: Waste Act (NEM:WA). It provided the mechanism to regulate the waste value chain aiming to minimise adverse effects on human health and the environment. The National Department of Environmental Affairs (DEA) is the regulatory body for the licensing of Hazardous Waste Facilities, according to NEM:WA's Chapter 5. In addition, the management of hazardous waste is included in the concurrent legislative competence of both national and provincial government assigned by the South African Constitution with respect to environment and pollution control.

3.2.2.5 Waste Classification and Management Regulations (G.N. No. R. 634 of August 2013)

These regulations support and implement the provisions of the NEM:WA and, amongst others, establish a procedure and mechanism for the listing of waste management activities that do not require a Waste Management Licence. It also states that waste must be classified according to the South African National Standard Globally Harmonized System of Classification and Labelling of Chemicals (SANS 10234:2008). SANS 10234:2008 is a standard that classifies waste according to the physical and health hazards specific substances could potentially pose (including hazards to the aquatic environment).

GN. No. R. 634 also talks to the requirements for disposal, recordkeeping and reclassification. For example, it is stated that:

'Waste must be classified within 180 days of generation and should be re-used, recycled, recovered, treated and/or disposed of within 18 months of generation.'

3.2.2.6 The National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014)

On 02 June 2014, an amendment of Section 1 of the NEM:WA, as amended by the National Environmental Management: Waste Amendment Act (NEM:WA), was enacted, whereby *Schedule 3: Defined Wastes* was inserted. The purpose of Schedule 3 is to define all types of waste and to categorise them to assist with the

identification of wastes. This schedule is divided into Category A: Hazardous Waste and Category B: General Waste. Schedule 3, Category A defines hazardous waste as follows:

*''Hazardous waste' means any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical or toxicological characteristics of that waste, have a detrimental impact on health and the environment a*nd *includes hazardous substances, materials or objects within business waste, residue deposits and residue stockpiles.*'

3.2.2.7 The Municipal Systems Act, 2000 (Act 32 of 2000)

In terms of Section 25 of the Municipal Systems Act (MSA), each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan (IDP) for the development of the municipality. The IDP is required to include sectoral environmental plans, which would be an IWMP for waste management. In their IDPs, municipalities are required to ensure proper resource allocation to achieve the targets set in the respective plans.

3.2.2.8 The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)

This Act provides for an appropriate division of functions and powers between categories of municipalities, which include solid waste disposal sites, in so far as it relates to:

a) The determination of a waste disposal strategy
b) The regulation of waste disposal
c) The establishment, operation and control of waste disposal sites, bulk waste transfer facilities and waste disposal facilities for more than one local municipality in the district.

3.2.2.9 The National Environmental Management: Waste Act: Waste Classification & Management Regulations (R. 634 August 2013)

This regulation provides for the classification of waste-by-waste generators in accordance with SANS 10234:2008, within 180 days of generation. The GHS classifies waste in terms of its physical and health hazards as well as the hazards it presents to the aquatic environment. Waste that was previously classified in terms of the Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (1998) must now be classified in terms of SANS 10234:2008. Waste listed in Annexure 1 of the WCMR does not require classification in terms of SANS 10234:2008.

3.2.2.10 The National Environmental Management: Waste Act: National Standard for Assessment of Waste (R. 635 August 2013)

The standards prescribe the requirements for the assessment of waste prior to disposal to landfill, as required by Regulation 8 (1) (b) and (c) of the Waste Classification and Management Regulations of 2013. The standards classify waste

into four categories based on its total concentration (TC) and leachable concentration (LC) in comparison with the acceptable limits.

3.2.2.11 The National Environmental Management: Waste Act: National Standard for Disposal of Waste to Landfill (R. 636 August 2013)

The standard provides for the new classification of landfill sites and requirements for containment and barrier designs. The new classifications are Class A, B, C and D. The standards prescribe types of waste (as per the classification of waste by R.635) to be disposed at different classes of landfill sites. The standards also provide for waste disposal restrictions on certain types of waste such as tyres, asbestos, persistent organic pollutants (POPs) and organic waste.

3.2.2.12 National Environmental Management: Waste Act: National Waste Information Regulations (January 2013)

Waste generators are obliged to report waste quantities generated, diverted and treated. This is required to ensure efficient planning for waste management activities. In terms of the regulations, certain requirements must be complied with during reporting, such as the name of the facility, waste types and quantities generated, percentage of waste diverted, etc.

3.2.2.13 National Environmental Management: Waste Act (59/2008): Waste Tyre Regulations (29 September 2019)

The aim of this regulation is to provide guidelines for the safe management of tyre waste. It outlines the prohibitions, registration of waste generators, duties of tyre dealers, the waste tyre stockpile abatement plan and the storage of waste tyres.

3.2.2.14 National Environmental Management Act: NEMA, EIA Regulations (18 June 2010)

The EIA Regulations regulate the procedure and criteria relating to the preparation, evaluation, submission, processing and approval of applications for environmental authorisations for the commencement of activities, subjected to environmental impact assessment, to avoid or mitigate detrimental impacts on the environment, and to optimise positive environmental impacts. Waste activities that should be subjected to EIA are prescribed in GN. 921, NEM:WA schedule.

3.2.2.15 The National Environmental Management: Waste Act: Draft National Norms and Standards for Organic Waste Composting (4 September 2019)

The norms and standards are aimed at controlling the composting of organic waste at facilities falling within certain thresholds as described in Paragraph 3 of these norms and standards to prevent or minimise potential negative impacts on the biophysical and socio-economic environment.

3.2.2.16 The White Paper on Integrated Pollution and Waste Management for South Africa (17 March 2000)

Government Gazette 20978, 17 March 2000 – DEA National Waste Management Policy. It is focused on a holistic and integrated system and process of management, aimed at pollution prevention and minimisation at source, managing the impact of pollution and waste on the receiving environment, and remediating damaged environments.

3.2.2.17 The National Waste Management Strategy (2020)

The NWMS (2020) was approved by Cabinet on 9 September 2020. This strategy was developed in alignment with the National Environmental Management: Waste Act and builds on the successes and lessons learnt from the NWMS (2011).

The NWMS (2020) is broadly focused on preventing waste and diverting waste from landfill by leveraging the concept of the Circular Economy to drive sustainable, inclusive economic growth and development in the waste sector, while reducing the social and environmental impacts of waste. Its implementation plan will create jobs in the waste sector and increase awareness and compliance around waste.

The following are the three strategic goals in the revised NWMS (2020):

- Waste Minimisation – The aim is to prevent waste and where waste cannot be prevented, 40% should be diverted from landfill within five years through reuse, recycling, recovery and alternative waste treatment: 20% of waste reduction in waste generation; and 20% waste reused in the economic value chain.
- Effective and Sustainable Waste Services – This would see all South Africans living in clean communities with waste services that are well managed and financially sustainable.
- Waste Awareness and Compliance – The aim is to create a culture of compliance with zero tolerance of pollution, litter and illegal dumping.

Among the significant strategic shifts from the 2011 strategy in the NWMS 2020 are addressing the role of waste pickers and the informal sector in the Circular Economy, promoting product design packaging that reduces waste or encourages reuse, repair and preparation for recycling, and support markets for source separated recyclables. NWMS 2020 also investigates potential regulatory or economic interventions to increase participation rates in residential separation at source programmes, alongside investing in the economies associated with transporting of recyclables to waste processing facilities and addressing the skills gaps within the sector.

The strategy also requires engagement with the National Treasury regarding the operational expenditures for municipalities associated with implementing the NWMS and Waste Act.

3.2.2.18 National Environmental Management: Waste Act, 2008 (Act 59 of 2008); Draft National Norms and Standards for Organic Waste Composting (4 September 2019)

The purpose of these norms and standards is to provide a national uniform approach relating to controlling the composting of organic waste at a facility that falls within the threshold to prevent or minimise potential negative impacts on the biophysical and socio-economic environment. The aim of the norms and standards is also to ensure Best Practicable Environmental Option (BPEO) in the composting of organic waste.

3.2.3 PROVINCIAL PLANS, STRATEGIES AND GUIDELINES

3.2.3.1 Western Cape Integrated Waste Management Plan (2017-2022)

The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The WLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP.

- Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
- Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure.
- Goal 3: Effective and efficient utilisation of resources.
- Goal 4: Improved compliance with environmental regulatory framework.

These four goals were identified by the Western Cape to address the following:

- Promoting sustainable waste management; this includes waste avoidance, cleaner production, waste minimisation, resource-use efficiency, resource recovery and recycling
- Diverting waste from waste management disposal facilities
- Minimising adverse environmental and social impacts of waste management, particularly for the vulnerable
- Providing guidance and support for both municipalities and industries in developing IWMPs that promote integrated waste management.

3.2.3.2 Western Cape Green Economy Strategy Framework (2013)

The 2013 Western Cape Green Economy Strategy Framework aims to achieve the double dividend of optimising green economic opportunities and enhancing environmental performance.

The strategy identifies three high-level priorities for green growth:

1) Natural gas and renewables
2) Financial infrastructure
3) Green jobs – including the waste sector.

3.2.3.3 Western Cape Diversion Targets for Organic Waste Management (2018)

Organic waste is identified as a problematic waste stream in the Western Cape, with more than 37% of waste generated in the province being organic waste. Landfilling of organic waste results in loss of airspace, methane and leachate generation, odour and health impacts.

Diversion of organic waste from landfill can reduce these negative impacts and can also aid in job creation at waste management facilities. Compost and biochar produced from organic waste can be used as an alternative to fertilisers to improve soil condition.

The Department of Environmental Affairs and Development Planning (DEA&DP) proposed a 50% diversion from landfill sites by 2025, and a landfill ban on organic waste to landfill by 2027.

3.2.3.4 Guideline for Management of Abattoir Waste in Western Cape (2015)

The guideline on the management of abattoir waste in the Western Cape was developed by the DEA&DP as one of the recommendations stemming from the status quo study of abattoir waste conducted in 2015.

The guideline provides an overview of the current status quo of abattoir waste, treatments and disposal methods.

3.2.4 LOCAL BY-LAWS AND PLANS

3.2.4.1 Cape Winelands By-Laws

The Cape Winelands District Municipality does not manage waste collection or disposal. Therefore, it does not have Solid Waste By-Laws. However, Chapter 8 of the Municipal Health By-Laws of the Cape Winelands District Municipality relates to waste management. The Waste Management section is outdated and needs to be reviewed to include NEM:WA and NWMS. The section reads as follows:

‘Part 1: General provisions regarding recovery, storage and disposal of waste

Recovery, storage and disposal of waste

4) *Waste must be recovered, stored, transported and disposed of —*
   a) *without endangering human health;*
   b) *without the use of processes or methods likely to harm or pollute the environment; and*
   c) *in a manner that does not create a health nuisance.*
5) *A person who contravenes subsection (1) commits an offence.*

Part 2: Hazardous Waste

Applicable legislation

The municipality, taking cognizance of the provisions of the Environment Conservation Act, 1989 (Act No. 73 of 1989) the Hazardous Substances Act, 1973 (Act 15 of 1973), the National Health Act, 61 of 2003, and the regulations made under these Acts, adopts the provisions in this Part.

Storage of hazardous waste

6) *An empty container in which hazardous waste such as, but not limited to, pesticides was stored is to be treated as hazardous waste, and —*
   a) *must be stored in such a manner that —*
      i) *no pollution of the environment occurs at any time;*
      ii) *no health nuisance is created at any time;*
   b) *while being stored on site, must be clearly marked or labelled with the words ''Hazardous Waste'';*
   c) *the owner or occupier of the land must fence off the storage area to prevent unauthorised access; and*
   d) *shall be dealt with as Class 6 waste as described in the Minimum Requirements for the Handling, Classification and Disposal of Hazardous Waste (Second Edition, 1998) as published by the Department of Water Affairs and Forestry and as amended from time to time.*
7) *A person who contravenes a provision of subsection (1)(a) to (d) commits an offence.'*

3.2.4.2 WLM Integrated Development Plan (IDP)

The IWMP forms part of the Integrated Development Plan (IDP) required in terms of Chapter 5 of the Municipal Systems Act. To align the IWMP with the IDP (2017-2022) of the WLM, the strategic goals from the IDP will be considered in this IWMP.

Section 24 of the Municipal Systems Act states:

'(1) The planning undertaken by a municipality must be aligned with, and complement, the development plans and strategies of other affected municipalities and other organs of state so as to give effect to the principles of cooperative government contained in Section 41 of the Constitution.
(2) Municipalities must participate in national and provincial development programmes as required in Section 153(b) of the Constitution.'

The following are the strategic objectives of the WLM IDP:

- Strategic Objective 1: Essential Services:
  i. Sustainable provision and maintenance of basic infrastructure.
  ii. Provide for the needs of informal settlements through improved services.
- Strategic Objective 2: Governance:
  i. Support institutional transformation and development.
  ii. Ensure financial viability.

iii. Maintain and strengthen relations with international and inter-governmental partners as well as the local community through the creation of participative structures.

- Strategic Objective 3: Communal Services:
  i. Provide and maintain facilities that make citizens feel at home.
- Strategic Objective 4: Socio-Economic Support Services:
  i. Support the poor and vulnerable through programmes and policy.
  ii. Create an enabling environment to attract investment and support the local economy.

The WLM IWMP will be aligned with Strategic Objectives 1, 3 and 4 of the IDP, which are to provide essential solid waste management services, maintain waste management facilities and provide socio-economic support services.

3.2.4.3 **The WLM By-Laws (2020)**

The WLM IWMP will be aligned with the waste management-related matters set out in the WLM by-laws. The by-laws, which was published in 2005, make reference to the development of an 'integrated refuse management plan', the provision of waste management services, handling of recyclable waste, prohibitions in terms of waste management, handling different types of waste, and compliance and enforcement. The WLM is currently updating the by-laws and it recommended that it adopts the Department's Model Integrated Waste Management by-law or adopts its clauses thereof to ensure that it is aligned to the NEM:WA Act.

4 STATUS QUO STUDY FINDINGS

This section of the report will be discussed under the following headings:

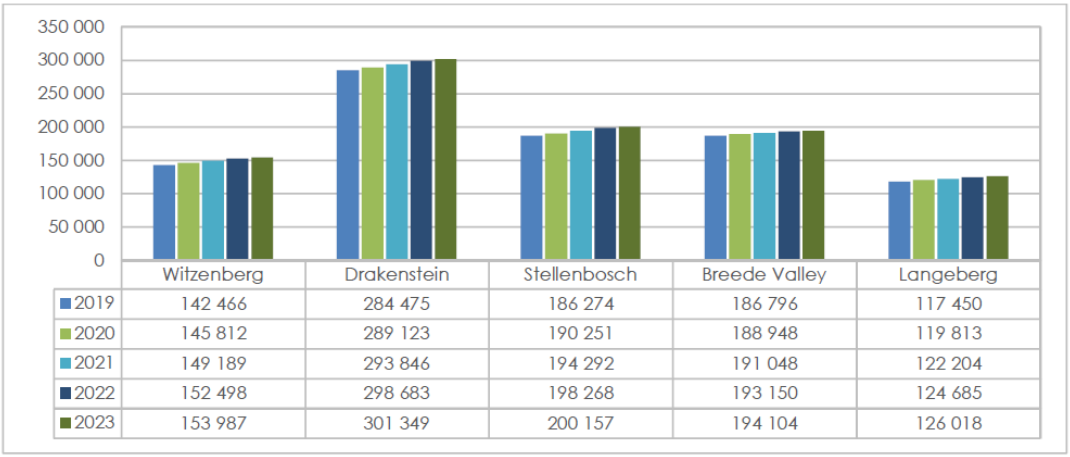
- Demographic profile
- Waste management cost and financing
- Waste categories and generation
- Service delivery
- Compliance and enforcement
- Waste avoidance, reduction and recycling
- Operational structure and staff capacity
- Waste awareness and education.

4.1 DEMOGRAPHIC PROFILE

The Socio-Economic Profile (WLM SEP, 2019) report, drafted by the Western Cape Department of Social Development, and the WLM Integrated Development plan (IDP, 2017-2020) were used to determine the demographic profile of the WLM.

4.1.1 POPULATION PROFILE

The WLM is the second lowest populated municipal area in the CWD, with a population of 142 466 in 2019 (WLM SEP, 2019). This total is projected to grow to 153 987 by 2023, equating to an average annual growth rate of 2.0%.



	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2019	142 466	284 475	186 274	186 796	117 450
2020	145 812	289 123	190 251	188 948	119 813
2021	149 189	293 846	194 292	191 048	122 204
2022	152 498	298 683	198 268	193 150	124 685
2023	153 987	301 349	200 157	194 104	126 018

Figure 4-1: WLM population profile (WLM SEP, 2019)

4.1.2 SOCIO-ECONOMIC GROUPS AND INCOME DISTRIBUTION

4.1.2.1 Age distribution

Table 4-1 depicts the population composition regarding age cohorts of the WLM. The total population is broken down into three different groups, namely:

- Age 0-14: children
- Age 15-65: working age population

- Age 65+: seniors.

Table 4-1 provides the WLM's population composition per age categories. These groupings are also expressed as a dependency ratio, which in turn indicates who is part of the workforce (age 15-65+) and those who are depending on them (children and seniors). A higher dependency ratio (above 60%) means a higher pressure on social systems and the delivery of basic services. Between 2019 and 2025, the largest population growth is projected in the 65+ aged category, which is expected to grow at an annual average rate of 3.9%.

Table 4-1: WLM age category (WLM SEP, 2019)

WITZENBERG: AGE COHORTS, 2019-2025				
Year	**Children 0-15 Years**	**Working Age 16-65 Years**	**Aged 65+**	**Dependency Ratio (%)**
2019	36 556	100 161	5 750	42.2
2022	38 235	107 725	6 538	41.6
2025	39 749	113 338	7 237	41.5
Growth	1.4%	2.1%	3.9%	-

4.1.2.2 Household size

Household size refers to the number of people per household. Although the number of households in the WLM area is increasing, the actual size of households is generally projected to be on a downward trend from 2019 to 2023. In 2019, there were 35 976 households in the WLM (WLM SEP, 2019).

Table 4-2: Household size (WLM SEP, 2019)

WITZENBERG: HOUSEHOLD SIZE, 2019-2023				
2019	**2020**	**2021**	**2022**	**2023**
4.1	4.1	4.0	4.2	4.0

4.1.2.3 Income distribution

The WLM IDP (2017-2022) provides the following income/household distribution in percentages:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

4.1.3 EMPLOYMENT STATUS AND EDUCATION LEVELS

Education and training improve access to employment opportunities and help to sustain and accelerate overall development.

4.1.3.1 Employment status

In 2017, the WLM contributed 62 953 jobs to formal employment in the CWD (WLM SEP, 2019). Between 2008 and 2017, a total of 9 309 jobs were created in the WLM. Notable job creation was in the wholesale and retail trade (1 093), catering and accommodation (4 917) as well as the community, social and personal service (3 299) sectors. This was, however, offset by job losses (-7 308) in the agriculture, forestry and fishing sector. Job losses in the agriculture, forestry and fisheries sector can mostly be attributed to the impact of the drought, but other factors such as mechanisation also contributed to job losses (WLM SEP, 2019). In 2017, the WLM labour force mostly consisted of low-skilled (50.2%) and semi-skilled (35.1%) workers (WLM SEP, 2019). Unemployment in the WLM was at 5.8% in 2018 and the CWD as a whole was at 9.5% (WLM SEP, 2019).

4.1.3.2 Education levels

4.1.3.2.1 Learner enrolment

Learner enrolment in the WLM increased from 18 048 to 18 377 learners between 2016 and 2018 (WLM SEP, 2019).

4.1.3.2.2 Educational facilities

The number of schools within the WLM in 2018 was 53 (SEP, 2018).

4.1.3.2.3 Educational outcomes

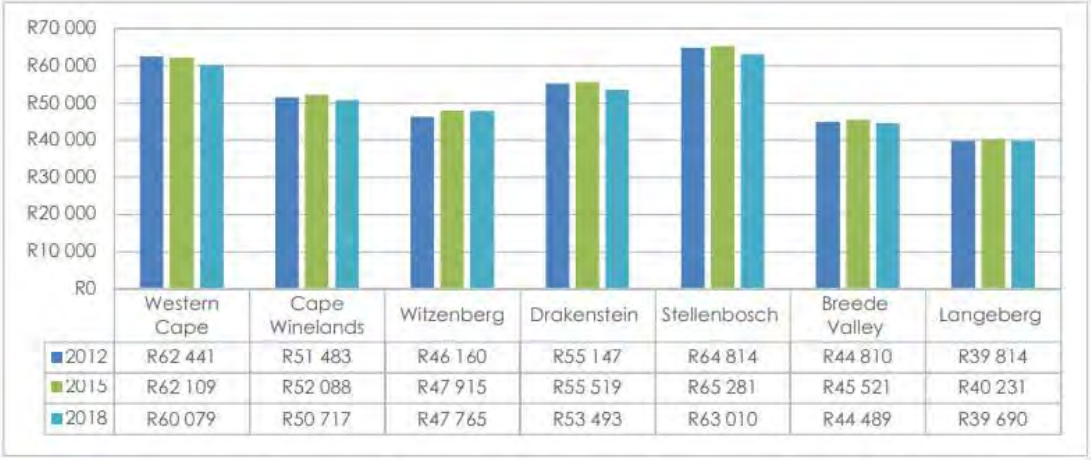
The matric pass rate for the CWD declined overall in 2018, with all municipalities except for the WLM experiencing a decrease in their matric pass rates. The 2018 pass rate in the WLM (73.9%) is, however, still lower than the district average (79.5%) (WLM SEP, 2019).

4.1.4 ECONOMIC PERFORMANCE

The ability of households to pay for services such as water, electricity, sanitation, and refuse removal depends on income generated from economic activities. A slowdown in economic activity will result in job losses[1] and the inability of households to pay for services, leading to reduced municipal revenues (WLM SEP, 2019).

[1] Job losses are severely aggravated in 2020 due to COVID-19, which is likely to have a significant impact on several other statistics presented in the Status Quo report.

The WLM Gross Domestic Product (GDPR) per capita, at R47 765.00 in 2018, has declined slightly from R47 915.00 in 2015. This could be attributed to the growing population or may be an indication of declining income levels in the area.



	Western Cape	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2012	R62 441	R51 483	R46 160	R55 147	R64 814	R44 810	R39 814
2015	R62 109	R52 088	R47 915	R55 519	R65 281	R45 521	R40 231
2018	R60 079	R50 717	R47 765	R53 493	R63 010	R44 489	R39 690

Figure 4-2: Cape Winelands District GDPR contribution (WLM SEP, 2019)

4.1.5 DEVELOPMENT PROFILES

4.1.5.1.1 Access to housing and basic services

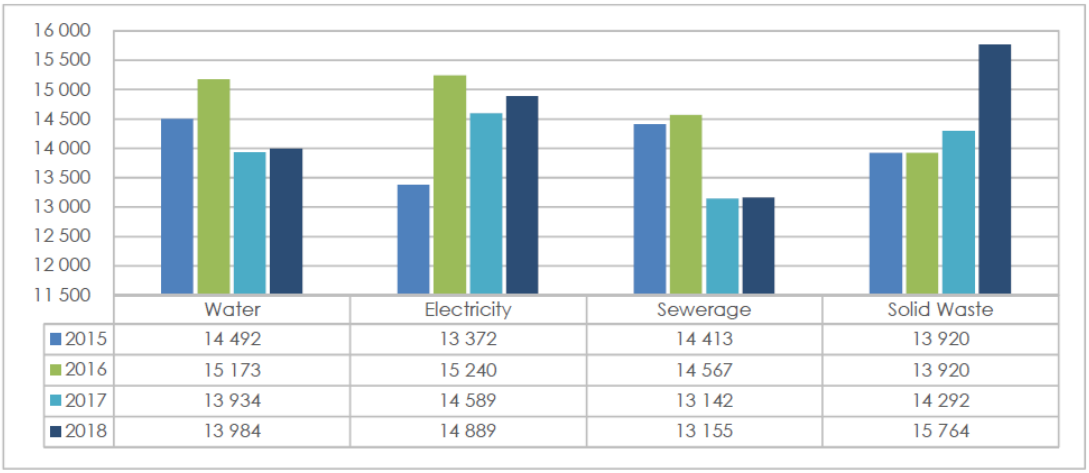
In 2016, there was a total of 35 976 households within the WLM area, of which 83.3% had access to housing in the form of a formal dwelling (WLM SEP, 2019). The next household survey, which includes municipal level access to household services, will be the Census in 2021.

Table 4-3: WLM number of households' access to housing and basic services (WLM SEP, 2019)

COMMUNITY SURVEY 2016	WITZENBERG	CAPE WINELANDS DISTRICT
Total number of households	35 976	236 006
Formal main dwelling	29 969 83.3%	191 077 81.0%
Water (piped inside dwelling/within 200 m)	35 730 99.3%	232 605 98.6%
Electricity (primary source of lighting)	34 734 96.5%	228 650 96.9%
Sanitation (flush/chemical toilet)	34 017 94.6%	218 483 92.6%
Refuse removal (at least weekly)	35 976 100%	192 974 81.8%

4.1.5.1.2 Access to basic services

Figure 4-3 illustrates the access to basic services measured in terms of the number of consumer units that have access. In 2018, solid waste removal services represented the largest number of consumer units at 15 764.



	Water	Electricity	Sewerage	Solid Waste
2015	14 492	13 372	14 413	13 920
2016	15 173	15 240	14 567	13 920
2017	13 934	14 589	13 142	14 292
2018	13 984	14 889	13 155	15 764

Figure 4-3: WLM breakdown of access to basic services (WLM SEP, 2019)

4.1.5.1.3 Free basic service

Indigent households (a family earning a combined income of less than R3 200.00 per month) qualify for free basic water, electricity, sanitation and waste removal services. These households are required to register with municipalities to qualify for free basic services. The WLM had a total of 3 095 indigent households receiving free solid waste management services in 2020.

The table below provides statistics on the free basic services offered to indigent households.

Table 4-4: Summary of Free Basic Services for Indigent Households (WLM Annual Performance Report, 2018 - 2019)

FREE BASIC SERVICES TO INDIGENT HOUSEHOLDS									
YEAR	**NUMBER OF HOUSEHOLDS**								
	TOTAL NO. OF HH	**HOUSEHOLDS EARNING LESS THAN R3 000 PER MONTH**							
		FREE BASIC WATER		**FREE BASIC SANITATION**		**FREE BASIC ELECTRICITY**		**FREE BASIC REFUSE REMOVAL**	
		ACCESS	**%**	**ACCESS**	**%**	**ACCESS**	**%**	**ACCESS**	**%**
2015/16	14 085	4 614	33	4 614	33	4 614	33	4 614	33
2016/17	14 085	4 510	32	4 510	32	4 510	32	4 510	32
2017/18	14 391	4 591	32	4 591	32	4 591	32	4 591	32
2018/19	15 388	6 742	43	6 742	43	6 742	43	6 742	43

4.2 WASTE MANAGEMENT COST AND FINANCING

4.2.1 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL BUDGET

Table 4-5 provides the capital and operational solid waste management budget for the 2020/21 financial year.

Table 4-5: WLM capital and operational budget for 2020/21

OPERATIONAL AND CAPITAL BUDGET FOR 2020/21	
Capital budget (2020/21)	**R11 400 000.00**
Materials recovery facility (MRF)	R9 000 000.00
Public drop-off in Wolseley	R2 400 000.00
Operational budget (2020/21)	**R38 858 618.00**
Public toilets	R 1 875 756.00
Landfill site	R 6 630 245.00
Garden refuse	R12 012 034.00
Collection	R18 340 583.00

4.2.2 DETAILED BREAKDOWN OF OPERATIONAL AND CAPITAL EXPENDITURE

This operational and capital expenditure section will be updated once the information is available.

4.2.3 TARIFF STRUCTURE (2020/21)

Table 4-6 provides the waste collection tariff structure for households and businesses in the WLM. The yearly increase in cost for the services is 1.06%.

Table 4-6: The WLM waste collection tariff structure

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
Refuse service tariffs (all areas in respect of residential sites)				
Service availability charge per month or part of it: Unimproved sites	R74.51	R85.69	R90.80	R96.25
Monthly tariff per number of collections. Two refuse bags (unit) per collection per week per household. • **1 collection per week (2 refuse bags or less)** • **2 collections per week (2 refuse bags or less)** • **3 collections per week (2 refuse bags or less)** • **Additional units per collection** • **Informal settlements without an account (flat rate)** • **Departmental tariffs:** o **Dennebos** o **All other.**				
Residential properties: (2 refuse bags or less)				
Valuation in Rands ≤ 100 000	R167.22	R192.30	R203.84	R216.07
Valuation > 100 000 ≤ 150 000	R180.08	R207.09	R219.52	R232.69
Valuation > 150 000 ≤ 200 000	R192.94	R221.89	R235.20	R249.32

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
Valuation > 200 000 ≤ 500 000	R205.81	R236.68	R250.88	R265.93
Valuation > 500 000 ≤ 800 000	R223.82	R257.39	R272.83	R289.20
Valuation > 800 000 ≤ 1 000 000	R231.53	R266.26	R282.24	R299.17
Valuation > 1 000 000	R257.26	R295.85	R313.60	R332.42
All other residential consumers	R167.22	R192.30	R203.84	R216.07
Additional units per collection	R167.22	R192.30	R203.84	R216.07
All other properties' monthly tariff 770 l wheelie bin				
1 collection per week per 700 l wheelie bin	R771.78	R887.55	R940.80	R987.84
2 collections per week per 700 l wheelie bin	R1 543.56	R1 775.09	R1 881.60	R1 975.68
3 collections per week per 700 l wheelie bin	R2 315.34	R2 662.64	R2 822.40	R2 963.52
1 collection per week per additional wheelie bin	R771.78	R887.55	R940.80	R987.84
2 collections per week per additional wheelie bin	R1 543.56	R1 775.09	R1 881.60	R1 975.68
3 collections per week per additional wheelie bin	R2 315.34	R2 662.64	R2 822.40	R2 963.52
If a counter system is available, the above tariffs will be implemented as follows				
Service availability - per month, include four removals/month	R771.78	R887.55	R940.80	R987.84
Additional removals per removal	R191.82	R220.59	R233.83	R245.52

DESCRIPTION	TARIFFS 2020/2021 EXCLUDING VAT	TARIFFS 2020/21 INCLUDING VAT	INDICATIVE TARIFFS 2021/22 INCLUDING VAT	INDICATIVE TARIFFS 2022/23 INCLUDING VAT
240 l wheelie bin				
1 collection per week per 240 l wheelie bin	R321.57	R369.81	R392.00	R411.60
2 collections per week per 240 l wheelie bin	R643.15	R739.62	R784.00	R823.20
3 collections per week per 240 l wheelie bin	R964.72	R1 109.43	R1 176.00	R1 234.80
1 collection per week per additional wheelie bin	R321.57	R369.81	R392.00	R411.60
2 collections per week per additional wheelie bin	R643.15	R739.62	R784.00	R823.20
3 collections per week per additional wheelie bin	R964.72	R1 109.43	R1 176.00	R1 234.80
If a counter system is available, the above tariffs will be implemented as follows				
Service availability - per month, include four removals/month	R321.57	R369.81	R392.00	R411.60
Additional removals per removal	R81.24	R93.43	R99.04	R103.99
Cost of wheelie bins				
700 l wheelie bin	R4 853.95	R5 582.04	R5 916.96	R6 212.81
240 l wheelie bin	R546.07	R627.98	R665.66	R698.94

4.2.4 FREE BASIC SERVICES BUDGET

The WLM consists of 3 095 indigent households that receive free basic refuse removal services. The budgeted amount for the 2020/21 financial year for free basic refuse services (once a week collection) is R12 040.

4.3 WASTE CATEGORIES AND GENERATION RATES

4.3.1 WASTE CATEGORIES GENERATED

Table 4-7 provides the categories of waste generated in the WLM.

Table 4-7: Categories of waste generated in WLM

CATEGORIES	DESCRIPTION
General waste	Domestic general waste: • Domestic waste generated by households. This waste usually contains recyclable materials, non-recyclable materials, garden refuse and C&D.
	Business general waste: • Business general waste includes all waste produced by supermarkets and businesses that is non-hazardous. This waste usually contains high quantities of recyclable materials.
Organic waste	Garden refuse and food waste
Construction and demolition (C&D) waste	Concrete, mortar, bricks, wood, insulation materials, gypsum, etc. generated from construction and demolition sites.
Health care risk waste (HCRW)	Discarded blood and human tissue, sharps, infectious materials, expired pharmaceuticals, etc.
Hazardous waste	Used mineral oils, solvent residues, paint and resin waste, organic chemical residues, putrescible waste (slaughterhouse), sewage sludge and expired agricultural chemicals (pesticides), etc.
Other waste types	This includes agriculture, abattoirs and waste tyres.

4.3.2 DOMESTIC WASTE PROFILE

A waste characterisation and brand audit study were undertaken by the Wellington Association Against the Incinerator (WAAI) in March/April 2019.

A total of 4 103 kg of general domestic waste was sampled and categorised from Nduli, Ceres, Bella Vista, Prince Alfred Hamlet, Op-die-Berg, Tulbagh and Wolseley (WAAI, 2019). The waste was sorted into the following categories:

- Paper and cardboard
- Glass
- Plastic
- Mixed packaging
- Multilayer packaging
- Tetrapak
- Metals
- E-waste
- Household hazardous waste, pharmaceuticals, fluorescent bulbs, nappies/sanitary products, garage waste and batteries
- Organics: meat, mixed food, fruit and veg, dairy and starches
- Textiles: clothing and shoes
- Residual waste: remaining waste fraction/tailing.

The waste characterisation study illustrated that organic waste (excluding garden refuse) constituted the largest proportion (37%) of total waste (WAAI, 2019). If garden waste is included, the actual total organic waste would be 40% of the total waste. The recyclable materials (paper, glass, plastic and metals) constituted 38% of the waste stream. The results from the waste characterisation study indicate that there is a significant portion of recyclables and organic waste within the WLM waste stream that can be diverted from landfills.

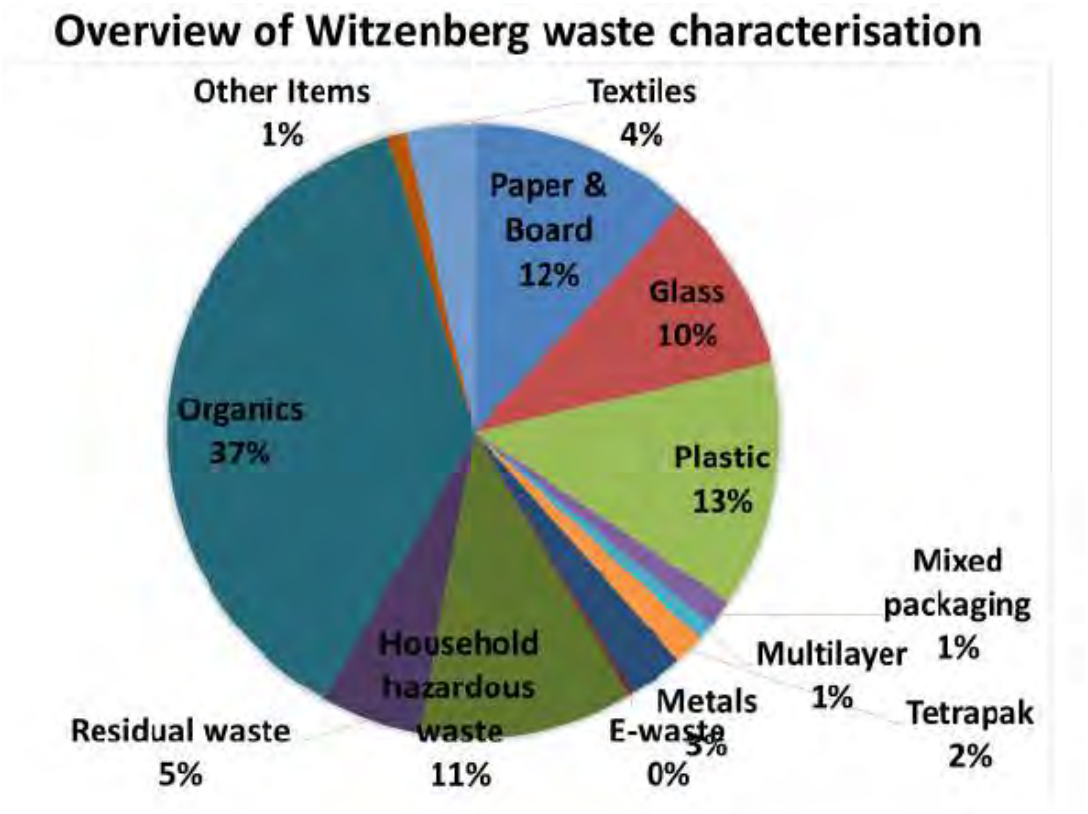


Figure 4-4: WLM waste characterisation study results (WAAI, 2019)

4.3.3 HAZARDOUS WASTE

For the purposes of this study Table 6: Schedule 3 of the National Environmental Management: Waste Amendment Act, 2014 (Act 26 of 2014): Category A: Hazardous Waste (refer to Appendix A) was used to determine the various industrial groups potentially generating hazardous waste in the study area.

Schedule 3 identifies 17 industrial groups, subdivided into 86 waste fractions. This study has determined that businesses and industries in the WLM generate hazardous waste categorised under four out of the potential 17 industrial groups listed in Schedule 3.

These are:

- Industrial Group 1: Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing.
- Industrial Group 9: Wastes from the manufacturing, formulation, supply and use (MFSU) of coatings (paints, varnishes and vitreous enamels), adhesives, sealants and printing inks.
- Industrial Group 12: Oil wastes and wastes of liquid fuels (except edible oils).
- Industrial Group 16: Wastes from human or animal health care and/or related research (except kitchen and restaurant wastes not arising from immediate health care).

Questionnaires were sent out to businesses within the WLM to indicate the type of waste generated, the disposal method and the quantities of the waste, if available. The information from the questionnaires, along with information provided in previous studies, was used provide an overview of the situation of these waste types. The information from Industrial Group 16 was received from Compass Medical Waste Services, the primary HCRW service provider in the WLM.

Table 4-8 provides the number of questionnaires sent out to the industrial groups and the number of questionnaires returned to date (04 February 2021).

Table 4-8: Number of questionnaires sent

INDUSTRIAL GROUP	SUBGROUP	NO. OF QUESTIONNAIRES SENT	NO. OF QUESTIONNAIRES RETURNED
Industrial Group 1	Food packaging factories, wineries, farms	6	0
Industrial Group 9	Paint store	2	0
Industrial Group 12	Filling stations and vehicle workshops	4	1
Industrial Group 16	Medical facilities (hospitals and clinics)	Not required – data sourced from Compass	-

The WLM consists of large agricultural areas. Hazardous waste from these areas includes fertiliser, chemical packaging and expired pesticides. The management of chemical packaging waste is an important environmental, health and safety issue. Of particular concern are the containers from pesticide or herbicide chemicals. Typically, farmers are known to burn these empty plastic chemical containers as well as empty plastic fertiliser bags in open fires on farms, which is in turn resulting in significant air pollution.

Currently (2021), household hazardous waste such as batteries and small fluorescent lights is included in the general waste, which is disposed of at the Tulbagh or Op-die-Berg landfill site. From the waste characterisation study conducted by WAAI in 2019, 11% of the waste stream consists of household hazardous waste.

Currently (2021), used oil from workshops is collected by Oilkol (Pty) Limited. Oilkol collects the used oil from clients in bulk containers and transports it to Exol Oil Refinery, where the oil is then processed and sold as Industrial Furnace Fuel (IFF). Waste oil from filling stations generally consists of oil from car leakages and used oil bottles purchased by a client. The following table provides the average oil sales per month and the disposal method for empty oil containers provided by the filling stations.

Table 4-9: Filling station waste oil

DESCRIPTION	CERES SHELL
Average oil sales per month	300 l (600 x 500 ml bottles)
Disposal method of empty oil containers	Separate bin for bottles on site
Service provider	WLM collects weekly
Grease traps service frequency	No grease traps

4.3.4 HEALTH CARE RISK WASTE

The major health care risk waste (HCRW) generators in the WLM are the hospitals and clinics. The WLM does not provide HCRW treatment and disposal services, resulting in it being the responsibility of the generator to enter a service contract with private service providers for the safe collection, transport, treatment and disposal of such waste. Compass Medical Waste Services is currently (2021) the HCRW service provider for the private and provincial WLM hospitals and clinics. Compass is licensed to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on IPWIS. Compass is permitted to treat sharps and infectious HCRW via Autoclave. This treatment process is done in closed chambers that apply heat through steam under high pressure to disinfect HCRW. All HCRW treated by Compass is shredded after being treated and sent to the Vissershok hazardous waste landfill for disposal. Anatomical HCRW and pharmaceutical HCRW are sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok

hazardous waste landfill. Schedule 5-6 pharmaceutical HCRW is incinerated (at BCL Medical Waste) and the ash is disposed of at the Vissershok hazardous waste landfill.

Table 4-10 provides the WLM's HCRW mass from November 2019 to August 2020 as provided by Compass. Compass only started collecting the HCRW in November 2019.

Table 4-10: HCRW quantities provided by Compass

TOWN	2019 TOTAL (kg) (FROM NOV 2019)	2020 TOTAL (kg) (TO AUGUST 2020)	AVERAGE MONTHLY (10 MONTHS) (kg)
Ceres	**3 405**	**20 342**	**1 187**
Ambulance - Ceres EMS Station	16	226	27
Clinic - Annie Brown	22	65	10
Clinic - CDC Ceres	704	1 170	187
Funeral - Ceres	78	48	7
Provincial Ceres Hospital	2 584	18 833	2 142
Op-die-Berg	**54**	**226**	**28**
Clinic – Op-die-Berg	54	226	28
Prince Alfred	**76**	**435**	**51**
Clinic – Prince Alfred Hamlet	76	435	51
Grand Total	**3 535**	**21 003**	**1 227**

4.3.5 COMPOSITION OF OTHER WASTE CATEGORIES

4.3.5.1.1 Agricultural waste

Agricultural waste refers to waste produced because of various agricultural operations. Some examples of agricultural waste include crop-growing, harvest residues and harvest waste (such as herbs, grains, root tubers, etc.). Waste from livestock farming such as grass, litter or feed is also considered to be an agricultural waste. In the WLM, the agricultural waste from farms is reportedly either used as animal feedstock, for home composting or it is taken to the nearest landfill site.

4.3.5.1.2 Sewage sludge

Sewage sludge is a key hazardous waste type generated from wastewater treatment works (WWTW) plants. Sewage sludge can be treated for agricultural use, or it should be disposed of at a hazardous landfill site. Table 4-11 provides the mass of the sludges generated at the WWTW plants in the WLM as well as the current disposal method.

Table 4-11: WWTW sludge quantities

NAME	EFFLUENT SOURCES	SLUDGE MASS (TONNES/MONTH) FOR 2019	DISPOSAL/CURRENT APPLICATIONS
Ceres WWTW	Residential and Industrial	70.1	Disposal to landfill site
Wolseley WWTW	Residential	8.1	Disposal in sludge dams
Tulbagh WWTW	Residential	Tank 1 = 2.2 Tank 2 = 4.5	Disposal to landfill site
ODB WWTW	Residential	1.1	Disposal to landfill site

4.3.5.1.3 Abattoirs

There are currently (2021) no abattoirs in the WLM.

4.3.5.1.4 Tyres

Waste tyres are regulated under the National Environmental Management: Waste Act, 2008 (Act 59 of 2008), the National Norms and Standards for Disposal of Waste to Landfill, 2013 (R. 636) and the Waste Tyre Regulations, 2017. The Waste Tyre Regulations, 2017 placed a ban on landfilling of waste tyres as of 29 September 2017.

The Waste Tyre Regulations (2017) outline several prohibitions as far as waste tyre management is concerned, such as:

No person may:

a) Manage waste tyres in a manner that does not comply to these regulations.
b) Recover or dispose of a waste tyre in a manner that is likely to cause pollution of the environment or harm to health and well-being.
c) Dispose of a waste tyre at a waste disposal facility.
d) Recover any financial contribution in terms of a waste tyre management plan from a subscriber to the plan, unless authorised by law.
e) Export waste tyres in whatever form unless the exportation of such waste tyres is authorised by the Minister in writing.

According to the regulations, the Waste Bureau is responsible for facilitating, supervising and controlling the management of waste tyres for the interim until a new industry waste management plan is approved in terms of Section 28 or 29 of the Act. The tyre producers must submit declarations on the quantities of tyres produced and imported to the Waste Bureau on a quarterly basis and the Bureau must establish a waste tyre forum with all affected industries to deal with the governance and operational matters pertaining to the management of waste tyres during the interim until the new industry waste tyre plan is approved[2] (CSIR, 2020).

[2] The new draft regulations on Industry Waste Plans have recently (2020) been circulated

The WLM does not accept tyres for disposal at any landfill site. In the case of tyres being disposed of at a landfill site, the WLM will stockpile the tyres and use them as barriers at parks or landfill sites. The tyre fitment shops (Supa Quick, Hi-Q, Tiger Wheel and Tyre, etc.) have a dedicated area where the used tyres are stockpiled until collected by the respective suppliers.

4.3.6 WASTE GENERATION RATES

4.3.6.1 Current waste generation rates (IPWIS)

The current generation of disposable general waste, recyclables, garden refuse and C&D was determined by analysing the landfill disposal reports submitted to the IPWIS. IPWIS data is done monthly. The Witzenberg Recovery and Op-Die-Berg Waste Disposal sites are up to date with IPWIS reporting whilst Prince Alfred Hamlet Waste Disposal Facility and Tulbagh Landfill are incomplete.

Table 4-12 provides a breakdown of the waste generation rates in the WLM from January 2018 to June 2020.

Table 4-12: Current waste generation as per IPWIS reports

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
YEAR	MONTH	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	C&D	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	COVER & FILL MAT/ CRUSHING	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	C&D
2018	January	373	5	261	367	0	242	0	0	373	247	261	367
2018	February	449	3	254	133	0	313	0	0	449	316	254	133
2018	March	473	5	313	126	0	267	0	0	473	272	313	126
2018	April	508	5	307	122	0	245	0	0	508	250	307	122
2018	May	518	1	280	151	0	249	0	0	518	250	280	151
2018	June	433	0	224	146	0	228	0	0	433	228	224	146
2018	July	340	0	482	96	0	222	0	0	340	222	482	96
2018	August	488	0	433	161	0	307	0	0	488	307	433	161
2018	September	386	0	283	131	0	318	0	0	386	318	283	131
2018	October	508	0	521	148	0	0	0	0	508	0	521	148
2018	November	409	0	488	137	0	0	0	0	409	0	488	137

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
2018	December	431	0	401	41	0	0	0	0	431	0	401	41
TOTAL		**5316**	**19**	**4246**	**1760**	**0**	**2391**	**0**	**0**	**5316**	**2411**	**4246**	**1760**
2019	January	467	-	377	77	173	-	-	-	640	-	377	77
2019	February	351	-	289	85	211	-	-	-	562	-	289	85
2019	March	377	-	355	127	206	-	-	-	583	-	355	127
2019	April	558	-	435	100	199	-	-	-	758	-	435	100
2019	May	593	-	380	197	223	-	-	-	816	-	380	197
2019	June	517	-	296	145	238	-	-	-	755	-	296	145
2019	July	689	-	316	150	264	-	-	-	954	-	316	150
2019	August	607	-	247	132	172	-	-	-	779	-	247	132
2019	September	545	-	355	140	176	-	-	-	721	-	355	140
2019	October	761	-	0	76	187	-	-	-	948	-	0	76
2019	November	622	-	4	25	225	-	-	-	847	-	4	25
2019	December	0	-	0	0	178	-	-	-	178	-	0	0
TOTAL		**6087**	**0**	**3054**	**1255**	**2453**	**0**	**0**	**0**	**8540**	**0**	**3054**	**1255**
2020	January	513	-	322	283	165	-	-	-	678	-	322	283
2020	February	789	-	144	314	169	-	-	-	958	-	144	314
2020	March	866	-	389	163	190	-	-	-	1056	-	389	163
2020	April	831	-	326	108	111	-	-	-	942	-	326	108
2020	May	713	-	279	140	132	-	-	-	845	-	279	140
2020	June	774	-	319	130	129	-	-	-	903	-	319	130

DETAILS		DISPOSED (WASTE DISPOSED WITHIN THE LOCAL MUNICIPALITY)				DIVERTED (WASTE DIVERTED WITHIN THE LOCAL MUNICIPALITY)				GENERATION (WASTE THAT IS/NOT GENERATED WITHIN THE LOCAL MUNICIPALITY)			
2020	July	-	-	-	-	98	-	-	-	98	-	-	-
2020	August	-	-	-	-	108	-	-	-	108	-	-	-
2020	September												
2020	October												
2020	November												
2020	December												
TOTAL		**4486**	**0**	**1778**	**1138**	**1102**	**0**	**0**	**0**	**5588**	**0**	**1778**	**1138**

The table provides a summary of the total waste generated per waste category and the fraction of the total waste that each waste category represents according to the IPWIS data.

Table 4-13: Summary table of current waste generation as per IPWIS reports

	MUNICIPAL	COMMERCIAL & INDUSTRIAL	ORGANICS	CONSTRUCTION & DEMOLITION	TOTAL
2018	5316	2411	4246	1760	13 733
2019	8540	0	3054	1255	12 849
2020 to June 2020	5588	0	1778	1138	8 504

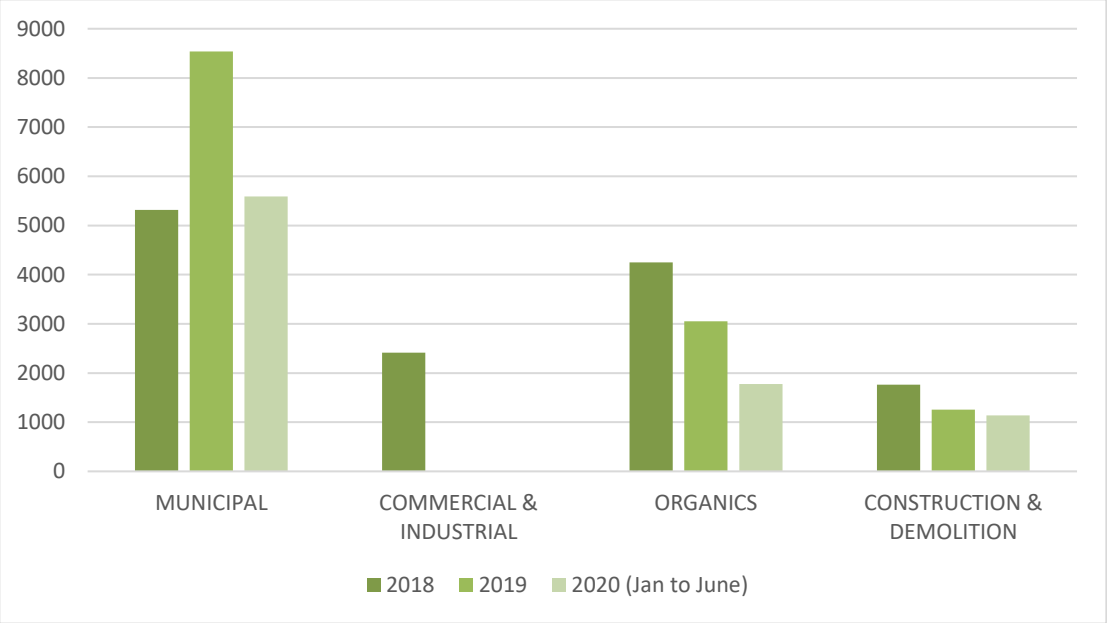


Figure 4-5: WLM waste generation

4.3.6.2 Projected future waste generation rates

The projected future waste generation rates were calculated using the projected future population figures for the WLM. The WLM 2019 population of 142 466 from the WLM SEP report (2019) was used as the base year for further extrapolation, along with the assumption that the population growth rate of 2% will remain unchanged. Table 4-14 provides the future population estimates.

Table 4-14: Future population of WLM

YEAR	POPULATION
2019	142 466
2020	145 315
2021	148 222
2022	151 186
2023	154 210
2024	157 294
2025	160 440
2026	163 649
2027	166 922

The waste generation rates per person per year (r), according to the *Guidelines for the Development of Integrated Waste Management Plans (IWMPs)*, was used along with the income distribution of the WLM. The WLM IDP (2017-2022) provides the following income household distribution percentages:

- Low-income groups: 56.6%
- Middle-income groups: 38.0%
- High-income groups: 5.4%.

The waste generation rates per person per year (r) as provided in the *Guidelines for the Development of Integrated Waste Management Plans (IWMPs)* are as follows (Department of Environmental Affairs, 2006):

- Low income = 149.65 kg/person/year = 0.14 tonnes/person/year
- Middle income = 270.1 kg/person/year = 0.27 tonnes/person/year
- High income = 470.85 kg/person/year = 0.47 tonnes/person/year.

The contribution of each income group was calculated as follows:

$$Waste\ generation_i = p\ x\ r$$

$$where\ i = income\ group$$

$$p = percentage\ of\ population\ in\ income\ group$$

$$r = waste\ generation\ rates\ per\ person\ per\ year.$$

Table 4-15 provides the future waste generation rates of the WLM based on the income distributions provided in the WLM IDP. There is a significant difference between the IPWIS data, and the estimated waste generation based on population. This could be due to inaccuracies with the IPWIS data or the fact that the calculated figures in the table below are based on a rate per person-day and do not provide for commercial and industrial.

Table 4-15: Future waste generation rates

YEAR	LOW-INCOME (TONNES)	MIDDLE-INCOME (TONNES)	HIGH-INCOME (TONNES)	TOTAL WASTE GENERATION (TONNES)
2019	11 289	14 617	3 616	29 522
2020	11 515	14 909	3 688	30 112
2021	11 745	15 208	3 762	30 714
2022	11 980	15 512	3 837	31 329
2023	12 220	15 822	3 914	31 955
2024	12 464	16 138	3 992	32 594
2025	12 713	16 461	4 072	33 246
2026	12 968	16 790	4 153	33 911
2027	13 227	17 126	4 236	34 589

4.4 SERVICE DELIVERY

Table 4-16 provides a summary of the WLM's service delivery.

Table 4-16: Service delivery summary table

SERVICE AREA	RECEPTACLE	TRUCK USED FOR COLLECTION	TYPE OF WASTE	COMMENT
Small businesses and schools	240 l and 770 l bins	REL compactor trucks	Domestic general waste and business general waste	The WLM provides waste collection services to high, medium and low-income groups, businesses and schools.
Households and informal settlements	Black bags	REL compactor trucks	Domestic general waste and business general waste	The WLM provides waste collection services to high, medium and low-income groups, businesses and schools.
Households and informal settlements	Green bags	Cage truck	Garden refuse	Green bags are used for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site
Households, small businesses, shops and schools	Clear bags	Cage truck	Recyclables	The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables.
Informal settlement areas and skip locations	6 m^3 Skips	Skip truck	Garden refuse, domestic general waste and C&D waste	Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. There are currently (202) 77 skips (6 m^3) placed in the WLM. The number of skips in each town is as follows: • Ceres: 17 • Bella Vista: 14 • Nduli: 4 • PA Hamlet: 12

SERVICE AREA	RECEPTACLE	TRUCK USED FOR COLLECTION	TYPE OF WASTE	COMMENT
				• Wolseley: 16 • Tulbagh: 10 • Op-die-Berg: 3 • Depots: 1.

4.4.1 FORMAL RESIDENTIAL HOUSES

The WLM provides waste collection services to high, medium and low-income groups. The WLM provides clear bags for recyclable separation in Tulbagh main town and green bags for garden refuse separation in all main towns. The WLM supplies clear and green bags on a quarterly basis to the participating households. The WLM provides weekly collection from households as per the collection schedule (Section 4.4.6.1).

The clear bags are only collected from Tulbagh town and transported to the Tulbagh landfill site where an external recycling company (Frank Boomshiar Recyclables) collects the recyclables. The green (garden refuse) bags are collected from households or skips and transported to the Prince Alfred Hamlet landfill site, where they are currently only disposed of. The disposable general household waste collected from the 770 l bins or bags is transported to the Tulbagh or Op-die-Berg landfill site for disposal.

4.4.2 INFORMAL SETTLEMENTS

At informal areas, it is impossible to access the area with a compactor, due to denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible.

The WLM makes use of 6 m^3 skips to service the informal settlements and garden refuse sites. The general waste skips are collected with skip loader trucks and transported to the Tulbagh or Op-die-Berg landfill site. The garden refuse skips are emptied at the Prince Alfred Hamlet landfill site.

4.4.3 BUSINESS, INDUSTRIES AND SCHOOLS

The WLM provides waste collection services to businesses in all the towns. Most businesses in the WLM have waste storage areas where wheelie bins are stored and serviced by the WLM.

The WLM services the following schools

- Nduli Primary School
- Iingcinga Zethu Secondary School
- F.D. Conradie Laerskool
- Gericke Laerskool
- Koue Bokkeveld Laerskool
- Charlie Hofmeyr Hoërskool
- Ceres Primêre Skool
- Morrisdale Primêre Skool
- St. Mark's Primêre Skool
- Mooi-uitsig Primêre Skool
- Bella Vista Primêre Skool

- Boy Muller Primêre Skool
- Ceres Sekondêr
- Skurweberg Sekondêr
- Bella Vista Hoërskool
- Tulbagh Hoërskool
- Wolseley Laerskool
- Waveren Hoërskool
- W.F. Loots Primary School
- Witzenberg Primêre Skool
- Wolseley Sekondêr
- Errie Moller NGK Primêre Skool
- La Plaisante NGK Primêre Skool
- Ezelfontein NGK Primêre Skool
- Welvaart NGK Primêre Skool
- Laastedrif NGK Primêre Skool
- Boplaas NGK Primêre Skool
- De Meul NGK Primêre Skool
- Piet Hugo Gedenk Ngk Primêre Skoo
- Kromlin Primêre Skool
- Voorsorg NGK Primêre Skool
- Driefontein NGK Primêre Skool
- Achtertuin Ame Primêre Skool
- Wanganella NGK Primêre Skool
- Britsum NGK Primêre Skool
- Rietfontein NGK Primêre Skool (Worc)
- Tandfontein NGK Primêre Skool.

4.4.4 FARMS

The WLM consists of large agricultural areas, which include fruit farms, dairies, etc. The WLM does not service any farms. Most farmers reportedly make use of the nearest landfill site or own refuse dumps. The fruit processing farms in the WLM take their own general waste to the landfills and make use of and external companies (Winterberg Recycling Pty Ltd, Jc Services and Mr Paper) to collect their recyclables. Most of the fruit processing farms use the old fruits as animal feed or have an on-site composting system in place.

4.4.5 FREE BASIC REFUSE REMOVAL

The WLM consists of 3 095 indigent households that receive free basic refuse removal services.

4.4.6 WASTE COLLECTION AND TRANSPORT EFFICIENCIES

4.4.6.1 Waste collection schedule

Table 4-17 provides the waste collection schedule followed by the WLM.

Table 4-17: Waste collection schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Ceres town including industries and businesses	Bella Vista residential area, Skoonvlei industrial area and N'duli residential area	Tulbagh town and all industries	Wolseley town and Op-die-Berg as well as all businesses	PA Hamlet town, Waterval residential area and Swaneberg Park as well as all businesses

4.4.6.2 Fleet

Table 4-18 provides the list of vehicles owned by the WLM for waste collection. The WLM's waste transportation cost per tonne is relatively higher than the other CWD municipalities because WLM is the largest municipality by land size, but it generates the smallest waste by tonnage in the district (WAAI, 2019).

Table 4-18: Waste collection vehicles

REGISTRATION NO.	TYPE OF VEHICLE	VEHICLE LOADING CAPACITY	YEAR MODEL
CT 10849	Skip Truck	6 m^3	2015
CT 5842	Skip Truck	6 m^3	2010
CT 17470	Garden Refuse Cage Truck	4 m^3	2009
CT 17471	Garden Refuse Cage Truck	4 m^3	2009
CT 8399	Garden Refuse Cage Truck	3 m^3	2002
CT 10625	Garden Refuse Cage Truck	3 m^3	2009
CT 4266	Garden Refuse Cage Truck	3 m^3	1998
CT 7914	Garden Refuse Cage Truck	3 m^3	2005
CT 6608	REL Compactor	12 m^3	2006
CT 2315	REL Compactor	12 m^3	2006
CT 15506	REL Compactor	12 m^3	2008
CT 14536	REL Compactor	12 m^3	2016
CT 4991	REL Compactor	19 m^3	2018

4.5 COMPLIANCE AND ENFORCEMENT

4.5.1 EXISTING WASTE MANAGEMENT INFRASTRUCTURE

The WLM has operating licences for four landfills, but one of these sites has been completely vandalised and is currently (2021) not operational. Op-die-Berg has its own communal landfill. The remainder of the WLM's waste is disposed of at the Tulbagh landfill and garden waste is disposed of at the Prince Alfred Hamlet site.

None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The WLM has the following landfill sites:

- Ceres landfill site (closed)
- Prince Alfred Hamlet landfill site (operational)
- Op-die-Berg landfill site (operational)
- Tulbagh landfill site (operational)
- Wolseley landfill site (non-operational).

4.5.1.1 Ceres landfill site (closed)

The Ceres landfill site was issued with a closure permit on 08 July 2003. The landfill site is considered legally closed and the waste body is capped. The classification of the landfill site is G:M:B+.

Figure 4-6: Ceres landfill site (Google Earth Image 2020)

Table 4-19: Ceres landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	TBC
Location	33°23'0.44"S 19°19'21.64"
Classification	G:M:B+

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Remaining airspace	N/A – Landfill closed
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	N/A – Landfill closed
Informal salvaging	N/A – Landfill closed
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	N/A – Landfill closed
Illegal activities	N/A – Landfill closed
Waste management control officer	Johnny Jacobs
Complaints register on site	N/A – Landfill closed
Estimated size of the LFS	N/A – Landfill closed
Buffer	N/A – Landfill closed
Access to facility	N/A – Landfill closed
Access control	N/A – Landfill closed
Signage	N/A – Landfill closed
Persons on-site	N/A – Landfill closed
Amenities on-site for personnel	N/A – Landfill closed
Equipment on site	N/A – Landfill closed
Description of waste management	N/A – Landfill closed
Cover material	N/A – Landfill closed
Recycling Activities	N/A – Landfill closed
Operational Hours	N/A – Landfill closed
Estimated remaining lifespan of the site	N/A – Landfill closed
Monitoring ito conditions	N/A – Landfill closed
Waste Information Management	N/A – Landfill closed
Overall compliance status of the facility	N/A – Landfill closed
Overall challenges on-site	N/A – Landfill closed
Budget: Rehabilitation/ Operational/Development of new cells	N/A – Landfill closed

4.5.1.2 Prince Alfred Hamlet landfill site (operational)

The Prince Alfred Hamlet (PAH) landfill site was issued with a variation licence for operation on 12 July 2018 in terms of NEM:WA. The landfill site is classified as G:C:B-. The WLM only disposes garden refuse at the landfill site. The WLM currently (2021) distributes green bags for household garden refuse. All the green bags are collected by the WLM and transported to the PAH landfill site for disposal. The WLM has a chipper on site and plans to start on-site composting to sell to the farmers and community.

According to the rehabilitation and closure provision report, the PAH landfill site will reach its capacity by 2025, if the deposition rates remain unchanged (JPCE, 2020).

Figure 4-7: PAH landfill site (Google Earth Image 2020)

Figure 4-8: Green bags disposed at PAH landfill site

Table 4-20: PAH landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/11/WL0043/18
Location	33°16'34.37"S 19°19'30.22"E
Classification	G:C:B-
Remaining airspace	Reach its capacity by 2025, assuming that the deposition rates remain unchanged (JPCE, 2020).
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	There are gate controllers on site. Incoming quantities are recorded. The site is not fenced and in poor condition.
Informal salvaging	Yes
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	Yes, to start chipping garden refuse in 2021.
Illegal activities taking place	Illegal waste pickers on site
Waste management control officer	Johnny Jacobs
Complaints register on site	Complaints register kept on site
Estimated size of the LFS	N/A
Buffer	N/A
Access to facility	N/A
Access control	N/A
Signage	N/A
Persons on-site	N/A
Amenities on-site for personnel	N/A
Equipment on site	N/A
Description of waste management	N/A
Cover material	N/A
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Waste Information Management	N/A
Overall compliance status of the facility	N/A
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.3 Op-die-Berg landfill site (operational)

The Op-die-Berg landfill site was issued with a variation licence on 22 August 2018 in terms of NEM:WA. The landfill site is classified as G:C:B+. The Op-die-Berg landfill site is used to dispose of all general waste. According to the rehabilitation and closure provision report, the Op-die-Berg landfill site will reach its capacity by 2021, assuming that the deposition rates remain unchanged (JPCE, 2020).

Figure 4-9: Op-die-Berg landfill site (Google Earth Image 2020)

Figure 4-10: Op-die-Berg landfill site

Table 4-21: Op-die-berg landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/8/WL0125/18
Location	33° 3'51.45"S 19°19'57.05"E
Classification	G:C:B+
Remaining airspace	Reach its capacity by 2021, assuming that the deposition rates remain unchanged (JPCE, 2020)
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visits, the landfill was well managed. The landfill's access control consists of lockable gates, fencing and a gate controller.
Informal salvaging	None
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Are there any illegal activities taking place?	None
Waste Management control officer	Johnny Jacobs
Complaints register on site	TBC
Estimated size of the LFS	N/A
Buffer	No development within the buffer.
Access to facility	Access roads are in good condition.
Access control	Gate is locked and has security only when the site is open. The site is fenced.
Signage	Proper signage on site.
Persons on-site	No full-time staff on site.

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Amenities on-site for personnel	No sanitation facilities on site.
Equipment on site	No equipment on site. TLB brought in only when trenches need to be closed.
Description of waste management	Only garden waste and builder's rubble disposed on site.
Cover material	Daily compaction does not take place. The quantity of exposed waste in the trenches are minimal and it is covered when the trench is full, as per ordinary trench operational requirements.
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A
Waste Information Management	IPWIS reports are submitted monthly.
Overall compliance status of the facility	86.5% (Externa audit – 03/05/2018)
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.4 Tulbagh landfill site (operational)

The Tulbagh landfill site received an operational permit on 31 July 1998. It was amended on 15 July 2016 for further operations in terms of NEM:WA. The landfill site is classified as G:S:B+. The variation licence issued by DEA&DP during 2016 was appealed by a landowner and the court made a ruling that the WLM is only allowed to dispose of waste on the current footprint up to 8 m above National Ground Level. The WLM is currently (2021) busy with the final stages to allow DEA&DP to make a conclusion on the variation of the WLM. The Tulbagh landfill site is used to dispose of general waste.

Currently (2021), there are informal recycling activities on site (Figure 4-12). The recyclables are collected from the landfill site by an external company called Frank Boomshiar Recyclable. The mass of recyclables collected is reported to the WLM and recorded on IPWIS.

Figure 4-11: Tulbagh landfill site (Google Earth Image 2020)

Figure 4-12: Informal recycling on site

Figure 4-13: Tulbagh landfill site dumping area

Table 4-22: Tulbagh landfill summary

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	12/9/11/L127/9
Location	33°16'30.11"S 19° 7'57.19"E
Classification	G:C:B+
Remaining airspace	TBC

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visits, the landfill was well managed. The landfill's access control consists of lockable gates, fencing and a gate controller. The recycling on site is done under supervision.
Informal salvaging	None. Recycling on site is supervised.
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audit was conducted on 30/04/2021 by Zutari.
Organic waste diversion strategy in place at the facility	None
Are there any illegal activities taking place?	None
Waste management control officer	Johnny Jacobs
Complaints register on site	A complaints register is kept on site. Complaints are addressed by the WMO.
Estimated size of the LFS	128 678 m^2
Buffer	No development within the buffer zone.
Access to facility	Access road to the site was in good condition.
Access control	Gate was manned and the site was fenced.
Signage	A notice board in three languages was present.
Persons on-site	There are permanent staff on site.
Amenities on-site for personnel	Adequate amenities available on site.
Equipment on site	Plant and equipment on site and in working condition.
Description of waste management	Only general waste disposed at site.
Cover material	Amount of cover material is insufficient.
Recycling Activities	Recycling occurring on site.
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	Groundwater and leachate monitoring occurring on site.
Waste Information Management	Reporting to IPWIS.
Overall compliance status of the facility	84.37% (External audit – 30/04/2021)

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Overall challenges on-site	Wind-blown litter in surrounding areas is an issue.
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.1.5 Wolseley landfill site (non-operational)

The Wolseley landfill still has an operating licence issued on 28 August 2018, but due to vandalism the site has been effectively destroyed by the adjacent community. The landfill site is classified as G:S:B+. During the time of the site visit, it was impossible to access the site due to informal settlement houses blocking the road to the landfill site.

Figure 4-14: Wolseley landfill site (Google Earth Image 2020)

Table 4-23: Wolseley landfill site

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
Licence/permit no.	19/2/5/4/B5/16/WL0037/13
Location	33°24'52.35"S 19°11'04.71"E
Classification	G:S:B+
Remaining airspace	TBC

LANDFILL COMPLIANCE AND ENFORCEMENT SUMMARY	
General management of the site (windblown litter, stormwater, access control, compaction, water quality monitoring, etc.)	During the time of the site visit, it was impossible to access the site due to informal settlement houses blocking the road to the landfill site.
Informal salvaging	None – site inaccessible
Internal audits (frequency, level of compliance, identification of main issues)	Internal audits were not conducted in 2020 and 2021.
External audits (frequency, level of compliance, identification of main issues)	External audits were not conducted in 2020 and 2021.
Organic waste diversion strategy in place at the facility	None – site inaccessible
Are there any illegal activities taking place?	None – site inaccessible
Waste management control officer	Johnny Jacobs
Complaints register on site	None – site inaccessible
Estimated size of the LFS	N/A
Buffer	Low-cost housing within buffer
Access to facility	Site inaccessible
Access control	Site inaccessible
Signage	N/A
Persons on-site	N/A
Amenities on-site for personnel	N/A
Equipment on site	N/A
Description of waste management	N/A
Cover material	N/A
Recycling Activities	N/A
Operational Hours	N/A
Estimated remaining lifespan of the site	N/A
Monitoring ito conditions	N/A
Waste Information Management	N/A
Overall compliance status of the facility	N/A
Overall challenges on-site	N/A
Budget: Rehabilitation/ Operational/Development of new cells	N/A

4.5.2 PROPOSED WASTE MANAGEMENT INFRASTRUCTURE

A study conducted by Aurecon in 2020 identified the following minimum waste management civil infrastructure requirements to improve the waste management services in the WLM:

- Public waste drop-off facilities where the public can drop off typical non-collected wastes (builders' rubble, garden waste, general recyclables), located in each of the towns of the WLM.
- A combined dirty material recovery facility (MRF) and transfer station, centrally located in the town of Ceres, where all the collected waste from the greater WLM area will be reduced, consolidated and transported to either the regional landfill site in Worcester (once established) or the Tulbagh landfill site.

The study conducted by Aurecon focused on the design of the proposed MRF and transfer station in Ceres, as well as the first drop-off facility in Wolseley. The proposed MRF and transfer station will be located adjacent to the existing Ceres Wastewater Treatment Works (WWTW).

Figure 4-15: Identified location of proposed MRF and transfer station (Aurecon, 2020)

Figure 4-16 illustrates the conceptual layout of the proposed MRF. The MRF will be equipped with a weighbridge to weigh all incoming waste loads, as well as all recyclable material removed from the MRF.

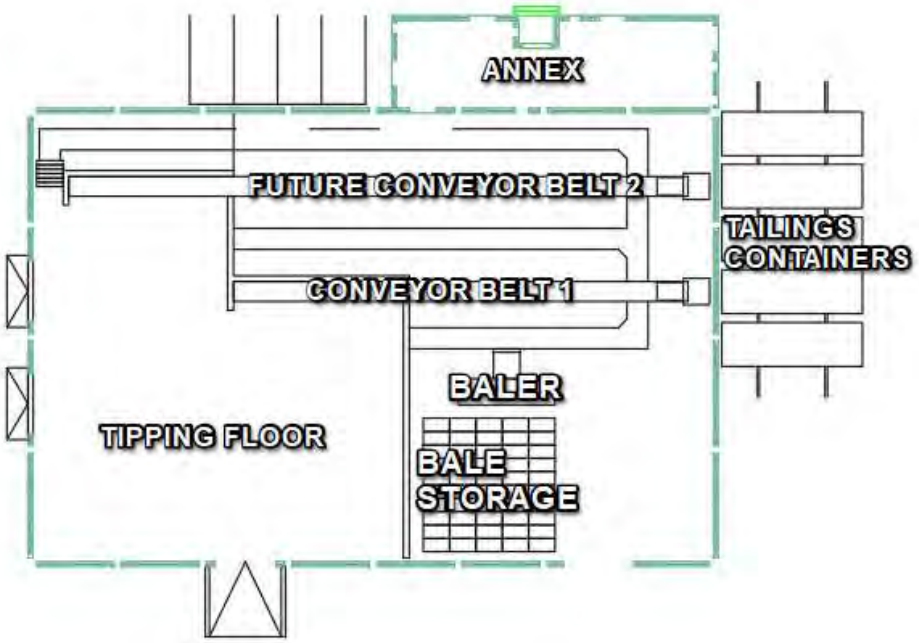


Figure 4-16: Proposed conceptual layout (Aurecon, 2020)

The project programme provided by Aurecon indicated that the MRF construction will commence in January 2021 and will be completed in February 2023. Along with the development of the MRF, the WLM will also establish the first public drop-off facility in Wolseley during the 2020/21 financial year. The estimated time of completion of the Wolseley drop-off is the end of March 2021.

4.5.3 ILLEGAL DUMPING AND CLEAN-UP EFFORTS

The WLM outsources illegal dumping clean-ups. The outsourced service budget is R462 000. There are no specific illegal dumping areas in the WLM. Illegal dumping occurs at random locations. There is currently (2021) no contaminated land that requires clean-up.

Within the WLM, the illegal dumping hotspots are in Nduli (Ceres), Pine Valley (Wolseley) and Chris Hani (Tulbagh).

4.6 WASTE AVOIDANCE, REDUCTION AND RECYCLING

4.6.1 WASTE MINIMISATION INITIATIVES

The WLM gave consent to WAAI to undertake a Zero Waste to Landfill Pilot Project. An area in Tulbagh (100 households) was selected by the WLM for the pilot project. The main objectives of the Zero Waste to Landfill Pilot Project were as follows (WAAI, 2019):

1) To prove that separation at source, especially of organic waste, is feasible and practical to implement.
2) To prove that separation at source will assist with the following:
   a) To overcome the municipality's landfill crises.

b) To improve the rate and quality of recyclables.
c) To promote the waste hierarchy in terms of the Waste Act.
d) To create job opportunities through waste beneficiation and related activities.
e) To reduce overall waste management costs.

3) To develop a sustainable model that can be replicated and implemented throughout WLM.

The pilot project was conducted in an area in Tulbagh town from 02 October to 04 December 2019. Approximately 100 households were chosen to participate in the pilot project. Community and household meetings were arranged through the WLM on 25 September 2019 at the Ceres Cultural Museum and on 09 October 2019 at the Tulbagh Town Hall to explain the purpose of the Zero Waste Project (WAAI, 2019). All households that were selected to participate in the pilot area were provided with pamphlets that explained the reasons for the Zero Waste to Landfill Pilot Project and how to separate their waste according to the bags provided to them free-of-charge (WAAI, 2019).

A four-bag separation at source model was implemented in the pilot project. Each household was provided with the following bags for separation at source:

- Compostable bags and caddy container for organic waste
- Green bags for garden waste
- Clear bags for recyclables e.g. plastic, glass, paper
- Black bags for other/residual waste.

The Zero Waste to Landfill model proposes that the organic waste, recyclable waste and residual waste be collected separately and transported separately to avoid cross-contamination and to improve recycling efficiency, quality and quantity – and to divert waste from landfill.

The results from the pilot project indicate an increase in household participation, an increase in recyclables, and a reduction in general household waste destined for disposal. The Zero Waste to Landfill Pilot Project has proven that separation at source, especially source separation of organic waste, is practical and feasible in the WLM. The successful separation at source proves that at least 85% of what is currently regarded as waste can be diverted away from the landfill.

After the Zero Waste pilot project, the WLM has decided to roll out separation at source in all towns. The WLM is currently in the planning phase for the implementation of separation at source in all towns.

4.6.2 PRIVATE SECTOR INITIATIVES

Spar has a recycling programme where all plastic and cardboard are bailed and transported back to the Spar warehouse, thus ensuring that the plastic and cardboard packaging materials from the warehouse never enter the waste stream. Other packaging factories in the WLM make use of Winterberge Recycling and War Against Waste to collect plastics and cardboard from the factories. Winterberge

Recycling and War Against Waste have a contract with the WLM to report the recyclable tonnages to the municipality. The Witzenberg Waste Forum ensure that all material quantities are captured and reflected on IPWIS.

4.6.3 WASTE DIVERSION PERCENTAGES

The table below provides the percentage of waste diverted from landfills in 2018, 2019 and 2020 according to the IPWIS data received. The diverted waste percentage only includes recyclables, since the garden refuse is still being disposed of at the Prince Alfred hamlet landfill site and composting operations have not yet started. No C&D waste or organic waste has been diverted in the last three years. The 2020 percentages will be updated once available.

Table 4-24: Percentage waste diverted

	MUNICIPAL			COMMERCIAL & INDUSTRIAL			ORGANICS			CONSTRUCTION & DEMOLITION		
	Generated	Diverted	%	Generated	Diverted	%	Generated	Diverted	%	Generated	Diverted	%
2018	5316	0	0%	2411	2391	99%	4246	0	0%	1760	0	0%
2019	8540	2453	29%	0	0	0	3054	0	0%	1255	0	0%
Jan 2020 to July 2020	5588	1102	20%	0	0	0	1778	0	0%	1138	0	0%

4.7 OPERATIONAL STRUCTURE AND STAFF CAPACITY

The following organograms provide the filled and vacant positions in the WLM waste management department. The current (2020) Waste Management Officer for the WLM is Mr Johnny Jacobs.

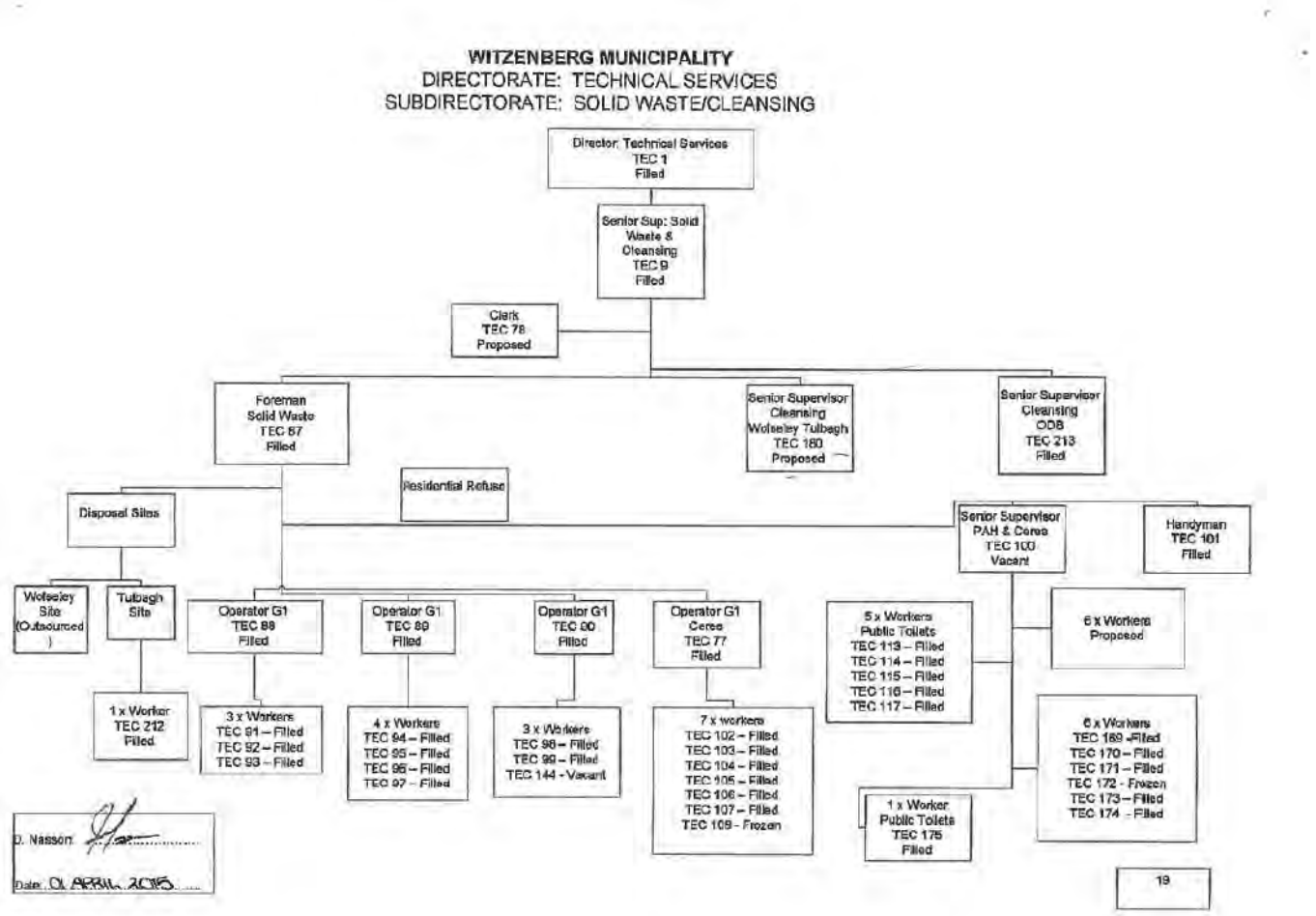


Figure 4-17: Solid waste/cleansing organogram

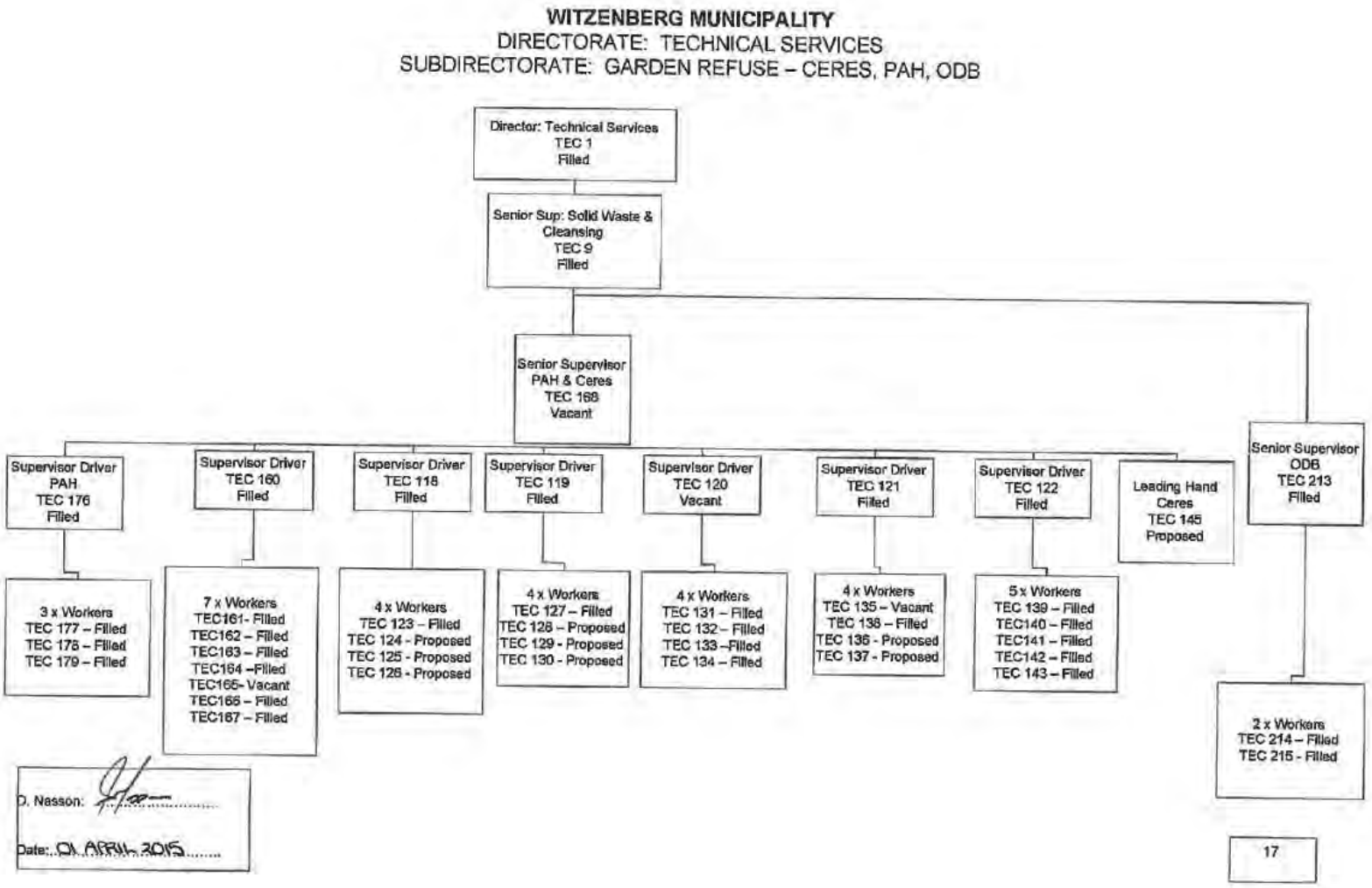


Figure 4-18: Garden refuse organogram – Ceres, Prince Alfred Hamlet and Op-die-Berg

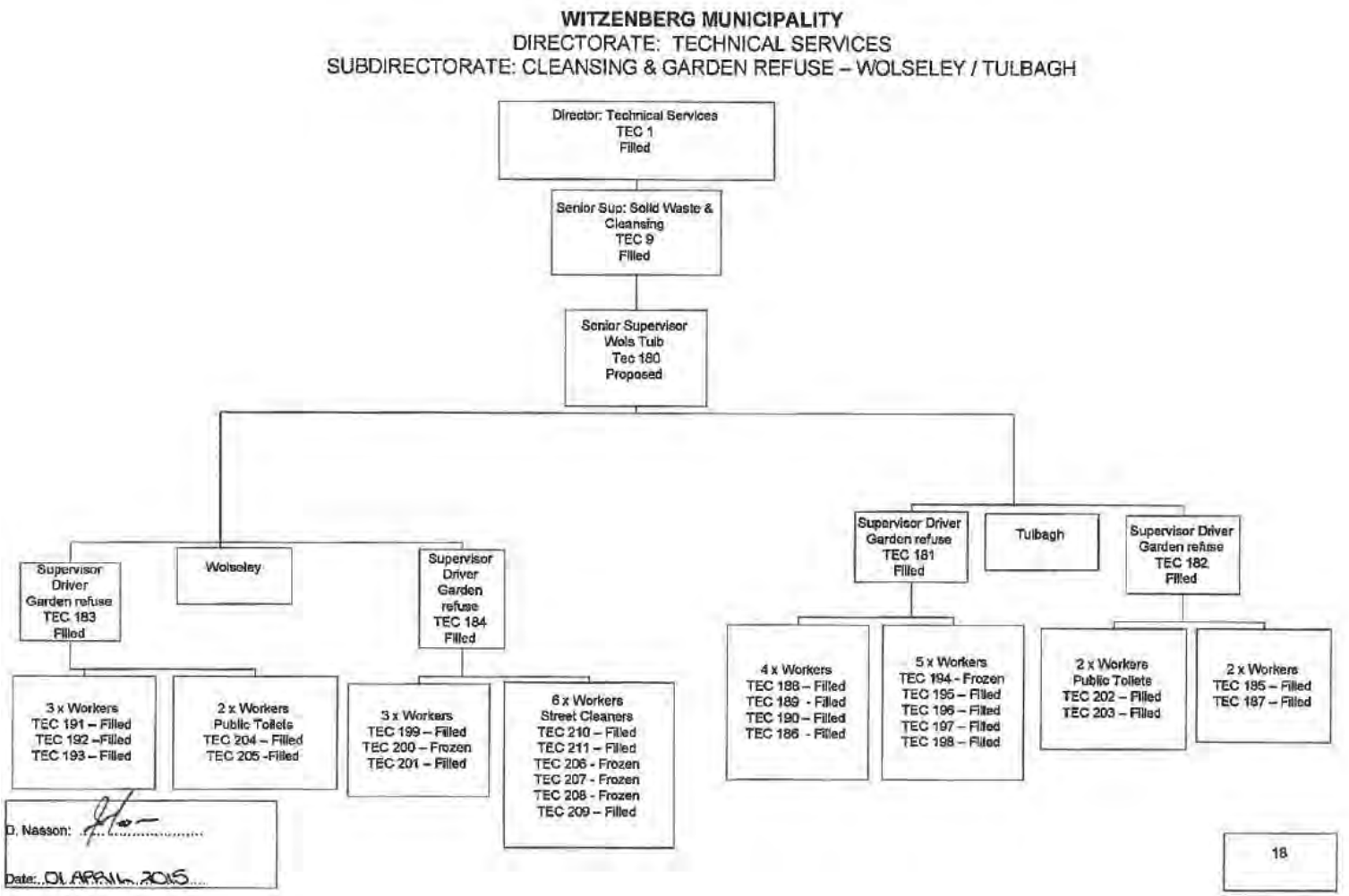


Figure 4-19: Cleaning and garden refuse organogram - Wolseley/Tulbagh

4.8 WASTE AWARENESS AND EDUCATION

The Belgium VVSG Program appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaigns and clean-up projects, and to conduct visits to schools, clinics and residents to raise awareness. The following are achievements reached by the waste ambassadors:

- Educating the households and residents on waste minimisation and the collection of household refuse.
- Illustrating useful waste minimisation tips and refuse removal guide.
- Distributing wheelie bins applications to businesses.
- Creating awareness on correct waste disposal in strategic skips in communities.
- Completing a Waste Characterisation study led by and Witzenberg Municipality.
- Bringing the BATHO PELE principles to the communities via exhibitions.

The following is a list of events that was facilitated by the waste ambassadors:

- **Thursday, 30 January 2020** Witzenberg Municipality Waste Ambassadors held a clean-up in Bella Vista, Ward 3. The Municipal Waste Ambassadors cleaned up an open space between **Duiker Avenue and Burg Street.** Waste was thrown into refuse bags and then collected by Municipal truck. Green Waste was thrown in a Green Skip for removal.
- **Thursday, 27 February 2020** Witzenberg Municipality Waste Ambassadors in partnership with Association for People with Disability (APD) launched a clean-up and awareness campaign in the Ceres area (Rooikamp). The day started with a clean-up where Municipal Waste Ambassadors took the lead and cleaned up the Rooikamp area with disabled people. Youth Environmental Coordinator: Juandrey Saunders and Solid Waste Senior Supervisor: Mario February welcomed and thank the group for their contribution to the environment. Witzenberg Municipality also supplied hand gloves and refuse bags for the collection of waste the was picked up. Later the day, APD Chairperson: Mr Adams thanked Witzenberg Municipality for the kind gesture towards the disabled people and refreshments was handed out to end the day.
- **Wednesday, 11 March 2020** Witzenberg Municipality Waste Ambassadors held a clean-up in **Tulbagh (Chris Hani).** The Municipal Waste Ambassadors cleaned up an open space nearby the river**.** Waste was thrown into refuse bags and then collected by Municipal truck. Green Waste was thrown in a Green Skip for removal.
- **Tuesday, 24 March 2020,** the week of the **National Lockdown for COVID-19:** Witzenberg Municipality Waste Ambassadors held a clean-up in Bella Vista, Ward 3. The Municipal Waste Ambassadors cleaned up an open space

across the Community Hall**.** Waste was thrown into refuse bags and then collected by municipal truck. Green Waste was thrown in a Green Skip for removal.

- **Tuesday, 4 February 2020:** Municipal Waste Ambassadors raised awareness on Solid Waste Management by disseminating information to libraries and community members in the Witzenberg area. Posters and flyers were handed out. They also continued handing out recycling and compostable bags to the residents in Tulbagh where the Zero Waste to Landfill Pilot Study was undertaken in 2019.
- **Monday, 22 July 2020:** during Level 3 of the COVID-19 pandemic, the Municipal Waste Ambassadors was brave enough to enable the continuation of distribution recycling bags, compostable bags and pamphlets on the Zero Waste to Landfill, Pilot Study to Tulbagh residents that participate in the project.
- During **National Recycling Month in September 2020**, the Municipal Waste Ambassadors and temporary workers launched an awareness campaign on recycling in partnership with a local recycler on the following dates: 11 September 2020 in Prince Alfred Hamlet (Ward 4); 18 September 2020 in Ceres (Wards 2 & 5) and on 19 September 2020 in Bella Vista (Wards 3 & 4). Posters were handed out to businesses, flyers were distributed to residents, and recycling bags were given to those who wanted to do recycling.

The WLM aims to achieve the following through the distribution of educational material and awareness campaigns:

- Raise waste awareness.
- Provide a basic understanding of the environment and its associated problems.
- Attempt to change residents' attitudes towards waste.
- Help social groups and individuals acquire the skills for identifying and solving environmental problems.
- Provide social groups, individuals and ward councillors with an opportunity to be actively involved at all levels in working towards resolution of environmental problems.
- Modify environmental education and awareness towards the development of sustainable economies.
- Facilitate cooperative governance amongst respective units of the municipality.
- Encourage and demonstrate the need to pay for services inclusive of waste management.
- Discourage illegal dumping of waste.
- Promote waste diversion from landfills.

The following poster is an example of the educational material placed at schools, clinics and industries within the towns to raise recycling awareness.

Figure 4-20: Waste awareness poster

5 GAP AND NEEDS ANALYSIS

Based on the findings of the status quo investigation, several gaps and needs have been identified.

Gaps and needs related to waste management in the WLM have been identified in terms of each of the following waste management activities:

- Waste service delivery
- Waste minimisation, recycling and re-use initiatives
- Organic waste management
- Hazardous waste management
- Waste management facilities
- Waste management collection fleet, plant and equipment
- Waste management information
- Waste education and public awareness
- Human and financial resource management
- Strategic planning.

5.1 WASTE SERVICE DELIVERY

Table 5-1 provides the gaps identified in the waste management services with the resulting needs.

Table 5-1: Waste service delivery gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
WLM does not provide waste collection services to farms	The WLM is providing good waste management collection services to most households. The WLM needs to investigate the disposal methods and determine the feasibility of providing creative collection services at farms.
Illegal dumping hotspots	Identify illegal dumping hotspots

5.2 WASTE MINIMISATION, RECYCLING AND RE-USE INITIATIVES

Table 5-2 provides the gaps identified in terms of waste minimisation, recycling and reuse with the resulting needs.

Table 5-2: Waste minimisation, recycling and re-use initiatives gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Separation at source only in Tulbagh town	Roll out separation at source in all towns
Only recyclable collection in Tulbagh town	Update collection plan to include recyclable collection in all towns
Low rates on recyclable material diversion from landfills	Improve rates on recyclable material diversion from landfills

GAP IDENTIFIED	RESULTING NEED
No swop-shop initiatives	Implement swop-shops in low-income areas
Lack of minimisation and diversion of C&D waste	Create a minimisation and diversion plan for C&D waste

5.3 ORGANIC WASTE MANAGEMENT

Table 5-3 provides the gaps identified in terms of organic waste management with the resulting needs.

Table 5-3: Organic waste management gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Garden refuse collected from households is disposed of at the PAH landfill site	Divert garden refuse from landfill sites by starting with composting on site
Low garden refuse and organic waste diversion rates from landfills	Improve organic waste diversion rates
Organic waste diversion plan	Draft organic waste diversion plan
Lack of knowledge on home composting	Conduct home composting awareness and education campaigns
No composting facility	Establish a composting facility at the PAH landfill site
Lack of separation of organic waste at source	Focus on separation of this material at source will result in greater beneficiation options as well as cleaner recyclables.

5.4 HAZARDOUS WASTE MANAGEMENT

Although local municipalities are not legally responsible for the management and safe disposal of hazardous waste[3] generated by major businesses and industries within their area of jurisdiction, they do need to ensure that no hazardous waste is disposed of on municipal landfills that are not licensed, developed and operated to the required standards for disposal and hazardous waste. Table 5-4 provides the gaps identified in terms of hazardous waste management with the associated needs.

[3] In terms of the duty-of-care principle as required in NEMWA, generators of hazardous waste are responsible for the legally compliant management, treatment and disposal of such hazardous waste generated.

Table 5-4: Hazardous waste gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
There are no containers for safe disposal and storage for household hazardous waste at the drop-off/transfer station facilities	Provide service for household hazardous waste to be collected and disposed at legally compliant hazardous waste disposal facilities.
Lack of household hazardous waste awareness	Raise awareness regarding the separation at source and environmentally sound management of household hazardous waste.
Lack of hazardous waste information and generation rates from industries in WLM	Improve hazardous waste information system for the WLM to have accurate data on hazardous waste generation rates – allowing for effective monitoring and control over the WLM's industrial hazardous waste generation and management.
Sewage sludge disposed at landfill sites	Sewage sludge should be transported to a hazardous waste landfill site or used in an agricultural environment

5.5 WASTE MANAGEMENT FACILITIES

Table 5-5 provides the gaps identified in terms of the waste management facilities with the resulting needs.

Table 5-5: Waste management facilities gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Wolseley landfill site is non-operational due to vandalization	Prevent vandalization and rehabilitate the landfill site
Lack of drop-off facilities	Establish drop-off facilities in all towns
Disposal of garden refuse at the PAH landfill site	Divert organic waste from landfills
The landfill containment barriers of all sites do not comply with R. 636 (National norms and standards for disposal of waste to landfill)	Ensure compliance with R. 636 on all new landfill cell developments.

5.6 WASTE MANAGEMENT COLLECTION FLEET, PLANT AND EQUIPMENT

Table 5-6 provides the gaps identified in terms of the waste management collection fleet, plant and equipment with the resulting needs.

Table 5-6: Waste management collection fleet and equipment gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
There are no household hazardous waste containers where residents can drop-off their hazardous waste	Provide household hazardous waste containers and ensure that such waste is managed, transported and disposed of in a legally compliant manner.
There are no used oil containers at drop off facilities	Provide used oil collection containers and have it serviced by the ROSE Foundation.
Lack of recyclable collection trucks in collection fleet	Budget and purchase additional trucks for recyclable collection
No chipping being done at PAH landfill site	Start chipping for on-site composting at PAH landfill site
One garden refuse truck is older than 20 years	Evaluate plant to determine the reliability, cost effectiveness and efficiency and replace where the service and maintenance costs exceeds the monthly instalments on new replacement plant
Expensive maintenance of older fleet	Some of the trucks are more than 8 years old, therefore the municipality must put a replacement policy in place to minimise the maintenance budget for these old vehicles.

5.7 WASTE MANAGEMENT INFORMATION

To effectively plan for waste management services, knowledge of waste generation quantities and types is required. Table 5-7 provides the gaps identified in terms of the availability of waste management information with the resulting needs.

Table 5-7: Waste management information gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Limited information available regarding industrial general and hazardous waste categories and generation rates	Source information regarding industrial, general and hazardous waste categories and generation rates.
Lack of major waste generator information	Ensure that major waste generators are identified and information on waste generation is sourced
Limited reporting of waste quantities by industries	The municipality must put a system in place through their municipal by-law compelling the reporting of waste by industrial and commercial entities.

5.8 WASTE EDUCATION AND PUBLIC AWARENESS

Table 5-8 provides the gaps identified in terms of the waste education and initiatives with the resulting needs.

Table 5-8: Waste education and initiatives gaps and needs

GAP IDENTIFIED	RESULTING NEED
Limited information on awareness regarding industrial, general and hazardous waste generation	Determine awareness around industrial general and hazardous waste management and disposal.
Lack of general and domestic hazardous waste management knowledge at households – including 'reduce, reuse, and recycle.'	Improve knowledge of general and domestic hazardous waste management at household level – including 'reduce, reuse, and recycle.'
Lack of recycling information on recycling collection systems and drop-off facilities in and around the towns	Improve availability of information on recycling collection systems and drop-off facilities.
Lack of information on website	Basic information on waste minimisation could be provided here for easy access.

5.9 STAFF AND FINANCIAL RESOURCE MANAGEMENT

Table 5-9 provides the gaps identified in terms of the staff and financial resource management with the associated need to effectively address the gap.

Table 5-9: Staff and financial management gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Vacancies in staff structure	Review staff structure needs and requirements and fill vacancies where required.
The municipality must ensure that there is sufficient provision in the operational and capital budget for upcoming projects	Ensure sufficient financial resources.

5.10 STRATEGIC PLANNING

Future planning is essential in ensuring that a waste management service can meet the changing requirements of a municipality and comply with changing legislation and best practice guidelines. Table 5-10 provides the gaps identified in terms of the future waste management planning with the associated need to effectively address the gap.

Table 5-10: Future planning gaps and needs identified

GAP IDENTIFIED	RESULTING NEED
Development of IWMPs at required 5-year intervals	Ensure for budgeting to review and update the IWMP at required 5-year intervals.

GAP IDENTIFIED	RESULTING NEED
No feasibility study has been done to determine and evaluate the financial and operational effect of using the new regional landfill site to dispose of waste in the future.	Undertake a feasibility study to determine and evaluate the financial and operational effect of using the new regional landfill site to dispose of waste in the future.
Op-die-Berg landfill rehabilitation and closure in 2021	Plan and budget for closure of Op-die-Berg landfill site in 2021

6 GOALS, OBJECTIVES AND TARGETS ASSESSMENT

The goals and objectives of an IWMP are used to address potential shortcomings or necessary improvements identified during the gaps and needs analysis. Goals are long-term aspirations for waste management, while objectives are more focused, measurable targets which, if implemented correctly, will allow the municipality to reach the identified goals.

The *Guidelines for the Development of Integrated Waste Management Plans* by the Western Cape (WC) DEA&DP states the following in terms of developing strategic goals, objectives and targets:

- Strategic goals must be set based on relevant waste legislation, regulations and policies, and should be guided by the waste management hierarchy.
- The setting of goals, objectives and targets must also take into consideration the municipal response to the goals and targets set in the NWMS.
- The strategic goals must include setting targets for waste management such as collection, recycling, recovery and disposal.

The DEA&DP Guidelines describe goals, objectives and targets as follows:

- **Goal:** Long-term desired result that can be accomplished through various projects. Goals are not necessarily measurable but instead present a long-term desired end state for the municipality. The goals will be aligned to the NWMS and the Western Cape IWMP.
- **Objectives:** Measurable outputs which, once completed, will contribute to the accomplishment of a goal. Objectives will have deadlines to drive their implementation.
- **Targets:** Smaller projects which, when combined, will fulfil the requirement of an objective. The targets will also have deadlines for implementation.

The NWMS 2020 strategic goals that will be used to align the IWMP are as follows:

- Waste Minimisation – The aim is to prevent waste and where waste cannot be prevented, 40% should be diverted from landfill within five years through reuse, recycling, recovery and alternative waste treatment: 25% of waste reduction in waste generation; and 20% waste reused in the economic value chain.
- Effective and Sustainable Waste Services – This would see all South Africans living in clean communities with waste services that are well managed and financially sustainable.
- Waste Awareness and Compliance – The aim is to create a culture of compliance with zero tolerance of pollution, litter and illegal dumping.

The Western Cape outlined four goals in the 2nd Generation IWMP (2017-2022). The LLM's goals and targets will be developed in line with the following four goals from the Western Cape IWMP.

- Goal 1: Strengthened education, capacity and advocacy towards integrated waste management.
- Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure.
- Goal 3: Effective and efficient utilisation of resources.
- Goal 4: Improved compliance with environmental regulatory framework.

6.1 GOALS IDENTIFIED FOR WLM

To align the WLM's goals with those of the Western Cape IWMP (2017-2022) and the NWMS (2020), the following goals were formulated:

- Goal 1: Effective solid waste service delivery.
- Goal 2: Promote waste minimisation and recycling.
- Goal 3: Ensure safe and integrated management of hazardous waste.
- Goal 4: Improve waste education and public awareness.
- Goal 5: Ensure sound budgeting for integrated waste management.
- Goal 6: Improve regulatory compliance.
- Goal 7: Improve waste information management.

6.2 ALIGNMENT WITH NATIONAL AND PROVINCIAL WASTE MANAGEMENT GOALS

The NWMS (2011), NWMS (2020) and the Western Cape IWMP (2017-2022), along with the status quo of waste management within the WLM, were used to develope the 2021-2027 WLM IWMP. The table provides an overview of how the goals of the WLM will be aligned with the above-mentioned strategies.

Table 6-1: Alignment of WLM goals with provincial and national goals

WLM GOALS	WESTERN CAPE IWMP GOALS	NWMS 2011 GOALS	NWMS 2020 GOALS
Goal 1: Effective solid waste service delivery	Goal 3: Effective and efficient use of resources	Goal 2: Ensure effective and efficient delivery of waste services	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.
Goal 2: Promote waste minimisation and recycling	Goal 3: Effective and efficient use of resources	Goal 1: Promote waste minimisation, re-use, recycling and recovery of waste	Goal 1: Prevent waste and, where waste cannot be prevented, divert 50% of waste from landfill within 5 years, 65% within 10 years, and at least 80% of waste within 15 years through reuse, recycling, and recovery and alternative waste treatment
Goal 3: Ensure safe and integrated management of hazardous waste	Goal 3: Effective and efficient use of resources	Goal 2: Ensure effective and efficient delivery of waste services	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.
Goal 4: Improve waste education and public awareness	Goal 1: Strengthen education, capacity and advocacy towards integrated waste management	Goal 4: Ensure that people are aware of the impact of waste on their health, well-being and the environment	Goal 3: South Africans are aware of waste and a culture of compliance with waste management norms and standards exists, resulting in zero tolerance of pollution, litter and illegal dumping.
Goal 5: Ensure sound budgeting for integrated waste management	Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure	Goal 5: Achieve integrated waste management planning	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.

WLM GOALS	WESTERN CAPE IWMP GOALS	NWMS 2011 GOALS	NWMS 2020 GOALS
		Goal 6: Ensure sound budgeting and financial management for waste services	
Goal 6: Improve regulatory compliance	Goal 4: Improved compliance with environmental regulatory framework	Goal 8: Establish effective compliance with and enforcement of the Waste Act	Goal 3: South Africans are aware of waste and a culture of compliance with waste management norms and standards exists, resulting in zero tolerance of pollution, litter and illegal dumping.
Goal 7: Improve waste information management	Goal 2: Improved integrated waste management planning and implementation for efficient waste services and infrastructure	-	Goal 2: All South Africans live in clean communities with waste services that are well managed and financially sustainable.

6.3 OBJECTIVES AND TARGETS FOR THE MUNICIPALITY

Table 6-2 provides the strategic objectives and targets for each of the seven goals identified for the WLM.

Table 6-2: Objectives and targets for each of the WLM's goals

GOAL	OBJECTIVE	ACTION/TARGET
Goal 1: Effective solid waste service delivery	Objective 1: Update the collection schedule	• Review and update the collection schedule to ensure efficient and cost-effective waste collection through route optimisation with the least possible unproductive travelling. • Develop recyclable waste collection route for implementation of separation at source in all towns.
	Objective 2: Prevent illegal dumping	Identify illegal dumping hotspots and add receptacles at these areas. The waste management officer should assess potential reasons causing the prevalence of illegal dumping by way of: • Identify illegal dumping hotspots • Make key observations • Conduct brief community surveys and interviews • Identify the stream of waste (and where possible potential sources) that is predominant at the illegal dumping sites • Provide appropriate infrastructure ensuring user-friendly waste disposal facilities – e.g. ramps allowing the emptying of wheelbarrows wheelie bins into skips; even by children and the elderly • Monitor and empty skips as required to prevent overfilling and waste subsequently being put on fire • Launch waste awareness campaigns to educate the community on proper waste management and disposal practices.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Evaluate waste management fleet	• Evaluating waste collection vehicles to ensure that they remain reliable, cost-effective and efficient • Ensure that daily routine inspections be done on vehicles before waste collection commences • Undertaken preventative maintenance on vehicles where appropriate • Plan and budget for future fleet, plant and equipment requirements allowing for routine replacement of vehicles that are not reliable • Ensure that the landfill used for disposal is equipped with plant and tow cables to assist vehicles stuck in mud and do NOT allow waste collection vehicles to be pushed by bulldozers or landfill compactors • Have access to backup vehicle under all circumstances.
Goal 2: Promote waste minimisation and recycling	Objective 1: Implement separation at source in all towns	• Plan and budget for the implementation of separation at source at all households in the WLM • Budget to provide bags to households for recyclables.
	Objective 2: Improve recyclables diversion rates	• Provide public recycling drop-off facilities in secured areas and have material removed regularly to prevent overflowing containers • Establish buy-back centres in low-income areas • Implement recycling competitions and other awareness programmes at schools • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to recyclers providing evidence of waste diverted from landfill • Once separation at source is implemented, ensure for effective sorting and recording of quantities at the new MRF in Ceres. • Implement a plan for the minimisation and diversion of C&D waste from landfills

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Draft an Organic Waste Diversion Plan	• Identify potential applications and markets for processed organic waste diverted from landfills • Undertake a cost-benefit study to determine the financial viability of the alternative processing options • Draft a plan documenting the initiatives to reduce organic waste sent to landfills. The municipality can also review the Department's Organic Waste template for guidance. • Create a diversion plan that aims to divert 50% of organic waste by 2022.
	Objective 4: Implement organic waste diversion initiatives	• Attract private sector interest in either setting up businesses for the processing and sale of organic waste independently, or alternatively in PPPs • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to processors providing evidence of waste diverted from landfill • Promote and market increased use of compost instead of chemical fertilisers • Educate the communities and farmers on at-source composting • Establish a composting facility next to the PAH landfill • Prevent disposal of garden refuse at the PAH landfill site.
	Objective 5: Implement swop-shops	• Establish swop-shops in low-income areas • Appoint staff to implement and run the swop-shops: o Interact with local supermarkets to assist with products for the swop-shop • Educate the people on recyclable materials and the value thereof.
	Objective 6: Establish drop-off facilities in all towns	• Identify locations for drop-off facilities in all towns • Establish drop-off facilities and ensure for adequate recordkeeping.

GOAL	OBJECTIVE	ACTION/TARGET
Goal 3: Ensure safe integrated management of hazardous waste	Objective 1: Provide household hazardous waste solutions	• Provide household hazardous waste containers at the new public drop-off facility in Wolseley and have such waste collected and disposed of by a legally compliant contractor • Create public awareness about the environmental impact of inappropriate hazardous waste disposal, as well as any alternative collection and disposal systems available to them.
	Objective 2: Ensure major hazardous waste generators are registered on IPWIS	• Identify major hazardous waste generators in the WLM and determine the types and volumes of hazardous waste generated • Ensure that appropriate facilities are available for the safe storage, bilking, transport, and disposal of hazardous waste generated by industry • Monitor the registration of and regular accurate reporting by major hazardous waste generators in the WLM.
	Objective 3: Save disposal of sewerage sludge	• Establish a hazardous waste collection company to transport sewerage sludge to a hazardous landfill site • Use sewerage sludge in agricultural sector.
Goal 4: Improved waste education and public awareness	Objective 1: Appoint public awareness task force	• Appoint a team to establish a plan for the implementation of waste awareness campaigns in the LLM • Empower officials from relevant authorities for the monitoring and prosecution of polluters.
	Objective 2: Implement waste awareness programmes	• Initiate community-based waste management education and awareness programmes for rural councillors and communities • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies • Ensure that both public and private sector staff are appropriately trained for their respective jobs and that refresher courses are offered if needed.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Waste management training courses	• Initiate community-based waste management education and awareness programmes for rural councillors and communities • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies.
	Objective 4: Improve hazardous waste knowledge	• Send relevant officials on formal training courses (training the trainers) to ensure they are well equipped to train fellow staff members as well as the public on appropriate hazardous waste management • Provide educational material to ensure that households are made aware of the effect of household hazardous waste • Provide a guideline to households on how to properly dispose of hazardous waste at appropriate facilities provided and maintained by the WLM.
Goal 5: Ensure sound budgeting for integrated waste management	Objective 1: Review organogram	• Undertake a survey to determine the staff compliment required and adjust the organogram accordingly • Reallocate redundant staff to alternative positions where suitably trained and experienced to fill such positions. Provide alternative training where feasible • Fill vacant positions with suitably qualified and experienced staff • Ensure for sound budgeting to fill vacancies in waste management department as per the finally approved organogram.
	Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure	• Budget and plan for the rehabilitation of the Op-die-Berg landfill site • Appoint suitable qualified consultants and contractors to execute the work as per the contract amount and within the required timeframes.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 3: Ensure availability of sufficient budget for new waste management facilities	Budget for the implementation of the following waste management facilities: • Composting facility • Drop-off facilities in all towns • Swop-shops in low-income areas.
	Objective 4: Conduct cost analysis study	• Appoint a service provider to conduct a cost benefit analysis (feasibility) study to evaluate the effect that the disposal at the new regional landfill site in Worcester, together with associated transfer and transport costs, will have on the waste management operational costs.
Goal 6: Improve regulatory compliance	Objective 1: Conduct external landfill audits as per landfill licence requirements	• Review all landfill waste management licences to establish external audit dates. • Continue to conduct internal audits on a quarterly basis. • Appoint an external consultant to conduct annual external audits at all waste management facilities. • Undertake routine maintenance, and based on recommendations from specialists, implement mitigating measures where required. • Ensure PA Hamlet landfill site has proper access control and security and that they maintain all conditions of the WML.
	Objective 2: Ensure compliance of the landfill containment barriers with R. 636	Appoint a suitably qualified consultant to assist with closure and rehabilitation of existing unlined cells, and development of new lined cells in accordance with the relevant legislation.
Goal 7: Improve waste information management	Objective 1: Improve recyclables record keeping	• Ensure that the recycling company reports the mass correctly. • Once the MRF is established in Ceres, develop a recording system to ensure mass is captured correctly. • Implement strategies/tools that will ensure that recycling companies report the materials' tonnages to the municipality or IPWIS.

GOAL	OBJECTIVE	ACTION/TARGET
	Objective 2: Improve organic waste record keeping	• Ensure all organic waste and garden refuse are recorded correctly upon arrival at the PAH landfill site. • Once the composting facility is established, record mass of compost sold to farmers.
	Objective 3: Develop industry waste database	Implement effective communication system: • Place an advert in the local paper instructing organisations to register. • Make registration forms available on the website. • Develop a database of industries operating in the WLM and track the registration and reporting status. Issue written notifications to the organisations that are not registered or reporting accurately.

7 IMPLEMENTATION PLAN

The following section presents an implementation plan to assist the WLM in meeting the objectives and targets outlined in the gap and needs analysis section. The implementation plan contains a number of projects and respective actions which, if properly executed, should enable the WLM to achieve its objectives and targets. The identified projects have been prioritised and span a period of seven years (2021-2027). The table below provides the legend for the implementation plan.

Table 7-1: Implementation plan legend

TERM	IMPORTANCE
Short term	
Medium term	
Long term/continuous	

Table 7-2: Implementation plan

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 1: Effective solid waste service delivery	Objective 1: Update the collection schedule	• Review and update the collection schedule to ensure efficient and cost-effective waste collection through route optimisation with the least possible unproductive travelling. • Develop recyclable waste collection route for implementation of separation at source in all towns.								In-house. Municipality overheads
	Objective 2: Prevent illegal dumping	Identify illegal dumping hotspots and add receptacles at these areas. The waste management officer should assess potential reasons causing the prevalence of illegal dumping by way of: • Identifying illegal dumping hotspots • Making key observations • Conducting brief community surveys and interviews • Identifying the stream of waste (and where possible potential sources) that is predominant at the illegal dumping sites • Providing appropriate infrastructure ensuring user-friendly waste disposal facilities – e.g. ramps allowing the emptying of wheelbarrows wheelie bins into skips; even by children and the elderly								In-house. Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Monitor and empty skips as required to prevent overfilling and waste subsequently being put on fire • Launch waste awareness campaigns to educate the community on proper waste management and disposal practices.								
	Objective 3: Evaluate waste management fleet	• Evaluate waste collection vehicles to ensure that they remain reliable, cost-effective and efficient • Ensure that daily routine inspections be done on vehicles before waste collection commences • Undertake preventative maintenance on vehicles where appropriate • Plan and budget for future fleet, plant and equipment requirements allowing for routine replacement of vehicles that are not reliable • Ensure that the landfill used for disposal is equipped with plant and tow cables to assist vehicles stuck in mud and do NOT allow waste collection vehicles to be pushed by bulldozers or landfill compactors								In-house. Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Have access to a backup vehicle under all circumstances.								
Goal 2: Promote waste minimisation and recycling	Objective 1: Implement separation at source in all towns	• Plan and budget for the implementation of separation at source at all households in the WLM. • Budget to provide bags to households for recyclables.								R3 000 000 for provision of bags and additional equipment
	Objective 2: Improve recyclables diversion rates	• Provide public recycling drop-off facilities in secured areas and have material removed regularly to prevent overflowing containers. • Establish buy-back centres in low-income areas. • Implement recycling competitions and other awareness programmes at schools. • Facilitate for municipalities to ringfence avoided landfill disposal costs for allocation to recyclers providing evidence of waste diverted from landfill.								R2 000 per annum for awareness materials at schools R10 000 to establish buy-back centres and R1 000 per annum for maintenance & repairs

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Once separation at source is implemented, ensure for effective sorting and recording of quantities at the new MRF in Ceres. • Implement a plan for the minimisation and diversion of C&D waste from landfills.								
	Objective 3: Draft an Organic Waste Diversion Plan	• Identify potential applications and markets for processed organic waste diverted from landfills. • Undertake cost-benefit study to determine the financial viability of the alternative processing options. • Draft a plan documenting the initiatives to reduce organic waste sent to landfills. The municipality can also review the Department Organic Waste template for guidance. • Create a diversion plan that aims to divert 50% of organic waste by 2022.								In-house. Municipality overheads
	Objective 4: Implement organic waste diversion initiatives	• Attract private sector interest in either setting up businesses for the processing and sale of organic waste independently, or alternatively in PPPs. • Facilitate for municipalities to ringfence avoided landfill disposal								To be determined by consultants

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		costs for allocation to processors providing evidence of waste diverted from landfill. • Promote and market increased use of compost instead of chemical fertilisers. • Educate the communities and farmers on at-source composting. • Establish a composting facility next to the PAH landfill. • Prevent disposal of garden refuse at the PAH landfill site.								
	Objective 5: Implement swop-shops	• Establish swop-shops in low-income areas. • Appoint staff to implement and run the swop-shops: o Interact with local supermarkets to assist with products for the swop-shop. • Educate the people on recyclable materials and the value thereof.								R1 000 00 for establishment of swop-shop and equipment
	Objective 6: Establish drop-off facilities in all towns	• Identify locations for drop-off facilities in all towns. • Establish drop-off facilities and ensure for adequate recordkeeping.								To be determined by consultants

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 3: Ensure safe integrated management of hazardous waste	Objective 1: Provide household hazardous waste solutions	• Provide household hazardous waste containers at the new public drop-off facility in Wolseley and have such waste collected and disposed of by a legally compliant contractor. • Create public awareness about the environmental impact of inappropriate hazardous waste disposal, as well as any alternative collection and disposal systems available to them.								R1 500 per lockable container R 1 000 000 per annum for waste removal service
	Objective 2: Ensure major hazardous waste generators are registered on IPWIS	• Identify major hazardous waste generators in the WLM and determine the types and volumes of hazardous waste generated. • Ensure that appropriate facilities are available for the safe storage, bilking, transport, and disposal of hazardous waste generated by industry. • Monitor the registration of and regular accurate reporting by major hazardous waste generators in the WLM.								In-house. Municipality overheads
	Objective 3: Save disposal of sewerage sludge	• Establish a hazardous waste collection company to transport sewerage sludge to a hazardous landfill site.								To be determined by collection company

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Use sewerage sludge in agricultural sector.								
Goal 4: Improve waste education and public awareness	Objective 1: Appoint public awareness task force	• Appoint a team to establish a plan for the implementation of waste awareness campaigns in the LLM. • Empower officials from relevant authorities for the monitoring and prosecution of polluters.								R3 000 000 per annum for awareness materials.
	Objective 2: Implement waste awareness programmes	• Initiate community-based waste management education and awareness programmes for rural councillors and communities. • Budget and ensure personnel in the waste management department to go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies. • Ensure that both public and private sector staff are appropriately trained for their respective jobs and that refresher courses are offered.								R2 000 per annum for awareness materials.

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	Objective 3: Waste management training courses	• Initiate community-based waste management education and awareness programmes for rural councillors and communities. • Budget and ensure personnel in the waste management department go for regular training to ensure compliance and enforcement of waste management acts, regulations and strategies.								R7 500 per course for department training
	Objective 4: Improve hazardous waste knowledge	• Send relevant officials on formal training courses (training the trainers) to ensure they are well equipped to train fellow staff members as well as the public on appropriate hazardous waste management. • Provide educational material to ensure that households are made aware of the effect of household hazardous waste. • Provide guidelines to households on how to properly dispose of hazardous waste at appropriate facilities provided and maintained by the WLM.								R2 000 per annum for awareness materials.

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
Goal 5: Ensure sound budgeting for integrated waste management	Objective 1: Review organogram	• Undertake a survey to determine the staff compliment required and adjust the organogram accordingly. • Reallocate redundant staff to alternative positions where suitable trained and experienced to fill such positions. Provide alternative training where feasible. • Fill vacant positions with suitable, qualified and experienced staff. • Ensure for sound budgeting to fill vacancies in the waste management department as per the finally approved organogram.								To be confirmed with Municipality
	Objective 2: Ensure availability of sufficient budget for landfill rehabilitation and closure	• Budget and plan for the rehabilitation of the Op-die-Berg landfill site. • Appoint suitably qualified consultants and contractors to execute the work as per the contract amount and within the required timeframes.								R100 000 per landfill for rehabilitation design and approval. Rehabilitation cost R 5 000 000
	Objective 3: Ensure availability of sufficient budget for new waste	Budget for the implementation of the following waste management facilities: • Composting facility								To be determined

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	management facilities	• Drop-off facilities in all towns • Swop-shops in low-income areas.								by consultants
	Objective 4: Conduct cost analysis study	Appoint a service provider to conduct a cost benefit analysis (feasibility) study to evaluate the effect that the disposal at the new regional landfill site in Worcester, together with associated transfer and transport costs, will have on the waste management operational costs.								R1 500 000
Goal 6: Improve regulatory compliance	Objective 1: Conduct external landfill audits as per landfill licence requirements	• Review all landfill waste management licences to establish external audit dates. • Continue to conduct internal audits on a quarterly basis. • Appoint an external consultant to conduct annual external audits at all waste management facilities. • Undertake routine maintenance and based on recommendations from specialists, implement mitigating measures where required. • Ensure that the PA Hamlet landfill site has proper access control and security, and maintains all conditions of the WML.								R 500 000 per landfill for survey and calculations of remaining airspace

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
	Objective 2: Ensure compliance of the landfill containment barriers with R. 636	Appoint a suitably qualified consultant to assist with closure and rehabilitation of existing unlined cells, and development of new lined cells in accordance with the relevant legislation.								To be determined by consultants, estimated as R 300 000
Goal 7: Improve waste information management	Objective 1: Improve recyclables record keeping	• Ensure that the recycling company reports the mass correctly. • Once the MRF is established in Ceres, develop a recording system to ensure mass is captured correctly. • Implement strategies/tools that will ensure that recycling companies report the materials' tonnages to the municipality or IPWIS.								In-house. Municipality overheads
	Objective 2: Improve organic waste record keeping	• Ensure all organic waste and garden refuse is recorded correctly upon arrival at the PAH landfill site. • Once the composting facility is established, record mass of compost sold to farmers.								In-house. municipality overheads
	Objective 3: Develop industry waste database	Implement an effective communication system: • Place an advert in the local paper instructing organisations to register.								R100 000 for software and Municipality overheads

GOAL	OBJECTIVE	PROJECT DESCRIPTION	TIMEFRAME							ESTIMATED BUDGET REQUIRED
			2021	2022	2023	2024	2025	2026	2027	
		• Make registration forms available on the website. • Develop a database of industries operating in the WLM and track the registration and reporting status. Issue written notifications to the organisations that are not registered or reporting accurately.								

8 IWMP MONITORING AND REVIEW

Regular and ongoing monitoring of the implementation plan (outlined in Section 7) is required to ensure the goals, objectives and targets of the IWMP are accomplished within designated timeframes.

8.1 REPORTING

According to Section 13(2) of The National Environmental Management Waste Act, 2008 (Act 59 of 2008), performance reports on the implementation of the Integrated Waste Management Plan must be prepared in terms of Section 46 of the Municipal Systems Act and must contain the following information:

- The extent to which the plan has been implemented during the period
- The waste management initiatives that have been undertaken during the reporting period
- The delivery of waste management services and measures taken to secure the efficient delivery of waste management services, if applicable
- The level of compliance with the plan and any applicable waste management standards
- The measures taken to secure compliance with waste management standards
- The waste management monitoring activities
- The actual budget expended on implementing the plan
- The measures that have been taken to make any necessary amendments to the plan.

8.2 MONITORING AND REVIEW

The designated waste management officer (WMO) is responsible for preparing the performance reports on the implementation of the IWMP on an annual basis. An IWMP monitoring committee should be established to monitor the implementation and progress of the IWMP activities.

The Annual Performance Report must summarise the municipality's progress towards meeting the goals, targets and objectives outlined in the implementation plan of the IWMP. More specifically, the report should comprise the following:

- Strategic Issues: The WLM's performance and progress on meeting the short, medium- and long-term goals, objectives and targets
- Financial Issues: Reporting on budget forecasting, obtaining sufficient budgets and budgeting constraints with respect to both existing waste management operations and the implementation of this IWMP
- IWMP Amendments: Amendments to the IWMP necessitated by the outcomes of feasibility studies, financial constraints, etc.
- Communication: Keeping councillors, key stakeholders and the residents informed on the progress in meeting the IWMP.

8.3 REVISION OF THE IWMP

As this IWMP forms part of the Integrated Development Plan required in terms of Chapter 5 of the Municipal Systems Act, the next comprehensive revision of the IWMP should occur in 2027.

The comprehensive review will update the status quo, evaluate overall progress against the goals, objectives and targets outlined in this IWMP, review gaps and needs, and reformulate the goals and objectives as required to continue to improve waste management services in the WLM.

9 PUBLIC PARTICIPATION PROCESS

As part of the development of the IWMP, the consultants have engaged with stakeholders and members of the community. Stakeholders and interested and affected parties (I&APs) were notified that the draft IWMP is out for commenting. The figure below provides the advertisement that was placed on the WLM's website. Due to COVID-19, the public participation was done via online methods. The public participation period was from 01 April 2021 to 01 May 2021. The advert and proof of publication can be found below.

WITZENBERG	**NOTICE OF THE REVIEW AND UPDATE OF THE WITZENBERG LOCAL MUNICIPALITY (WLM) INTEGRATED WASTE MANAGEMENT PLAN (IWMP) FOR THE WLM IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008).**
Notice is hereby given in terms of the National Environmental Management: Waste Act (Act No. 59 of 2008) that the Witzenberg Local Municipality (WLM) is reviewing the Integrated Waste Management Plan (IWMP).	
Municipality:	Witzenberg Local Municipality
Lead Consultant:	Delta Built Environment Consultants (Delta BEC)
Competent Authority:	Western Cape Department of Environmental Affairs and Development Planning
Project Nature and Location:	The project's primary objective of the review and updating of WLM's IWMP is to ensure that waste management practices in the WLM comply with the National Environmental Management: Waste Act, 2008 (Act No.59 of 2008).
Opportunity to Participate:	As part of the Public Participation process, the public is afforded a 30-day period from 1 April 2021 to 1 May 2021 to comment on the draft IWMP. The draft IWMP will be available on the WLM website from 1 April. Comments on the Draft IWMP can be forwarded to: **Mrs Chanté Stander** **Tel:** 012 368 1850 **Email:** chante.stander@deltabec.com

Figure 9-1: WLM IWMP Advert

Figure 9-2: The Standard

The following parties commented on the Draft IWMP:

- Department of Environmental Affairs and Development Planning

The comments on the Draft WLM IWMP were incorporated into the Final WLM IWMP.

The comments on the Draft IWMP can be found in Appendix C.

10 CONCLUSION

This report served to analyse and quantify all aspects related to current waste management services and practices carried out by the WLM with the view of using such information as a baseline for future planning.

In terms of service delivery, the WLM provides waste collection services to high, medium and low-income groups, informal settlements, businesses and schools. Green bags are provided for garden refuse. The green bags are collected from the households and transported to the Prince Alfred Hamlet landfill site. Clear bags are used for recyclables. The clear bags are collected from the households in Tulbagh with the cage truck and transported to the Tulbagh landfill site where an external company (Frank Boomshiar Recyclables) collects the recyclables. At informal areas, it is impossible to access the area with a compactor, due to denseness of the area, but skips are provided where informal dwellers dispose of their waste. Black and green bags are also provided to the informal dwellers and are serviced by a LDV where accessible. Skips are used in informal settlements and in all towns for garden refuse and C&D waste storage. There are currently (2021) 77 skips (6 m^3) placed in the WLM.

The WLM has operating licences for four landfills, but the Wolseley landfill site has been completely vandalised in 2013 and has since been non-operational. The WLM's general waste is disposed of at the Op-die-Berg and Tulbagh landfill. The garden waste is disposed of at the Prince Alfred Hamlet site. None of these sites are equipped with a weighbridge, but a weigh pad has recently been installed at the Tulbagh landfill by the DEA.

The analyses of the current waste management system have led to the identification of gaps and needs (Chapter 5), and these are addressed with the overarching goals, objectives and targets in Chapter 6.

The main goals for integrated waste management in the WLM can be summarised as follows

- To ensure for effective solid waste service delivery
- To promote waste minimisation and recycling
- To ensure safe and integrated management of hazardous waste
- To improve waste education and public awareness
- To ensure sound budgeting for integrated waste management
- To improve regulatory compliance
- To improve waste information management.

For these goals to be met, a series of implementation instruments (action plans) will need to be implemented. These action plans are detailed in the implementation plan in Chapter 7 of this report.

The next phase of the development of the IWMP is to conduct a public participation period. During this period, the consultants will engage with stakeholders and

members of the community. Stakeholders and interested and affected parties (I&APs) will be notified that the draft IWMP is out for commenting. The comments on the Draft WLM IWMP will be incorporated into the Final WLM IWMP.

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APPENDIX A: TABLE 6: SCHEDULE 3 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE AMENDMENT ACT, 2014 ACT NO. 26 OF 2014: CATEGORY A: HAZARDOUS WASTE

INDUSTRIAL GROUP	WASTE FRACTIONS
1. Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing	(a) hazardous portion of wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
2. Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard	(a) hazardous portion of wastes from wood processing and the production of panels and furniture (b) hazardous portion of wastes from wood preservation (c) hazardous portion of wastes from pulp, paper and cardboard production and processing
3. Wastes from the leather, fur and textile industries	(a) hazardous portion of wastes from the leather and fur industry (b) hazardous portion of wastes from the textile industry
4. Wastes from petroleum refining, natural gas purification and pyrolytic treatment of coal	(a) wastes from petroleum refining (b) wastes from the pyrolytic treatment of coal (c) wastes from natural gas purification and transportation

INDUSTRIAL GROUP	WASTE FRACTIONS
5. Wastes from inorganic chemical processes	(a) wastes from the manufacture, formulation, supply and use (MFSU) of acids (b) wastes from the MFSU of bases (c) wastes from the MFSU of salts and their solutions and metallic oxides (d) metal-containing wastes (e) wastes from the MFSU of sulphur chemicals, sulphur chemical processes and desulphurisation processes (f) wastes from the MFSU of halogens and halogen chemical processes (g) wastes from the MFSU of silicon and silicon derivatives (h) wastes from the MFSU of phosphorous chemicals and phosphorous chemical processes (i) wastes from the MFSU of nitrogen chemicals, nitrogen chemical processes and fertiliser manufacture (j) wastes from the manufacture of inorganic pigments (k) other wastes from inorganic chemical processes
6. Wastes from organic chemical processes	(a) wastes from the manufacture, formulation, supply and use (MFSU) of basic organic chemicals (b) wastes from the MFSU of plastics, synthetic rubber and man-made fibres (c) wastes from the MFSU of organic dyes and pigments (d) wastes from the MFSU of organic plant protection products, wood preserving agents and other biocides (e) wastes from the MFSU of pharmaceuticals (f) wastes from the MFSU of fats, grease, soaps, detergents, disinfectants and cosmetics (g) other wastes from the MFSU of fine chemicals and chemical products

INDUSTRIAL GROUP	WASTE FRACTIONS
7. Wastes from thermal processes	(a) hazardous portion of wastes from power stations and other combustion plants (b) hazardous portion of wastes from the iron and steel industry (c) wastes from aluminium thermal metallurgy (d) wastes from lead thermal metallurgy (e) wastes from zinc thermal metallurgy (f) wastes from copper thermal metallurgy (g) wastes from silver, gold and platinum thermal metallurgy (h) wastes from other non-ferrous thermal metallurgy (i) hazardous portion of wastes from casting of ferrous pieces (j) hazardous portion of wastes from casting of non-ferrous pieces (k) hazardous portion of wastes from manufacture of glass and glass products (l) hazardous portion of wastes from manufacture of ceramic goods, bricks, tiles and construction products (m) hazardous portion of wastes from manufacture of cement, lime and plaster and articles and products made from them
8. Waste from the photographic industry	(a) hazardous portion of waste from the photographic industry
9. Wastes from the manufacture, formulation, supply and use (MFSU) of coatings (paints, varnishes and vitreous enamels), adhesives, sealants and printing inks	(a) wastes from MFSU and removal of paint and varnish (b) wastes from MFSU of other coatings (including ceramic materials) (c) wastes from MFSU of printing inks (d) wastes from MFSU of adhesives and sealants (including waterproofing products)

INDUSTRIAL GROUP	WASTE FRACTIONS
10. Wastes from chemical surface treatment and coating of metals and other materials; non-ferrous hydrometallurgy	(a) wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising) (b) wastes from non-ferrous hydrometallurgical processes (c) wastes from sludges and solids from tempering processes (d) wastes from hot galvanising processes
11. Wastes from shaping and physical and mechanical surface treatment of metals and plastics	(a) hazardous portion of wastes from shaping and physical and mechanical surface treatment of metals and plastics (b) wastes from water and steam degreasing processes
12. Oil wastes and wastes of liquid fuels (except edible oils)	(a) waste hydraulic oils (b) waste engine, gear and lubricating oils (c) waste insulating and heat transmission oils (d) oil/water separator contents (e) wastes of liquid fuels (f) hazardous portion of other oil wastes
13. Waste organic solvents, refrigerants and propellants	(a) waste organic solvents, refrigerants and foam/aerosol propellants

INDUSTRIAL GROUP	WASTE FRACTIONS
14. Other wastes not specified in the list	(a) hazardous portion of wastes from end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (b) hazardous portion of wastes from electrical and electronic equipment (c) hazardous portion of wastes from off-specification batches and unused products (d) wastes from discarded gases in pressure containers and discarded chemicals (e) wastes from discarded batteries and accumulators (f) wastes from transport tank, storage tank and barrel cleaning (g) spent catalysts wastes (h) oxidising substances wastes (i) aqueous liquid wastes destined for off-site treatment (j) waste linings and refractories
15. Construction wastes	(a) wastes from bituminous mixtures, coal tar and tarred products (b) discarded metals (including their alloys) (c) waste soil (including excavated soil from contaminated sites), stones and dredging spoil (d) wastes from insulation materials and asbestos-containing construction materials (e) wastes from gypsum-based construction material (f) wastes from other construction and demolition [wastes]
16. Wastes from human or animal health care and/or related research (except kitchen and restaurant wastes not arising from immediate health care)	(a) wastes from natal care, diagnosis, treatment or prevention of disease in humans (b) wastes from research, diagnosis, treatment or prevention of disease involving animals

INDUSTRIAL GROUP	WASTE FRACTIONS
17. Wastes from waste management facilities	(a) hazardous portion of wastes from incineration or pyrolysis of waste (b) hazardous portion of wastes from physico/chemical treatments of waste (c) hazardous portion of stabilised/solidified wastes (d) hazardous portion of wastes from aerobic treatment of solid wastes (e) hazardous portion of wastes from anaerobic treatment of waste (f) landfill leachate wastes (g) wastes from shredding of metal-containing wastes (h) wastes from oil regeneration (i) wastes from soil remediation

APPENDIX B: EXTERNAL LANDFILL AUDITS

External Permit Compliance Audit

Op-die-Berg Waste Disposal Site

Witzenburg Municipality

Reference: 500696

Revision: 0

2018-05-03

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

aurecon
Bringing ideas to life

Document control record

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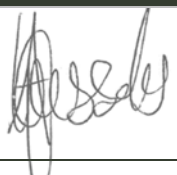
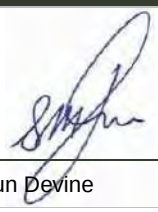
Approval			
Author signature		Approver signature	
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Title	Environmental Intern	Title	Project Leader

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1 Introduction

Aurecon were appointed in March 2018 by the Witzenberg Municipality (WM) to conduct the annual external permit compliance audit of the Op-die-berg Waste Disposal Site as required by permit number No. 16/2/7/H200/D100/Z2/P325 (11 November 1998) issued by the Department of Water Affairs and Forestry (DWAF) in terms Section 20 of the Environmental Conservation Act, 1989 (Act 73 of 1989).

The site was inspected and verified against the specific permit conditions by Mr. Shaun Devine of Aurecon on 19 April 2018. The weather on the day was cloudy and foggy. The audit was done in the presence of Mr Johnny Jacobs of the WM where the operation and maintenance of the site was discussed.

2 Site details

Op-die-Berg Landfill site is located approximately 5 km south of Die Dorp Op Die Berg town, on the R303.

Figure 1 Site location

3 Audit checklist

The site was audited against the conditions contained within the permit.

PERMIT CONDITION	*PREVIOUS RESULT*	2018 RESULT	COMMENTS
1. LOCATION			
1.1 This Permit authorises the establishment, further development and operation of a waste disposal site on Portion I of the farm Kleinvlei No 209, (hereinafter referred to as 'E the Site") according to the report 108/599 by BKS Consulting Engineers, dated February 1998 (hereinafter referred to as "the Report"), submitted by the Permit Holder	*2*	**n/a**	The site has been established.
1.2 The location of the Site shall be according to the co-ordinates indicated on the permit application form, submitted by the Permit Holder.	*n/a*	**n/a**	Permit application form not available
2. PERMISSIBLE WASTE			
2.1 The Site may be used for the disposal of all waste types, excluding those listed in Annexure I and excluding those where specific control has been 'established in terms of the Nuclear Energy Act 1993 (Act 1 of 1 993). Waste types controlled in terms of the Minerals Act}. 9.1991 (Act 50 of 1991) and the Electricity Act, 1987 (Act 4.1 987) s are also excluded from disposal on the Site unless has been obtained from the Regional Director.	*2*	**2**	Only garden waste and builder's rubble being disposed of on site.
2.2 The Permit Holder shall take all reasonable steps to ensure that -			
2.2.1 No organic or inorganic element or compound which may have a definite acute or chronic negative effect on human or animal health and/or the environment, due to its toxic, physical, chemical or persistent characteristics and which corresponds with the UNEP definition of hazardous waste be disposed of on the Site;	*2*	**2**	None noted during inspection
2.2.2 No medical waste be disposed on the Site; and	*2*	**2**	None noted during inspection
2.2.3 No scheduled pharmaceutical products registered in terms of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) or associated containers be disposed of on the Site.	*2*	**2**	None noted during inspection
3. CONSTRUCTION			
3.1 The Site or any portion thereof may only be used for the disposal of permissible waste if the Site or any such portion has been constructed or developed according to condition 3 of this Permit.	*2*	**2**	
3.2 Construction and further development within the Site shall be carried out under the supervision of a suitably qualified person proposed by the Permit Holder and approved by the Regional Director.	*2*	**n/a**	
3.3 After construction of the Site or further development within the Site, the Permit Holder shall notify the Regional Director thereof and the person referred to in condition 3.2 shall submit a certificate or alternatively a letter to the Regional Director that the construction of the Site or further development within the Site, as proposed by the Permit Holder and approved by the Regional Director, is In accordance with recognised civil engineering practice before disposal may commence on the Site. The completed construction works of the Site shall be inspected by an official of the Department: and the person referred to in condition 3.2. If the Regional Director is satisfied with the construction of the Site or any further development within the Site and has given written permission, the Permit Holder may use the Site or any further development within the Site for the disposal of waste,	*2*	**n/a**	
3.4 The Permit Holder shall take all reasonable steps, such as suitable zoning and/or written agreements with adjacent landowners, to establish and maintain an unbuilt area or "buffer zone" of 200 metres between the Site and the nearest residential and/or light industrial areas during the operative life of the Site. Heavy industries or industries which may create nuisance conditions may permitted within the buffer zone in terms of the appropriate	*2*	**2**	No development within the buffer
3.5 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the Site in a legal manner, all runoff water arising on land adjacent to the Site, which could be expected as a result of the estimated maximum precipitation during a period of 24 hours with an average frequency	*2*	**2**	

of once in fifty years (hereinafter referred to as the “estimated maximum precipitation"). Such works shall, under the said rainfall event, maintain a freeboard of half a metre			
3.6 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the working 'face of the Site, all runoff water arising on the Site, which could be expected as a result of the estimated maximum precipitation and to prevent such runoff water from coming into contact with leachate from the Site. Such works shall, under the said rainfall event, maintain a freeboard of half a metre	*1*	**1**	No internal stormwater drains are present. The method of disposal is by trenching, therefore water coming into contact with the waste will be contained within the disposal trenches.
3.7 Runoff water referred to in condition 3.6 shall comply with the quality requirements of the General Standard, prescribed in terms of section 21 (1) (a) of the Water Act, 1956 as published in Government Notice 991 of 18 May 1 984, or with such quality requirements as may from time to time be determined by the Minister and shall be drained from the Site in a legal	*n/a*	**n/a**	There is no contaminated runoff water
3.8 Runoff water referred to in condition 3.6 which does not comply with the quality requirements applicable in terms of condition 3.7 and all leachate shall, by means of works which shall be constructed and maintained on a continuous basis by the Permit Holder-			
3.81 Be treated to comply with the aforementioned standard and discharged in a legal manner; and/or,	*n/a*	**n/a**	
3.8.2 With the written approval of the Regional Director be evaporated in dams and/or be evaporated by spraying over those portions of the Site which comply with the requirements set in terms of condition 3.1	*2*	**2**	Contaminated runoff is contained within the disposal trenches where it evaporates
3.9 Works constructed in compliance with condition 3.8 shall be of such a capacity as to accommodate all runoff and leachate which could be expected as a result of the estimated maximum precipitation. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.	*1*	**1**	Trenches are not specifically sized to contain the maximum rainfall event
3.10 The Site shall be constructed in accordance with recognised civil engineering practice to ensure that it remains stable	*2*	**2**	No unstable slopes observed
3.11 The maximum height of the Site above ground level shall not exceed 0, 5 metres.	*2*	**2**	
3.12 The slope of the sides of the shall be constructed in such a manner that little or no erosion occurs	*2*	**2**	No erosion observed
3.13 The Permit Holder shall make adequate sanitation facilities on the Site	*0*	**0**	No sanitation facilities onsite, although it must be noted that there no full-time staff on site and the site is only operated intermittently
4. ACCESS CONTROL			
4.1 Weatherproof, durable and legible notices in at least three official languages applicable in the area, shall be displayed at each entrance to the Site. These notices shall prohibit unauthorised entry and state the hours of operation, the name, address and telephone number of the Permit Holder and the person responsible for the operation of the Site.	*2*	**2**	Compliant
4.2 The Site shall be fenced and/or secured to reasonably prevent unauthorised entry.	*2*	**2**	Compliant
4.3 The Permit Holder shall take all reasonable steps to maintain service roads in a condition which ensures unimpeded access to the Site for vehicles transporting waste and to keep the roads free of waste	*2*	**2**	Compliant
4.4 The Permit Holder shall ensure that all entrance gates are manned during the hours of operation and locked outside the hours of operation.	*2*	**2**	The gates is manned when the site is open, the rest of the time the gate is locked.
4.5 The Permit Holder shall ensure effective access control.	*2*	**2**	Compliant
4.6 The Permit Holder shall take all reasonable steps to prevent the disposal of waste on the Site for which the Site has not been approved.	*2*	**2**	None noted during inspection.
5. OPERATION			

5.1 Waste disposal and operation shall be done according to the relevant minimum requirements, Operational Report: no 108/599 dated February 1998, the conditions of this Permit and any other written instruction by the Department.	*2*	**2**	Compliant
5.2 Waste disposed of on the Site shall be compacted and covered on a daily basis with a minimum of 150 millimetres of soil or other material approved by the Regional Director.	*0*	**0**	Daily compaction doesn't take place. The quantity of exposed waste in the trenches is minimal and it is covered when the trench is full, as per ordinary trench operational requirements.
5.3 The Permit Holder shall take all reasonable steps to ensure that the Site is operated in a manner which shall prevent the creation of nuisance conditions or health hazards.	*2*	**2**	None noted.
5.4 Waste disposed of on the Site may not be reclaimed.	*2*	**2**	No reclaimers present on site.
6. RECORDING			
6.1 The Permit Holder shall keep a record of and update all the information referred to in Annexure II on an annual basis	*2*	**1**	Annexure II hasn't been completed, although IPWIS report is submitted monthly (only 3 months provided), see Appendix
7. REPORTING			
7.1 The information required in terms 6.1. shall be submitted to the Regional Director within a period of one year from the date of issuing of this Permit and annually thereafter	*2*	**2**	The information is submitted on an annual basis
8. REHABILITATION AND CLOSURE OF THE SITE			
8.1 The Permit Holder shall, at least 60 days prior to the intended closure of the Site, notify the Regional Director by registered mail of such closure and submit final rehabilitation plans for his approval	*n/a*	*n/a*	The site is still operational
8.2 Immediately following the cessation of operations with the intention to close the Site, the surface of the Site shall be covered in such a way that:			
8.2.1 The formation of pools due to rain is prevented	*n/a*	*n/a*	The site is still operational
8.2.2 Free surface runoff of rain—water is ensured; and	*n/a*	*n/a*	The site is still operational
8.2.3 No objects or materials which may hamper the rehabilitation of the Site are present	*n/a*	*n/a*	The site is still operational
8.3 The Permit Holder shall rehabilitate the Site in accordance with a rehabilitation plan, which shall be submitted by the Permit Holder and which shall be to the satisfaction of the Regional Director.	*n/a*	*n/a*	The site is still operational
9. LEASING AND ALIENATION OF THE SITE			
9.1 Should the Permit Holder want to alienate or lease the Site, he shall notify the Regional Director in writing of such an intention at least 60 days prior to the said transaction.	*n/a*	*n/a*	The site is still operational
10. GENERAL			
10.1 This Permit shall not be transferable.	*n/a*	*n/a*	The site is still operational
10.2 This Permit shall not be construed as exempting the Permit Holder from compliance with the provisions of the Health Act, 1977 (Act 63 of 1977), the Water Act, 1956 (Act 54 of 1956) or any other applicable act, Ordinance, regulation or by- law.	*n/a*	*n/a*	The site is still operational

4 Compliance rating

The audit was scored according to the following values in the table below:

Table 1 Audit scoring values

Description	Score
N/A	-
Non-Compliant	0
Partially Compliant	1
Complaint	2

* Not counted in the scoring

Overall, of the 40 permit conditions, only 26 were applicable and audited. Therefore the maximum score achievable is 52. The results of this audit are an overall score of 45, broken-down as detailed below:

26	86.5%	5
PERMIT CONDITIONS AUDITED	OVERALL SCORE	ACTIONS REQUIRED

This score can be compared to previous external audit scores as illustrated below:

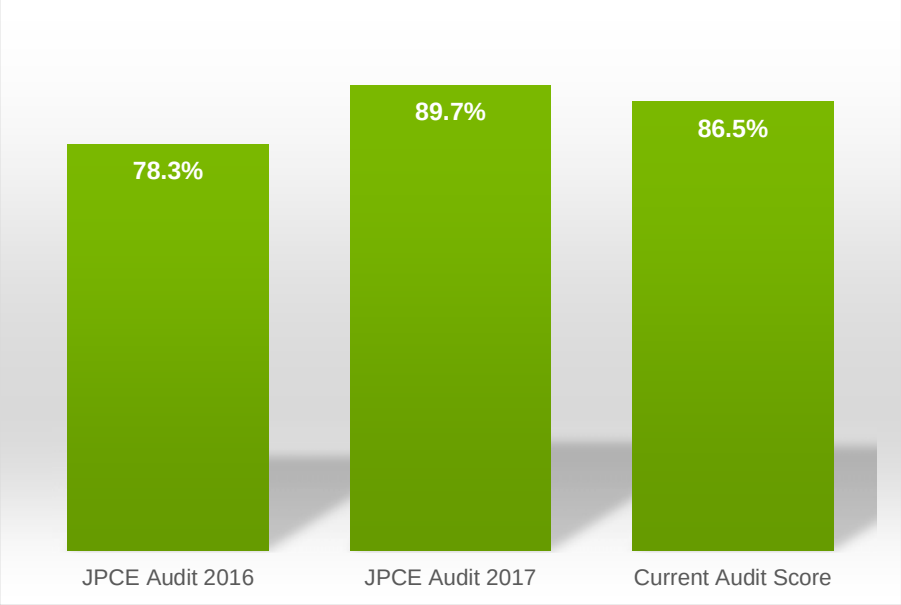

Figure 2 Comparison of previous audit scores

This can be broken down further into the permit heading titles to see which categories need attention. Anything above 85% is considered acceptable (green), between 65-84% requires attention (amber) while anything below 65% requires urgent attention and immediate action (red).

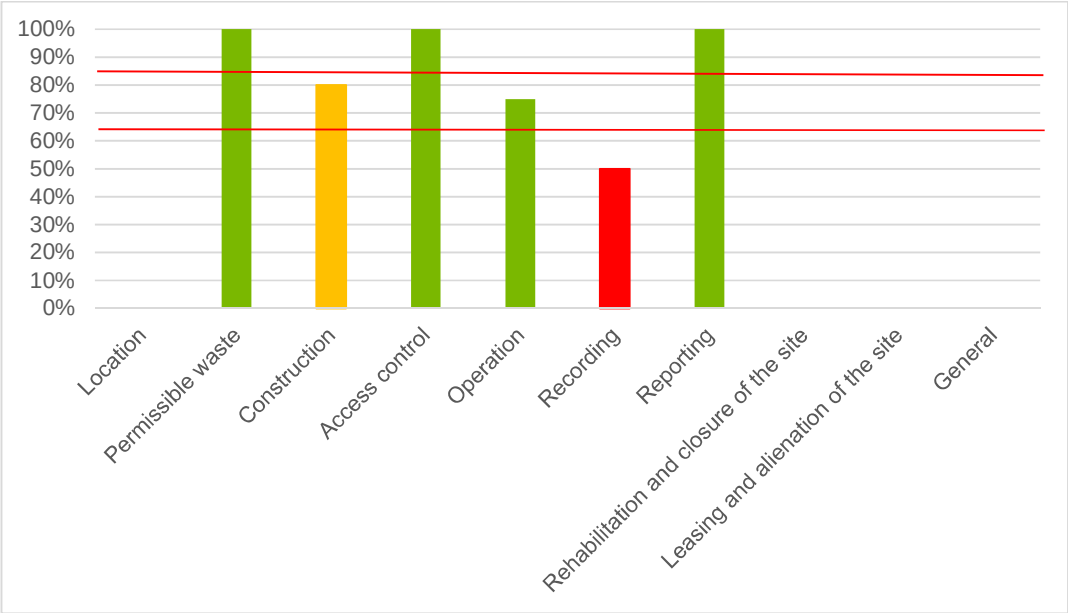

Figure 3 Main audit heading scores

5 Site inspection

5.1 Access control

The access control measures in place meet the permit conditions. The entire site is fenced with a diamond mesh fence (1.8m high). There are two gated access points, one, immediately off the road (waist height) while the other one is at the landfill site itself (1.8m high). There is no manned access control as the site is only opened by the supervisor when waste is being deposited at the site, all other times it is closed. There are no buildings on site. The access road is good condition which allows unimpeded access to the site. The site also has a notice board in three languages.

5.2 Operation and maintenance

The site is operated in the 'trenching method' where no compaction is done or daily cover applied. When the trench is full, it is covered and a new trench dug. Generally, the site is well operated, with no waste stockpiled outside of the trenches. The site is not visible from the road or any neighbours.

5.3 Documentation

There is no weighbridge present on site however a record is kept of the type of waste and size of vehicle entering the site; this is submitted monthly to iPWIS. There is no formal incidents and complaints register.

As per Clause 6 and 7, the annual submission of Annexure II of the permit, which contains the tonnages received at the site for the previous year, is contained in Appendix C B of this document. It must be noted that only three months of data were available.

5.4 Landfill plant and equipment

There is no landfill plant or equipment on site. It is understood a TLB is brought in when trenches need to be closed.

6 Previous audit reports

Two external audits were previously completed.

- April 2016 - JPCE audit
- April 2017- JPCE audit

The previous external audits have been plotted on a graph against the current audit findings to better analyse trends in permit compliance improvements/decline. Where data is missing it means that condition was not audited at the time.

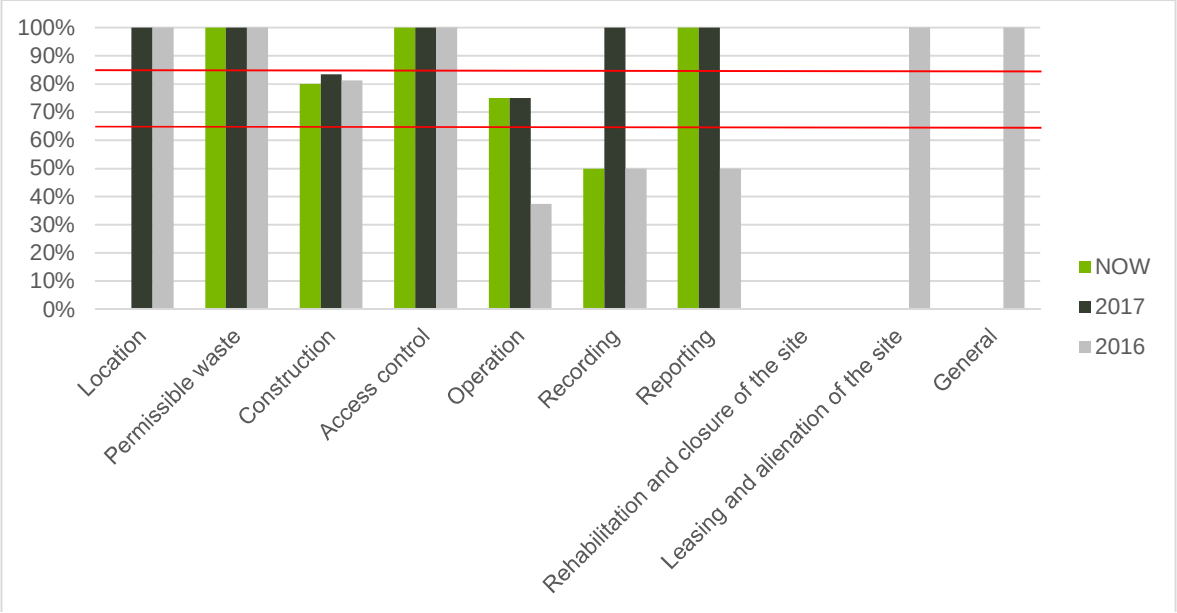

Figure 4 Audit trends

6.1 Repeat audit findings

The following permit conditions continue to be raised in repeat audits as non-compliant:

- Construction – No sanitation facilities on site
- Operation – No compaction and daily cover

6.2 Improvement measures noted

The site is only operated on an *adhoc* basis, no significant changes to the operation of the site have occurred since the previous audit.

7 Recommendations

Table 2 Recommendations

Clause	Action	Cost estimate	Due date
3.6	Ensure the disposal trenches are deep enough to contain both waste and maintain a freeboard of 0.5m	R -	Before the next rainy season
3.9	Ensure the disposal trenches are deep enough to contain both waste and maintain a freeboard of 0.5m		Before the next rainy season

3.13	Since the site is only operated on an adhoc basis and not for a full day, the requirement for sanitation facilities is realistically not required, therefore this will be a repeat audit finding unless the Permit is amended (which is unrealistic for such a minor item). Therefore DEADP should be made aware that this will be a repeat audit finding.	R -	Before the next external audit
5.2	Due to the method of disposal, this will be a repeat audit finding, DEADP should be made aware of this	R -	Before the next external audit
6.1	Annexure II of the Permit must be filled out on an annual basis	R -	Annually

8 Conclusions

Overall, the Op-die-Berg Waste Disposal Facility appears to be a well-run operation in terms of waste management. Waste is disposed of in a controlled and responsible manner.

Minimal quantities of builder's waste and garden waste is received at the site, which is only operated on an *adhoc* basis, when not in use, the facility is closed to the public. All residential waste being collected by the Witzenburg Municipality and disposed of at the Tulbagh Waste Disposal Facility.

Appendix A
Photographic record

Figure 5 Notice board at entrance

Figure 6 Fence around site

Figure 7 Disposal trench

Figure 8 Upstream cut-off berm

Appendix B
Permit

DEPARTEMENT VAN WATERWESE EN BOSBOU
DEPARTMENT OF WATER AFFAIRS AND FORESTRY
LEFAPHA LA METSI LE DIKGWA
UMNYANGO WEZAMANZI NEZAMAHLATHI
RESIDENSIEGEBOU/BUILDING, SCHOEMANSTRAAT 185 SCHOEMAN STREET, PRETORIA

DWI

F (012) 326-1780 326-2715 323-4472
E-

P/B X313
PRETORIA
0001

J. ROSSOUW
(021) 950 7100
16/2/7/H200/D100/Z2

PERMIT NUMBER: 16/2/7/H200/D100/Z2/P325

CLASS: G:C:B+

WASTE DISPOSAL SITE: OP-DIE-BERG WASTE DISPOSAL SITE

LOCATION: PORTION I OF THE FARM KLEINVLEI NO 209

PERMIT HOLDER: BREEDE RIVER DISTRICT COUNCIL

ADDRESS: P.O. BOX 91, WORCESTER, 6849.

PERMIT IN TERMS OF SECTION 20 OF THE ENVIRONMENT CONSERVATION ACT, 1989 (ACT 73 OF 1989)

By virtue of the powers delegated to me by the Minister of Water Affairs and Forestry (hereinafter referred to as "the Minister"), I, Barbara Gay Schreiner, in my capacity as Chief Director: Water Use and Conservation in the Department of Water Affairs and Forestry (hereinafter referred to as "the Department"), hereby, in terms of section 20(1) of the Environment Conservation Act, 1989 (Act 73 of 1989), authorise the abovementioned Permit Holder to establish, further develop and operate the abovementioned waste disposal site, subject to the conditions specified herein.

PERMIT CONDITIONS

In this Permit, "Regional Director" means the Regional Director: Western Cape of the Department who may be contacted at the address below:

Regional Director: Western Cape
Department of Water Affairs and Forestry
Private Bag X16
SANLAMHOF
7532

1. **LOCATION**

1.1 This Permit authorises the establishment, further development and operation of a waste disposal site on Portion I of the farm Kleinvlei No 209, (hereinafter referred to as "the Site") according to the report 108/599 by BKS Consulting Engineers, dated February 1998 (hereinafter referred to as "the Report"), submitted by the Permit Holder.

The location of the Site shall be according to the co-ordinates indicated on the permit application form, submitted by the Permit Holder.

2. PERMISSIBLE WASTE

2.1 The Site may be used for the disposal of all waste types, excluding those listed in Annexure I and excluding those where specific control has been established in terms of the Nuclear Energy Act, 1993 (Act 131 of 1993). Waste types controlled in terms of the Minerals Act, 1991 (Act 50 of 1991) and the Electricity Act, 1987 (Act 41 of 1987) are also excluded from disposal on the Site unless written permission has been obtained from the Regional Director.

2.2 The Permit Holder shall take all reasonable steps to ensure that -

2.2.1 no organic or inorganic element or compound which may have a definite acute or chronic negative effect on human or animal health and/or the environment, due to its toxic, physical, chemical or persistent characteristics and which corresponds with the UNEP definition of hazardous waste be disposed of on the Site;

2.2.2 no medical waste be disposed of on the Site; and

2.2.3 no scheduled pharmaceutical products registered in terms of the Medicines and Related Substances Control Act, 1965 (Act 101 of 1965) or associated containers be disposed of on the Site.

3. CONSTRUCTION

3.1 The Site or any portion thereof may only be used for the disposal of permissible waste if the Site or any such portion has been constructed or developed according to condition 3 of this Permit.

3.2 Construction and further development within the Site shall be carried out under the supervision of a suitably qualified person proposed by the Permit Holder and approved by the Regional Director.

3.3 After construction of the Site or further development within the Site, the Permit Holder shall notify the Regional Director thereof and the person referred to in condition 3.2 shall submit a certificate or alternatively a letter to the Regional Director that the construction of the Site or further development within the Site, as proposed by the Permit Holder and approved by the Regional Director, is in accordance with recognised civil engineering practice before disposal may commence on the Site. The completed construction works of the Site shall be inspected by an official of the Department and the person referred to in condition 3.2. If the Regional Director is satisfied with the construction of

the Site or any further development within the Site and has given written permission, the Permit Holder may use the Site or any further development within the Site for the disposal of waste.

3.4 The Permit Holder shall take all reasonable steps, such as suitable zoning and/or written agreements with adjacent landowners, to establish and maintain an unbuilt area or "buffer zone" of 200 metres between the Site and the nearest residential and/or light industrial areas during the operative life of the Site. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.

3.5 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the Site in a legal manner, all runoff water arising on land adjacent to the Site, which could be expected as a result of the estimated maximum precipitation during a period of 24 hours with an average frequency of once in fifty years (hereinafter referred to as the "estimated maximum precipitation"). Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.6 Works shall be constructed and maintained on a continuous basis by the Permit Holder to divert and drain from the working face of the Site, all runoff water arising on the Site, which could be expected as a result of the estimated maximum precipitation and to prevent such runoff water from coming into contact with leachate from the Site. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.7 Runoff water referred to in condition 3.6 shall comply with the quality requirements of the General Standard, prescribed in terms of section 21(1)(a) of the Water Act, 1956 as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Minister and shall be drained from the Site in a legal manner.

3.8 Runoff water referred to in condition 3.6 which does not comply with the quality requirements applicable in terms of condition 3.7 and all leachate shall, by means of works which shall be constructed and maintained on a continuous basis by the Permit Holder -

3.8.1 be treated to comply with the aforementioned standard and discharged in a legal manner; and/or,

3.8.2 with the written approval of the Regional Director be evaporated in dams and/or be evaporated by spraying over those portions of the Site which comply with the requirements set in terms of condition 3.1.

3.9 Works constructed in compliance with condition 3.8 shall be of such a capacity as to accommodate all runoff and leachate which could be expected as a result of the estimated maximum

precipitation. Such works shall, under the said rainfall event, maintain a freeboard of half a metre.

3.10 The Site shall be constructed in accordance with recognised civil engineering practice to ensure that it remains stable.

3.11 The maximum height of the Site above ground level shall not exceed 0,5 metres.

3.12 The slope of the sides of the Site shall be constructed in such a manner that little or no erosion occurs.

3.13 The Permit Holder shall make provision for adequate sanitation facilities on the Site.

4. ACCESS CONTROL

4.1 Weatherproof, durable and legible notices in at least three official languages applicable in the area, shall be displayed at each entrance to the Site. These notices shall prohibit unauthorised entry and state the hours of operation, the name, address and telephone number of the Permit Holder and the person responsible for the operation of the Site.

4.2 The Site shall be fenced and/or secured to reasonably prevent unauthorised entry.

4.3 The Permit Holder shall take all reasonable steps to maintain service roads in a condition which ensures unimpeded access to the Site for vehicles transporting waste and to keep the roads free of waste.

4.4 The Permit Holder shall ensure that all entrance gates are manned during the hours of operation and locked outside the hours of operation.

4.5 The Permit Holder shall ensure effective access control.

4.6 The Permit Holder shall take all reasonable steps to prevent the disposal of waste on the Site for which the Site has not been approved.

5. OPERATION

5.1 Waste disposal and operation shall be done according to the relevant minimum requirements, Operational Report no 108/599 dated February 1998, the conditions of this Permit and any other written instruction by the Department.

5.2 Waste disposed of on the Site shall be compacted and covered on a daily basis with a minimum of 150 millimetres of soil or other material approved by the Regional Director.

5.3 The Permit Holder shall take all reasonable steps to ensure that the Site is operated in a manner which shall prevent the creation of nuisance conditions or health hazards.

5.4 Waste disposed of on the Site may not be reclaimed.

6. RECORDING

6.1 The Permit Holder shall keep a record of and update all the information referred to in Annexure II on an annual basis.

7. REPORTING

7.1 The information required in terms of condition 6.1 shall be submitted to the Regional Director within a period of one year from the date of issuing of this Permit and annually thereafter.

8. REHABILITATION AND CLOSURE OF THE SITE

8.1 The Permit Holder shall, at least 60 days prior to the intended closure of the Site, notify the Regional Director by registered mail of such closure and submit final rehabilitation plans for his approval.

8.2 Immediately following the cessation of operations with the intention to close the Site, the surface of the Site shall be covered in such a way that –

8.2.1 the formation of pools due to rain is prevented;

8.2.2 free surface runoff of rain-water is ensured; and

8.2.3 no objects or materials which may hamper the rehabilitation of the Site are present.

8.3 The Permit Holder shall rehabilitate the Site in accordance with a rehabilitation plan, which shall be submitted by the Permit Holder and which shall be to the satisfaction of the Regional Director.

9. LEASING AND ALIENATION OF THE SITE

9.1 Should the Permit Holder want to alienate or lease the Site, he shall notify the Regional Director in writing of such an intention at least 60 days prior to the said transaction.

10. GENERAL

10.1 This Permit shall not be transferable.

10.2 This Permit shall not be construed as exempting the Permit Holder from compliance with the provisions of the Health Act, 1977 (Act 63 of 1977), the Water Act, 1956 (Act 54 of 1956) or any other applicable act, ordinance, regulation or by-law.

CHIEF DIRECTOR: WATER USE AND CONSERVATION
p.p. MINISTER OF WATER AFFAIRS AND FORESTRY

DATE: 11.12.96

ANNEXURE I

WASTE WHICH SHALL NOT BE ACCEPTED ON THE SITE

1. Waste considered to be dangerous by virtue of their fire hazard. That is all waste with a closed cup flashpoint < 61°C.

2. Any waste with a substance which is a Group A and/or Group B carcinogen. Group A carcinogens have been clinically and epidemiologically proven in humans. Group B carcinogens have been proven without doubt in laboratory animals.

3. Any waste with a substance at a concentration greater than 1% which is a Group C and/or Group D carcinogen. Group C carcinogens have shown limited evidence in animals. Group D carcinogen – the available data is inadequate and doubtful.

4. Any waste with a substance which is a Mutagen.

5. Any infectious waste, unless it has been incinerated at 800°C or higher for at least 1 second. Infectious waste is waste which is generated during the diagnosis, treatment or immunisation of humans or animals; in the research pertaining to this; in the manufacturing or testing of biological agents -including blood, blood products and contaminated blood products, cultures, pathological wastes, sharps, human and animal anatomical wastes and isolation waste that contain or may contain infectious substances.

6. Any waste with a substance with a LD_{50} for acute oral toxicity smaller and equals to 5000 mg/kg. The LD_{50} for acute oral toxicity shall be as defined in SABS 0228:1995.

7. Any waste with a substance with a LD_{50} for acute dermal toxicity smaller and equals to 2000 mg/kg. The LD_{50} for acute toxicity on dermal toxicity shall be as defined in SABS 0228:1995.

8. Any waste with a substance with a LC_{50} for acute toxicity on inhalation smaller and equals to 10mg/l. The LC_{50} for acute toxicity on inhalation shall be as defined in SABS 0228:1995.

9. Any waste with a substance with a LC_{50} (96hr) for acute ecotoxicity smaller and equals to 1000 mg/l.

10. All waste with a pH less than 6 or greater than 12.

11. All material which falls in Class 1 (explosives), Class 2 (compressed gases) and Class 7 (radioactive materials), as specified in SABS 0228:1995.

12. Any waste which is difficult to analyse and classify.

13. Any complexes of heavy metal cations, paints and paint sludges, or laboratory chemicals.

ANNEXURE II

INFORMATION WHICH SHALL BE SUBMITTED ON AN ANNUAL BASIS: CONDITION 6.1

NAME OF SITE:_____ DATE OF REPORT Y Y Y Y M M D D

1. Registered owner(s) of property on which disposal site is situated:

Name.....

Postal Address..... Telephone Code & No .....

..... Fax Code & No.....

..... Postal Code..... Telex No.....

2. Name of Operator in control of disposal site:

.....

Telephone code & number .....After hours .....

Identity number.....

Educational qualifications (*). std 6 ☐ diploma ☐
std 8 ☐ higher diploma ☐
matric ☐ degree ☐
other (specify).....

3. (a) Latest estimated lifetime of the disposal site .....yrs

(b) Indicate the type of waste and approximate quantities of waste disposed of during the year.

Type of waste	Quantity (m^3 $annum^{-1}$)	Compacted (C)	Uncompacted (U)
Non-hazardous waste			
Household	.....	☐	☐
Garden refuse	.....	☐	☐
Building rubble	.....	☐	☐
Industrial (not hazardous)	.....	☐	☐
- (specify)	.....	☐	☐
-	.....	☐	☐
TOTAL	.....		
Hazardous waste			
- Flammable solids	.....	☐	☐
- Flammable liquids	.....	☐	☐
- Oxidising agents	.....	☐	☐
- Toxic wastes	.....	☐	☐
- Corrosive wastes	.....	☐	☐
- Hospital and infectious wastes	.....	☐	☐
- (specify)	.....	☐	☐
-	.....	☐	☐
TOTAL	.....		

* *Indicate with an X*

4.(a) Indicate the method of disposal of waste (*). Landbuilding ☐ Landfilling ☐

(b) Indicate the present dimensions of the site in metres.

Height/depth	.....
Length	.....
Breadth	.....

5. Indicate the applicable waste types and quantities salvaged during the year (*)

No salvaging undertaken ☐

	Type	Quantity (m^3)		Type	Quantity (m^3)
☐	Paper/wood fibre	.....	☐	Rubber	.....
☐	Plastics	.....	☐	Textiles	.....
☐	Glass	.....	☐	Iron	.....
☐	Copper	.....	☐	Aluminium	.....
☐	Zinc	.....	☐	Lead	.....
☐	Phosphorgypsum	.....	☐	Fly-ash	.....
☐	Waste for composting	.....	☐	Food residues	.....
☐	Flammable gases	.....	Other	.....	.....
Other	.....	.....	Other	.....	.....
Other	.....	.....	Other	.....	.....

6. Indicate the types, sources and approximate quantities of available covering material (*).

Type		Sources	Quantity m^3
☐	Soil	.....	.....
☐	Sand	.....	.....
☐	Ash	.....	.....
☐	Gravel	.....	.....
☐	Clay	.....	.....
☐	Building rubble	.....	.....
Other (specify)		.....	.....
.....		.....	.....
.....		.....	.....
.....		.....	.....

** Indicate with an X*

Signature .....

Capacity.....

Place..... Date.....

Appendix C
Permit Annexure II

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2017 December

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:42:44	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2018 February

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:45:46	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Waste Activity Management Report

Op Die Berg Waste Disposal Site: Waste Disposal

2018 January

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001203
Submission Date	2018-03-16 09:44:17	**WIR Number**	D04146-01

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	.0000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.0000
GW20 - Organic waste	WC022 - Witzenberg	.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	.0000

Certificate of Registration

This is to certify that:

Op die berg landfill site

.....

has been registered as a:

Waste Disposal Facility

.....

With the Western Cape Government Environmental Affairs and Development Planning and has been issued with the following registration number for use when reporting to the Integrated Pollutant and Waste Information System

WIR NUMBER: D04146-01 .....

IPWIS NUMBER: W401001203 .....

DATE OF REGISTRATION: 2015-04-22 .....

Western Cape Government
Environmental Affairs & Development Planning

BETTER TOGETHER.

Document prepared by

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Swaziland, Tanzania, Thailand, Uganda,
United Arab Emirates, Vietnam, Zambia,

External WML Compliance Audit

Tulbagh Waste Disposal Facility

Witzenburg Municipality

Reference: 500696

Revision: 1

2019-04-12

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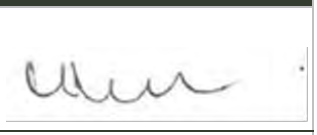
Author signature		Approver signature	
Name	Jeanne-Louise Wiese	Name	M Muller
Title	Environmental Scientist	Title	Reviewer & Approver

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Waste Management License (WML)

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Permit Annexure I & II

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1 Introduction

Aurecon was appointed in March 2019 by the Witzenberg Municipality (WM) to conduct the bi-annual external licence compliance audit of the Tulbagh Waste Disposal Facility (WDF) as required by the variation licence number No. 19/2/5/4/B5/14/WL0056/15 (15 July 2014) issued by the Western Cape Department of Environmental Affairs and Development Planning (DEADP) in terms of the National Environmental Management: Waste Act, 2008 (Act No.59 of 2008)(NEMWA). See **Appendix B** for the Waste Management Licence (WML).

The original permit (16/2/7/G100/D6/Z1/P305) was issued on July 1998 and has been superseded by the variation licence. The licence issued was appealed by the public and the WM is currently undergoing a Basic Assessment amendment process to update the licence (if authorised). Until such time as the new licence has been issued, compliance to the existing licence should be monitored. Previous external audits done at the WDF are summarised below:

ECA Section 20 Permit audits (Ref no: 16/2/7/G100/D6/Z1):

13 October 2015 – DEA&DP

Variation licence audits (Ref no: 19/2/5/4/B5/14/WL0056/16):

4 Oct 2017 - DEA&DP

19 April 2018 – Aurecon 18 October 2018 - DEA&DP

The site inspection for the external audit and verification was conducted by Ms. Jeanne-Louise Wiese of Aurecon on 29 March 2019. The criteria used for the audit was the specific variation license conditions, licence No. 19/2/5/4/B5/14/WL0056/15 . The weather on the day was clear and warm.

2 Site details

The Tulbagh WDF is located approximately 2 km north west of the centre of the town Tulbagh, on Drostdy Avenue (off Waveren road). Please refer to **Figure 1** below for a locality map.

3 Compliance rating

The audit was scored according to the following values in the table below:

Table 1 Audit scoring values

Description	Score
N/A	-
Non-Compliant	0
Partially Compliant	1
Complaint	2

* Not scored

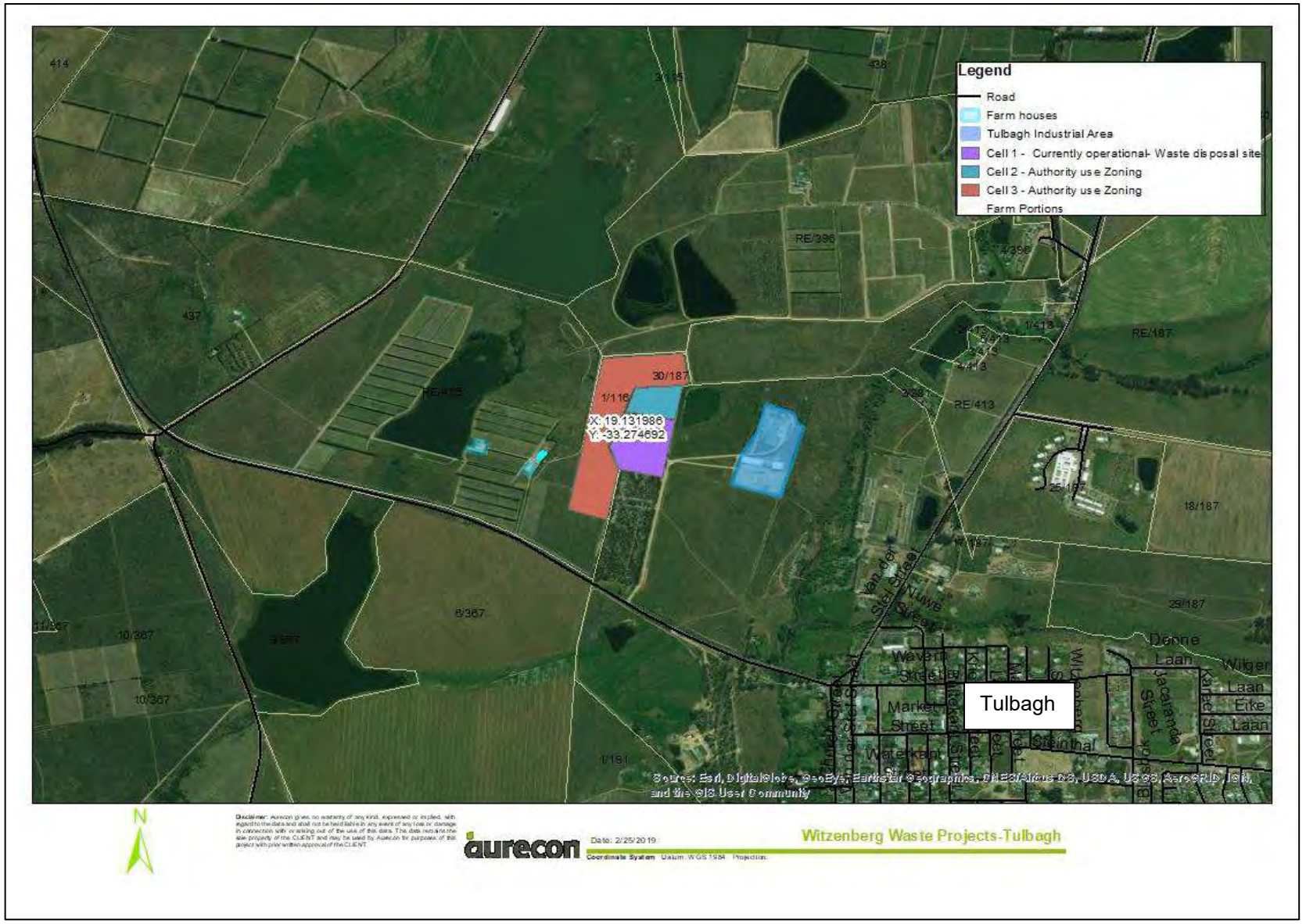

Figure 1 Site location

Overall, of the 135 permit conditions, only 92 were applicable and audited. Therefore, the maximum score achievable is 184. The results of this audit are an overall score of 159, broken-down as detailed below:

92	85.87%	23
PERMIT CONDITIONS AUDITED	OVERALL SCORE	NON-COMPLIANCES

This score can be compared to previous external audit scores as illustrated below.

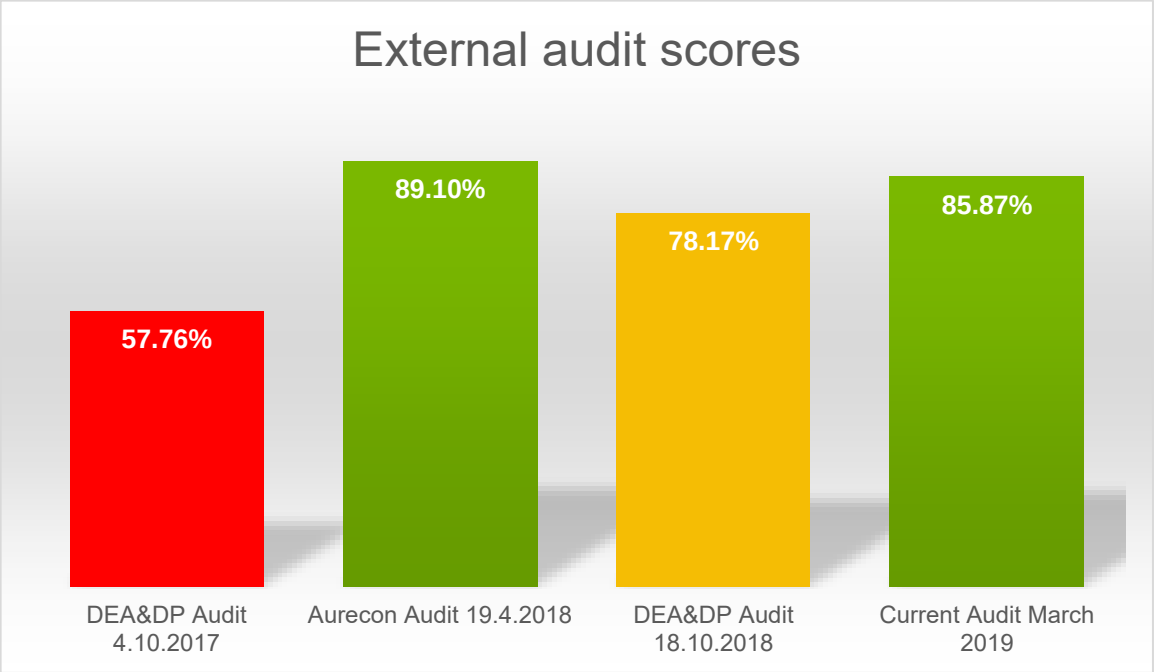

Figure 2 External audit scores

This can be broken down further into the permit heading titles to see which categories need attention. Anything above 85% is considered acceptable (green), between 65-84% requires attention (amber) while anything below 65% requires urgent attention and immediate action (red).

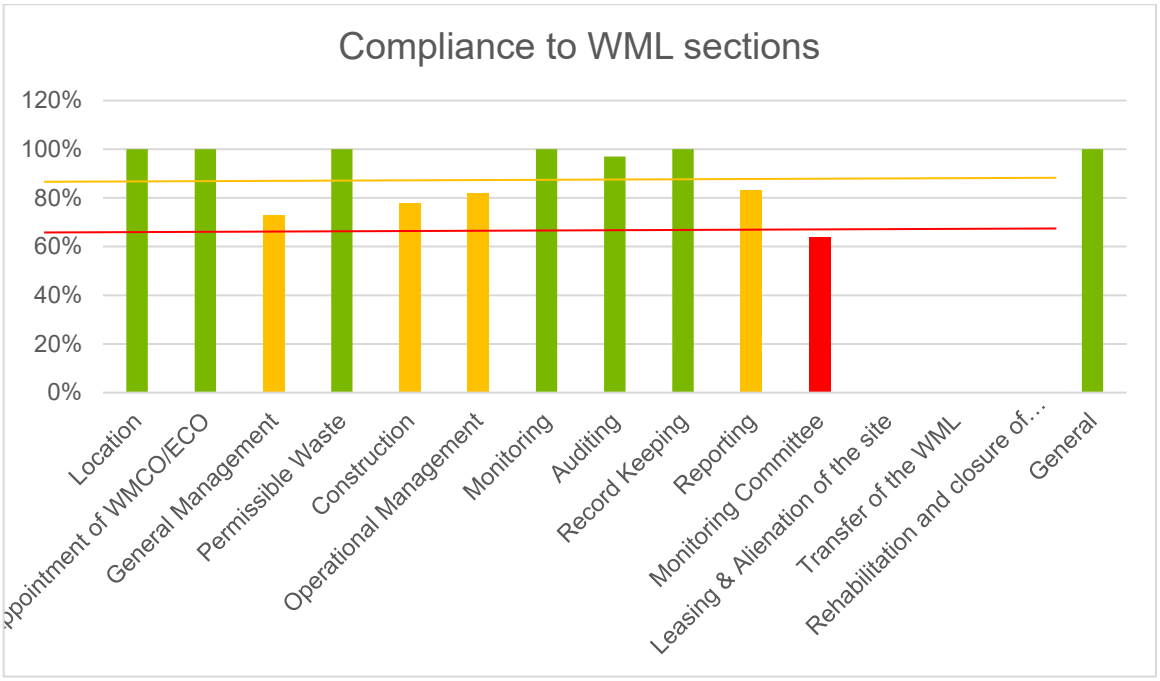

Figure 3 Compliance audit scores per section of the WML

4 Site inspection

4.1 Access control

The access control measures are in place meet the permit conditions. The entire site is fenced with a diamond mesh fence (1.8m high). There is a manned and gated access point. The access road is good condition which allows unimpeded access to the site. The site also has a notice board in three languages.

4.2 Operation and maintenance

Figure 2 above indicates a steady improvement in operational management of the Tulbagh WDF. Some of the most important improvements made include stormwater containment collection on site, groundwater monitoring, leachate monitoring and waste recycling on site. The auditor is however of the opinion that there is not sufficient cover material available for effective daily covering of waste since the eastern and northern sides of the WDF has large amounts of exposed waste, which should have been covered and revegetated by this stage. (Refer to **Figure 1**). All disposal is taking place outside of the current operational cell. There is also inadequate collection of wind-blown litter on the adjacent properties, especially east and north of the WDF (including the dam to the east).

There is a small recycling operation on the site, which is run by a private business to provide employment opportunities for people with disabilities.

The landfill supervisor and personnel have undergone appropriate training in “Waste Awareness” which is accredited by the Institute of Waste Management of South Africa (IWMSA).

4.3 Documentation

There is no weighbridge present on site however record is kept of the type of waste and size of vehicle entering the site; this is submitted monthly to iPWIS, see **Appendix D** . The WML, Operational Plan, Emergency Response Plan and complaints register is also kept on site.

4.4 Water monitoring

There are three boreholes on site (one upstream and two downstream). Samples are taken on an annual basis and were sampled on:

- 9 June 2014
- 25 September 2014
- 5 May 2015
- 16 September 2015
- 5 April 2016
- 12 June 2017
- 4 October 2018
- 1 March 2019

The water samples were tested by AL Abbott and Associates (Pty) Ltd, a SANAS accredited laboratory. Testing was done in accordance with the water quality variables listed in the Permit Annexure I and II (See attached **Appendix C**. The only variable that was not tested for was 'free and saline ammonia (NH_4-N)'. Water quality is only tested on an annual basis and not bi-annual as required by the permit (although this was done during 2014 and 2015).

On average, the results of the groundwater quality tests fall within SANS 241-1:2015 acceptable parameters, except for E.coli, Total Coliform Bacteria and Heterotrophic Plate Count. It is unlikely that these elevated results are as a result of the WDF since the site only accepts general waste. The Witzenberg Municipality should investigate the reasons for the elevated levels.

4.5 WDF plant and equipment

The WDF plant and equipment on site was observed to be in good working order and fairly adequate to undertake the daily operational tasks required. It would however be recommended to obtain a compactor instead of using the onsite excavator bucket for compacting.

5 Audit checklist

The site was audited against the conditions contained within the variation license (Ref. No: 9/2/5/4/B5/14/WL0056/16).

Table 2 Audit results from 29 March 2019

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
1. LOCATION					
1.1 This Licence authorises the Witzenberg Municipality to dispose of and recover general waste on remainder of Erf I , Portion I of the farm Middelpos No. 1 16 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh, Winelands District Municipality.	**2**	**n/a**	**n/a**	**2**	The site has been established on the remainder of Erf 1.
1.2 The location of the Facility must be according to co-ordinates indicated in the Waste Management Licence Application Additional Information Annexure dated March 2016,	**n/a**	**2**	**2**	**2**	The site is located at the correct co-ordinates
1.3 The surveyor General (SG21) digit codes are: C07500030000000100000 C07500030000016600001 C07500030000018700030	**2**	**n/a**	**0**	**2**	The site has been established on C07500030000000100000.
1.4 The size of the property within which the activity is undertaken is approximately 128 678 m^2. The current (Phase I) development footprint is approximately 29 624m^2.	**n/a**	**n/a**	**1**	**2**	The phase1 development (Cell 1) covers approximately 30 000m^2. There is however dumping taking place on Cell 2 (Refer to **Figure 1** above). The total area of disturbance amounts to approximately 47 428m^2. It does however still fall within the permitted footprint of 128678m^2
1.5 The Licence Holder shall within a period of 60 days from the date of issuing of this Licence, apply for the rezoning of all the licenced land for waste disposal purposes. Should the Licence Holder be unsuccessful in rezoning the Facility for waste disposal purposes within a period of (two) years from the date of issuing of this Licence, a written motivation shall be provided to the Director defining the reasons why the application for rezoning failed. The Director shall then take an appropriate decision regarding the future of the Facility	**n/a**	**n/a**	**2**	**2**	Rezoning is not required since the site is located on land zoned for “Authority use” which includes waste disposal activities.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
1.6 The Licence Holder shall take all reasonable steps, such as buying out land or acquiring servitudes, to prevent the development of further residential and / or light industrial areas closer to the Facility. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.	**2**	**2**	**n/a**	**2**	No development within buffer area (Cell 3). Refer to **Figure 1**.
2. APPOINTMENT OF WASTE MANAGEMENT CONTROL OFFICER / ENVIRONMENTAL CONTROL OFFICER					
2.1 Waste Management Control Officer (WMCO) or Environmental Control Officer (ECO) must be appointed, who will monitor and ensure compliance and the correct implementation of all mitigation measures and provisions as stipulated in the Licence and Environmental Management Programme (EMP). The WMCO/ ECO must-	**2**	**2**	**2**	**2**	Mr Johnny Jacobs of the WM is the WMCO.
2.1.1 Report any non-compliance with any Licence conditions or requirements or provisions of NEM: WA to the Licensing Authority through means reasonably available.	**1**	**n/a**	**n/a**	**2**	Previous audit reports submitted to DEA&DP (See **Appendix E – Proof of audit submission to DEA&DP**)
2.1.2 Monitor any future construction activities and ensure that the construction plans are in accordance with the approved engineering design.	**1**	**n/a**	**1**	**2**	Construction activities are monitored. Awaiting decision on current BAR amendment process for license variation to expand operations from Cell 1 to Cell 2. This process involves professional engineering designs for the expansion.
2.2 The duties and responsibility of the WMCO/ ECO should not be seen as exempting the Licence Holder from any other legal obligation in terms of the NEM:WA	**n/a**	**n/a**	**n/a**	**2**	Currently undergoing BAR amendment process to authorise the expansion of the facility and ensure compliance and feasibility of license conditions.
3. GENERAL MANAGEMENT					
3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence	**0**	**n/a**	**1**	**1**	An effort is made to implement the license conditions and a copy is retained on site, including the Operational plan compiled by JPCE (EMP). There was however only evidence of site supervisor obtaining environmental training but not the rest of the staff.
3.2 A copy of this Licence, the EMP and the Operational Plan must be kept at the Facility where the activity will be undertaken. These documents must be produced to any authorised official of the Department who requests to see them and must be made available for inspection by any employee or agent of the holder of the Licence who works or undertakes work at the Facility	**2**	**1**	**2**	**1**	The WML and Operational Plan is available on site. There was however no copy of the EMP.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
3.3 The Facility must be managed by fit and proper persons who are competent in respect of the responsibilities to be undertaken by them.	1	2	2	2	Managed by a competent person (Mr. Johnny Jacobs)
3.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment	n/a	n/a	n/a	2	The License Holder is the Witzenberg Municipality and they take full responsibility for the impacts on the environment by applying for a variation license application to authorise the expansion of the WDF.
3.5 The Licence Holder must notify the Director immediately of events or incidents that may cause significant environmental damage or breach the requirements of the Licence, EMP or Operational Plan.	n/a	2	n/a	n/a	There was no evidence of any incidents on site to be reported.
3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.	1	2	1	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
3.7 Staff should receive a basic level of environmental awareness training, and be trained on the identification and proper handling of waste	2	2	2	2	Staff have undergone environmental awareness training through the LGSET during 2018.
3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility	0	1	2	2	A copy of Emergency Response Plan was kept on site together with the License conditions and Operational Plan (JPCE, 2015).
3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).	0	2	2	n/a	No fires recorded or present on site.
3.10 The Facility must comply with the Provincial Noise Control Regulations P.N. 200/2013 as promulgated under ECA	n/a	2	n/a	2	No noise complaints received, the site had operational vehicles on site during the audit but for a rural area it should not be considered a nuisance.
3.11. The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition	1	2	1	0	There are fly traps installed around the site. The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
3.12 The Licence Holder must minimise the proliferation of vermin at the Facility by implementing appropriate measures	2	2	2	2	No vermin noted during inspection
3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible	0	2	2	2	Only two bins kept on site, both are managed well
3.14 Any complaint from the public must be attended to by the Licence Holder, who must take all reasonable and practical steps to alleviate the cause of the complaint within a reasonable timeframe to the satisfaction of the Department and record it in terms of Condition 9.	2	2	2	2	Complaint register kept on site. No complaints recorded.
3.15 Duty of care should be exercised in accordance with section 28 of the National Environmental Management Act (Act 107 of 1998) (NEMA), to prevent pollution and environmental degradation.	2	n/a	2	1	Duty of care is exercised by improving on waste covering, construction of a stormwater containment pond below the WDF, regular litter clean-up and recycling of waste by disabled personnel. It should however be noted that the surrounding landscape is littered with wind-blown waste and clean-up can be improved on, as well as daily compacting and covering of waste.
4. PERMISSIBLE WASTE					
4.1 Any portion of the Facility as demarcated in Condition 1.2, may be used for the disposing of, recovery and sorting, of general waste. Only waste that is classified as general waste according to the NEM:WA or any current and future Norms and Standards developed by the Department is permitted	2	2	2	2	Only general waste was noted on the day of the inspection. All disposing, and sorting is done within the site boundary.
4.2 No hazardous waste is permitted to be disposed of at the Facility. If more than 80m 3 of hazardous waste is going to be stored at the Facility. registration in terms of the relevant National Norms and Standards for the Storage of Waste (GN No. 926) must be done.	2	2	2	2	No hazardous or health care risk waste was observed on site at the time of the audit. All loads are checked by site supervisor before dumping takes place.
4.3 The Licence Holder must prevent the acceptance of any waste not authorised at the Facility.	2	2	2	2	No unauthorised waste was noted at the time of the audit. All waste vehicles entering the site are checked by the site supervisor at the gate.
4.4 All waste loads must be checked at the gate according to the EMP to prevent the disposal of waste not permitted by this Licence.	2	2	2	2	At the time of the audit checking of all loads entering the site was observed
5. CONSTRUCTION					
5.1 Administration and General					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.1.1 This Licence must be made binding to the main contractor as well as individual contractors and should be included in tender documentation for the construction contract	n/a	n/a	n/a	n/a	Noted. No construction activities are currently taking place.
5.1.2 The Facility construction must be carried out under the supervision of a WMCO/ ECO who must submit a declaration to the Director upon completion that all possible mitigation measures have been put in place and highlight likely deficiencies before commencement of the listed activities.	n/a	n/a	n/a	n/a	No construction activities taking place
5.1.3 Should any archaeological artefacts be exposed during excavation, the construction in the vicinity of the finding must be stopped. Under no circumstances shall any artefacts be destroyed. Such an archaeological site must be marked and fenced off, and South African Heritage Resource Agency must be contacted within 48 hours	n/a	n/a	n/a	n/a	Noted. This condition would be valid for any new development or excavation on Cell 2. At the time of the audit there was only disposal taking place on Cell 1.
5.1.4 Construction of the Facility must be according the EMP, Operational Plan and Drawing Al 99/901, and compliant with recognized civil engineering standards.	1	n/a	n/a	n/a	
5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A 1 99/901	0	2	2	2	A survey was undertaken in October 2018. The previous survey was done at the time of the permit amendment in July 2016.
5.2 Waste Disposal Infrastructure					
5.2.1 The footprint of the waste body of Phase I, as described in the Operational Plan may not exceed the outline as indicated in Drawing A 1 99/901	2	n/a	2	2	The footprint of Phase 1 as indicated in the Operational Plan has not been exceeded since this footprint extends across Cell 1 and Cell 2..
5.2.2 The design and construction of any further phases within the licenced boundaries must be lined with a containment barrier for a Class B waste disposal facility as prescribed in GN No. R. 636, or an alternative design authorised by the Director in consultation with the Provincial Head	n/a	n/a	n/a	2	No construction activities taking place on Cell 3.
5.2.3 A two-way access road must be constructed with material that is suitable for road building. This access road must also be maintained to facilitate easy access to the Facility and the active cells	2	2	2	2	The road is constructed of wearing course gravel and suitable to access the site. The site ramp onto the working area of the WDF is compacted gravel.
5.2.4. The Licence Holder must ensure that the maximum height of the waste body does not exceed 175 metres above mean sea level (mamsl).	n/a	n/a	2	2	From the latest survey data (Oct 2018) it shows that the WDF does not exceed 175m AMSL.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.	0	1	0	0	From the latest survey data (Oct 2018) it shows that the WDF is in some places steeper than 1:4. The Witzenberg Municipality is currently undertaking a design process for expansion of the WDF which would include plans to limit side slopes to no steeper than 1:3.
5.2.6 A special waste cell must be constructed and be accessible to handle general waste in prolonged periods in inclement weather conditions, if required.	1	n/a	2	n/a	Site inspected before the wet season, no wet weather cell in place or required at this time
5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.	1	2	0	2	In place
5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised, and nuisance conditions are minimised.	0	2	1	2	In place
5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited	0	2	1	1	At the time of the audit an excavator was busy compacting the waste using the lift bucket (it should be noted that this is not preferred practice and that a formal compactor should be used). There were no signs of end-tipping across the boundaries of the site. There is however no covering of waste on the northern sides, but this does not seem to be recent end-tipping.
5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two-week period, must be maintained at all times.	1	2	0	0	Sufficient material does not appear to be available for daily covering, as large areas of waste were exposed at the time of the audit. The stockpile available would not be sufficient as cover for the exposed area. all.
5.2.11 The Licence Holder shall make provision for adequate sanitation facilities for staff on the Facility	2	2	2	2	Compliant. Adequate sanitation is available on site
5.3 Storm water Management					
5.3.1 A storm water management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This storm water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty (1:50) years.	0	1	0	1	There is an upstream diversion berm, although it is informal and was not likely designed for the storm event Stormwater is being managed in accordance with the current operational plan

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater	0	1	1	1	There is a toe drain that does direct runoff to a "containment pond", which is not lined or sized. A Stormwater Management Plan has been drafted as part of the license variation process and should be implemented to ensure proper stormwater control on site.
5.3.3 Runoff water that is released into the environment must comply with the quality requirements of the General and Special Standards, as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Provincial Head and shall be drained from the Facility in a legal manner.	n/a	n/a	n/a	2	All run-off water from the site is directed to the "containment pond" by means of an earth channel on the norther boundary of the site. At the time of the audit there was no evidence of any water being released into the environment. Water sampling was also initiated for the leachate in the "containment pond" during March 2019. **Please refer to Appendix F for the sampling report.**
5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds	n/a	0	n/a	1	The "containment pond" is not lined, however the water is not discharged to the environment and the sampling results do not contain to any elements of concern at this stage. More sampling should be done to conduct trend analysis. **Please refer to Appendix F for the sampling report.**
5.3.5 All areas where waste is temporary stored and handled, excluding the disposal area, must be designed and managed so that no contaminants can escape into the environment. All runoff, if any, must be prevented from entering local watercourses.	1	2	1	2	There are no temporary stockpiles of waste
6. OPERATIONAL MANAGEMENT					
6.1 Site security and access control					
6.1.1 The Licence Holder must prevent unauthorised access to the Facility, by having the Facility enclosed with an adequate fence and gate of 1.8m height and providing effective accesses control.	2	1	2	2	The entire site is fenced with access control at the gate. **Refer to Appendix A for photographs of the site fencing and access gate.**
6.1.2 Weatherproof, durable and legible notices must be displayed at each entrance in at least 2 (two) official languages applicable to the area. These notices must prohibit unauthorised entry, state the hours of operation, include the types of waste permissible, the name, address and telephone number of the Licence Holder and the person responsible for the operation of the Facility.	2	2	2	2	Compliant, sign in 3 languages
6.1.3 The Licence Holder must provide access control during operational hours and must ensure that the gate is locked outside operational hours.	2	2	2	2	Gate is manned during operational hours and locked after hours

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
6.2 Impact Management					
6.2.1 The operational activities of the Facility shall be according to the Operational Plan	**0**	**n/a**	**2**	**2**	The Operational Plan is available on site and implementation is driven by the Witzenberg Municipality, even though some operational conditions are being updated in the current license variation process.
6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis	**0**	**2**	**2**	**0**	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
6.2.3 Any portion of the Facility as demarcated in Condition 1.2 may be used to recover waste, however, no informal recovery or picking of waste at the Facility is permitted and the recovery activity shall not interfere with the daily operational activities of the Facility.	**2**	**2**	**2**	**2**	There is a small formal area for recycling, it does not interfere with the daily operations
6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.	**0**	**2**	**2**	**0**	At the time of the audit an excavator was busy compacting the waste using the lift bucket, which is not the preferred method for compacting. At the time of the audit it did not appear that sufficient cover material is available for daily covering, since large areas of waste is still left exposed across the site and the stockpile available did not appear sufficient to cover it all.
6.2.5 Occupational health and safety risks to all staff and visitors must be identified and mitigated by providing appropriate personal protective equipment and ensuring that these are utilised on the Facility.	**2**	**2**	**2**	**2**	All staff have adequate PPE
6.2.6 Invasive alien vegetation must be controlled and removed annually.	**n/a**	**n/a**	**n/a**	**n/a**	None noted during inspection, besides the eucalyptus trees to the south of the site.
6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.	**1**	**2**	**0**	**1**	It was noted that dust suppression is taking place regularly, however on the time of the audit there was excessive dust from operational vehicles and no suppression was taking place. **Refer to Appendix A for site photographs of the dust generated.**
6.2.8 The burning of waste at the Facility is prohibited.	**1**	**2**	**2**	**2**	At the time of the audit no evidence of waste burning was observed
6.2.9 Containers, skips or bins must be clearly marked to indicate the different waste types to be collected	**n/a**	**2**	**2**	**2**	Skips are clearly marked
7. MONITORING					
7.1 Water Monitoring					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
7.1.1 Ground Water Monitoring network					
7.1.1.1 The Licence Holder must establish and maintain a monitoring borehole network to the satisfaction of the Director and the Provincial Head.	**2**	**2**	**2**	**2**	There are 3 boreholes located on site
7.1.1.2 Monitoring boreholes shall be equipped with lockable caps. The Director and the Provincial Head reserve the right to take water samples at any time and to analyse these samples or have them analysed. The Licence Holder must ensure that all monitoring sites are adequately protected from vandalism and are kept in an acceptable operational condition	**2**	**2**	**2**	**2**	There are lockable caps installed
7.1.2 Background Groundwater monitoring:					
7.1.2.1 Samples from an upstream borehole where the groundwater in the borehole is at an expected higher hydraulic pressure level than the hydraulic pressure level of the groundwater under the waste body shall be considered as background monitoring. Background groundwater monitoring shall be conducted during each monitoring occasion in terms of Conditions 7. l .4 and 7	**2**	**1**	**2**	**2**	Boreholes are tested once a year.
7.1.3 Surface Water Monitoring					
7.1.3.1 Surface water monitoring must be performed in the runoff water containment pond prior to contemplating the following activities: releasing this water into the environment or using this water for irrigation or dust suppression. These activities may only take place once the Director and the Provincial Head have evaluated these monitoring results and have authorised the Licence Holder to proceed with these activities.	**n/a**	**n/a**	**n/a**	**2**	All run-off water from the site is directed to the "containment pond" by means of an earth channel on the norther boundary of the site. Water sampling was also initiated for the leachate in the "containment pond" during March 2019. **Please refer to Appendix F for the sampling report.**
7.1.4 Detection Monitoring:					
7.1.4.1 Monitoring for groundwater quality must be conducted bi-annually, once in the winter and once in the summer, or such frequency as may be determined by the Director and the Provincial Head, for the water quality variables listed in paragraph (a) of Annexure ll and annually, in winter, for the water quality variables listed in paragraph (b) of Annexure ll.	**2**	**1**	**1**	**1**	Boreholes are tested twice in a financial year, however during the years 2017-2018 there were no bi-annual testing done.
7.1.5 Method of Analysis					
7.1.5.1 The Licence Holder shall carry out all tests in accordance with methods prescribed by and obtainable from the South African Bureau of Standards (SABS), referred to in the Standards Act, 1 982 (Act 30 of 1 982), to analyse the samples taken under the monitoring programmes specified in Condition 7.	**n/a**	**2**	**2**	**2**	Compliant Water analysis conducted by AL Abbott,a SANAS accredited lab and SANS standards used.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
7.1.5.2 The Licence Holder shall only use another method of analysis if written proof that the method is at least equivalent to the SABS method, is submitted to the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	noted
7.2 Investigative Monitoring					
7.2.1 If, in the opinion of the Director and the Provincial Head, a water quality variable listed under the detection monitoring programme, as referred to in Condition 7. I .4, shows an increasing trend, the Licence Holder shall initiate a monthly monitoring programme for the water quality variables listed in Annexure I.	**n/a**	**n/a**	**n/a**	**n/a**	
7.2.2 Should the Director suspect that the Facility may be generating significant amounts of landfill gas, the Licence Holder shall implement landfill gas monitoring as prescribed by the Director.	**n/a**	**n/a**	**n/a**	**n/a**	
7.3 Further Investigation					
7.3.1 If, in the opinion of the Director and the Provincial Head, groundwater and/or surface water pollution have occurred or may possibly occur, the Licence Holder shall conduct the necessary investigations and implement additional monitoring and rehabilitation measures which shall be to the satisfaction of the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	
7.3.2 If, in the opinion of the Director, environmental pollution. nuisances or health risks may be or are occurring at the Facility, the Licence Holder must initiate an investigation into the cause of the problem or suspected problem. Such investigation must include the monitoring of the relevant environmental pollution. nuisance and health risk variables, at those monitoring points and at such frequency as will be determined in consultation with the Director. Should the investigation reveal any unacceptable levels of pollution, the Licence Holder must submit a report with mitigation measures to the satisfaction of the Director.	**n/a**	**n/a**	**n/a**	**n/a**	
7.4 Post Closure Monitoring					
7.4.1 Groundwater and landfill gas, if required, monitoring by the Licence Holder, in accordance with Conditions 7. 1 or 7.2.2, shall continue upon closure of the Facility and be maintained for a period of 30 (thirty) years, or such lesser period as may be determined by the Director and the Provincial Head	**n/a**	**n/a**	**n/a**	**n/a**	Site is still operational.
8. AUDITING					
8.1 Internal Audits					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department.	2	0	2	1	An internal audit was undertaken on 12 March 2019 by Mr. Johnny Jacobs of the Witzenberg Municipality. It should however be ensured that quarterly internal audits are undertaken.
8.2 External Audits					
8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.	2	0	2	2	External audits undertaken by DEA&DP and Aurecon during 2017 and 2018.
8.2.2 The Audit report must:					
a. Specifically, state whether conditions of this Licence are adhered to;	2	2	2	2	This audit report addresses this requirement
b. Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;	0	2	0	2	This audit report addresses this requirement. Refer to **Appendix F**
c. Include the findings of the internal audit reports required in Condition 8.1.1.	2	n/a	0	1	One internal report's findings are included in this report (dated 12 March 2019)
d. Make recommendations on partial and noncompliance and how to improve the management of the Facility;	1	2	2	2	This audit report addresses this requirement
e. Specify target dates for the implementation of the recommendations to achieve compliance; and	0	2	2	2	This audit report addresses this requirement
f. Specify whether corrective action which was taken for the previous audit's non- conformities was adequate.	0	n/a	0	2	This audit report addresses this requirement
8.2.3 The external audit report must be submitted to the Director within 30 (thirty) days from the date on which the external auditor finalised the report and according to Condition 10.10.	n/a	n/a	n/a	1	Proof was submitted of an external audit report submitted to DEA&DP on 11 June 2018. All outstanding external audit reports, including this one, should also be submitted to the DEA&DP.
8.3 Departmental Audits and Inspections					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
8.3.1 The Department reserves the right to audit or inspect the Facility without prior notification at any time and frequency as may be determined by the Director.	n/a	n/a	n/a	2	Two (2) previous external audits have been undertaken by DEA&DP and findings are summarised herein.
8.3.2 The findings of these audits or inspections must be made available to the Licence Holder within 60 (sixty) days of the end of the audit or inspection. Information from the audits must be treated in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).	n/a	n/a	n/a	2	Findings of the audit reports were made available to the Witzenberg Municipality and the findings thereof is summarised in this report.
8.3.3 The Licence Holder must make any records or documentation available to the Director upon request, as well as any other information the Director may require.	2	n/a	2	2	All documents were made available during the audits.
9. RECORD KEEPING					
9.1 the Licence Holder must keep records of all monitoring results, nuisances and complaints at the Facility.	2	2	2	2	A register is kept on site
9.2 Accurate records of waste volumes or masses received and recovered must be kept at the Facility and reported to the Department as per Condition 10.7.	2	2	2	2	Reported on iPWIS
9.3 All records required or resulting from activities required by this Licence must:					
9.3.1 Be legible;	2	2	2	2	Compliant
9.3.2 Be made available and should form part of any audit report;	2	2	2	2	Compliant and presented in the Appendix to this report
9.3.3 If amended, be amended in such a way that the original and any subsequent amendments remain legible and are easily retrievable;	2	2	2	2	Compliant
9.3.4 Be retained in accordance with documented procedures which are approved by the Department; and	2	n/a	2	2	Compliant
9.3.5 Be made available upon the request of the Director.	2	n/a	2	2	Compliant
9.4 The Licence Holder shall record all borehole data and chemical analysis as required in Condition 7.1.	1	2	1	2	Borehole testing recorded and supplied to the auditor
10. REPORTING					
10.1 The Licence Holder must, within 24 (twenty-four) hours, notify the Director of the occurrence or detection of any incident on the Facility which has the potential to cause, or has caused any pollution	2	2	n/a	n/a	No recent incidents to be reported.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
10.2 The Licence Holder must, within 14 (fourteen) days, or as specified by the Director from the occurrence or detection of any incident referred to in Condition 10.1, submit an action plan, which must include a detailed time schedule, and resource allocation signed off by management, to the satisfaction of the Director of measures taken to: a. Correct the impact resulting from the incident; b. Prevent the incident from causing any further impact; and c. Prevent a recurrence of a similar incident.	**n/a**	**n/a**	**n/a**	**n/a**	No incidents recorded.
10.3 In the event that measures have not been implemented within 21 (twenty-one) days of the incident, to address impacts caused by the incident referred to in Condition 10.1, or measures which have been implemented are inadequate, the Director may implement the necessary measures at the cost and risk of the Licence Holder.	**n/a**	**n/a**	**n/a**	**n/a**	
10.4 The Licence Holder must keep and maintain an incident and complaints register, which must be kept at the Facility and be made available at the request of the Director.	**2**	**2**	**2**	**2**	A register is kept on site
10.5 The Department must be notified within 7 (seven) days of any changes to the management of the Facility including the name of the incoming person together with evidence that such person has the required technical competence.	**n/a**	**n/a**	**n/a**	**n/a**	No changes to the management of the facility have been made
10.6 The Department must be notified within 14 (fourteen) days of the following changes:					
10.6.1 Licence Holder's trading name, registered name or registered office address;	**n/a**	**n/a**	**n/a**	**n/a**	
10.6.2 Particulars of the Licence Holder's ultimate holding company (including details of an ultimate holding where a Licence Holder has become a subsidiary): and	**n/a**	**n/a**	**n/a**	**n/a**	
10.6.3 Steps taken with a view to the Licence Holder going into bankruptcy, entering into composition or arrangement with creditors.	**n/a**	**n/a**	**n/a**	**n/a**	
10.7 The Licence Holder must register and report all waste volumes or masses received, recovered, disposed of or stored to the Department's Integrated Pollutant and Waste Information System (IPWIS) URL: http://ipwis.pgwc.gov.za/ipwis3/public, as required by the Department.	**2**	**2**	**2**	**2**	Compliant, see **Appendix D** of this report
10.8 The Department must be notified without delay in the case of the following:					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
10.8.1 Any malfunction, breakdown of failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;	**n/a**	**n/a**	**n/a**	**n/a**	
10.8.2 The breach of conditions of this Licence: and	**n/a**	**n/a**	**n/a**	**1**	Previous audit reports submitted to DEA&DP (See **Appendix E – Proof of audit submission to DEA&DP**). It is however not clear if any other non-compliances to license conditions have been reported to DEA&DP.
10.8.3 Any significant adverse environmental and health effects.	**n/a**	**n/a**	**n/a**	**n/a**	
10.9 Prior written notification must be given to the Director of the following events and within the specified timeframes:					
10.9.1 As soon as practicable prior to the permanent cessation of any operational activities;	**n/a**	**n/a**	**n/a**	**n/a**	
10.9.2 Full or partial cessation of the operational activities for a period likely to exceed 3 (three) months: and	**n/a**	**n/a**	**n/a**	**n/a**	
10.9.3 Full or partial resumption of the operation of all or part of the activities after a cessation notified under (b) above.	**n/a**	**n/a**	**n/a**	**n/a**	
10.10 The information required in terms of Conditions 7 must be reported to the Director in the format specified in Conditions 8.1 and 8.2, where applicable, within a period of 30 (thirty) days following the analysis of the samples. The information must also be included in a trend report, which must contain a graphical presentation of all results obtained previously at any specific point, as well as an interpretation and discussion of the results of each monitoring occasion.	**0**	**n/a**	**1**	**n/a**	
11. MONITORING COMMITTEE					
11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director	**0**	**2**	**n/a**	**2**	The auditor believes that reasonable steps have been taken to ensure the continued functioning of the WDF in applying for a license variation, including a rehabilitation plan included in the EMP.
11.2 The Monitoring Committee must be established and must formulate a terms of reference and code of conduct, to the satisfaction of the Director, under which the Committee can operate.	**n/a**	**2**	**1**	**1**	A monitoring committee has been established but have not had their first meeting yet due to an outstanding court ruling at the time. The committee invitation was advertised. **See Appendix G for details.**
11.3 The Residents Monitoring Committee (RMC) shall be representative of relevant interested and affected persons and may consist of at least the following persons: -					

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
11.3.1 Representative(s) of the Witzenberg Municipality	n/a	n/a	n/a	2	Mr. Joseph Barnard
11.3. 2 Representative(s) this Department;	n/a	n/a	n/a	1	It was noted that authorities are included but no proof was supplied.
11.3.3 Representative(s) of the Department of Water and Sanitation: and	n/a	n/a	n/a	1	It was noted that authorities are included but no proof was supplied.
11.3.4 At least I (one) person/party, or their representatives elected by the residents.	n/a	n/a	n/a	2	Mr. Neville Dorrington
11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.	n/a	2	n/a	0	No meeting held to date
11.5 The Licence Holder must keep minutes of all meetings of the RMC and distribute these minutes to all members of the RCM within 30 (thirty) days after the meeting.	n/a	n/a	n/a	n/a	A monitoring committee has been established but have not had any meetings to date, due to outstanding decisions on WDF expansion and appeal processes.
12. LEASING AND ALIENATION OF THE SITE					
12.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions	n/a	n/a	n/a	n/a	
13. TRANSFER OF THE WASTE MANAGEMENT LICENSE					
13.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions	n/a	n/a	n/a	n/a	
13.2 Any subsequent Licence Holder shall be bound by the conditions of this Licence.	n/a	n/a	n/a	n/a	
14. REHABILITATION AND CLOSURE OF THE FACILITY					
14.1 In accordance with Government Notice No. 921 of 29 November 2013 or any amendments thereto, a waste management licence is required for the decommissioning of a facility. The Licence Holder must therefore submit a waste management licence application should he {she intends to decommission the Facility.	n/a	n/a	n/a	n/a	The site is still in operation

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
14.2 Immediately following the cessation of operations with the intention to close the Facility, the surface of the Facility shall be covered in such a way that-					
14.2.1 The formation of pools due to rain is prevented;	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.2.2 Free surface runoff of rainwater is ensured; and	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.2.3 No objects or materials which may hamper the remediation of the Facility are present.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.3 The Licence Holder must rehabilitate the Facility or any portion thereof, in accordance with a closure report and rehabilitation plan, which must be submitted to the Department for approval at least one year prior to the intended closure of the Facility, or any portion thereof.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
14.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment, after operations on the Facility have ceased.	**n/a**	**n/a**	**n/a**	**n/a**	The site is still in operation
15. GENERAL					
15.1 This Licence is valid until the waste disposal airspace capacity, according to the Operational Plan, has been reached and confirmed by calculations in terms of Condition 5.1.5. The Licence may be reviewed at any time within the lifetime of this Licence. Based on the results of the review, especially compliance to Licence conditions or recommendations from the audit reports and or changing legislation, the Licence can be varied or withdrawn or the validity thereof be extended.	**n/a**	**n/a**	**n/a**	**2**	The License Holder is the Witzenberg Municipality and they take full responsibility for the impacts on the environment by applying for a variation license application to authorise the expansion of the WDF.
15.2 This Licence shall not be transferable unless such transfer is subject to Condition 13 above.	**n/a**	**n/a**	**n/a**	**n/a**	noted
15.3 This Licence shall not be construed as exempting the Licence Holder from compliance with the provisions of any National and Provincial Legislation and relevant Ordinance, Regulation, By-laws and relevant National Norms and Standards	**n/a**	**n/a**	**n/a**	**n/a**	noted
15.4 The Licence Holder must in writing, within 14 (fourteen) days of the date of this decision on the application, in accordance with regulation 4(2) of GN No. R.982 of 4 December 2014, ensure that: -					
15.4.1 All registered interested and affected parties are provided with access to the decision and reasons for such decision; and	**2**	**n/a**	**2**	**2**	This was undertaken as part of the authorisation process for the issued WML.

PERMIT CONDITION	AUDIT SCORE 4.10.2017 (DEA&DP)	AUDIT SCORE 19.4.2018 (Aurecon)	AUDIT SCORE 18.10.2018 (DEA&DP)	AUDIT SCORE 29.3.2019	COMMENTS
15.4.2 The attention of all registered interested and affected parties is drawn to the fact that an appeal may be lodged against the decision in terms of the National Appeals Regulations of 201 4, if such appeal is available in the circumstances of the decision.	2	n/a	2	2	This was undertaken as part of the authorisation process for the issued WML.
15.5 Transgression of any condition of this Licence could result in the suspension of the Licence by this Department	n/a	n/a	n/a	n/a	noted
15.6 Non-compliance with a condition of this Licence may result in criminal prosecution or other actions provided for in section 67 (I) of the NEM: WA.	n/a	n/a	n/a	n/a	noted
15. 7 In terms of sections 28 and 30 of the NEMA, and sections 19 and 20 of the National Water Act, 1998 (Act No. 36 of 1 998), any costs incurred to remedy environmental damage must be borne by the person responsible for the damage. It is therefore imperative that the Licence Holder reads through and understand the legislative requirements pertaining to the project. It is the Licence Holder's responsibility to take reasonable measures which include informing and educating contractors and employees about environmental risks of their work and training them to operate in an environmentally acceptable manner.	n/a	n/a	n/a	2	Site personnel receive training on environmental and waste related matters. A license variation process is underway to ensure legal compliance and feasible operation of the WDF into the future. Regular audits are undertaken to measure compliance.
Σ Total compliance weight	67	128	111	158	
No. of WML / Permit conditions audited	58	64	71	92	
Overall compliance score	57.76%	89.1%	78.17%	85.87%	

6 Previous audit reports

Previous external audits done at the WDF is summarised below:

ECA Section 20 Permit audits (Ref no: 16/2/7/G100/D6/Z1):

13 October 2015 – DEA&DP audit

Variation license audits (Ref no: 19/2/5/4/B5/14/WL0056/16):

4 Oct 2017 - DEA&DP audit

19 April 2018 – Aurecon audit

18 October 2018 - DEA&DP audit

See **Figure 2** above for comparative scores from previous audits.

6.1 Repeat audit findings

The following summarises the repeat audit findings found in **Table 3** below with recommendations for improvements:

- The was no evidence submitted of EMP training for personnel although it was mentioned that the site supervisor has received such training;
- Wind-blown litter seems to be a problem at the site as litter was visible in adjacent properties, especially to the north and east of the site, including the dam to the east.
- The sidewalls of the WDF body seems to be steeper than stipulated in the licence in a number of places. The auditor is under the assumption that the new engineering designs submitted as part of the license variation process limits side slopes to 1:3.
- The auditor is of the opinion that there is inadequate cover material available for daily covering of the waste volumes that are received at the WDF.
- There is no formal upstream diversion berm to prevent stormwater being contaminated on site. This should be formalised.
- Stormwater channels should be constructed around the WDF in accordance with the Stormwater Management Plan compiled by Aurecon to comply with the license variation process.
- Leachate sampling at the "containment pond" should be done on a bi-annual basis, together with the borehole sampling.
- Dust suppression should be undertaken more frequently to avoid nuisance dust such as what was observed on site on the day of the audit;
- Internal audits should be conducted, of which no evidence was provided.
- The monitoring committee should be formally established and meetings to commence, even though a license variation process is in progress to address any immediate matters of concern.

Table 3 Summary of repeat findings from previous audits and current audit

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence	0	n/a	1	1	An effort is made to implement the license conditions and a copy is retained on site, including the Operational plan compiled by JPCE. The EMP was however not on site and no evidence could be found of staff training on EMP compliance.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.	1	2	1	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
3.11. The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition	1	2	1	0	There are fly traps installed around the site. The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.	0	1	0	0	From the latest survey data (Oct 2018) it shows that the WDF are in some places steeper than 1:4. The Witzenberg Municipality is currently undertaking a design process for expansion of the WDF which would include plans to limit side slopes to no steeper than 1:3.
5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two-week period, must be maintained at all times.	1	2	0	0	The auditor is of the opinion that not sufficient cover material is available for daily covering, since a lot of waste is still left exposed across the site and the stockpile available was not big enough to cover it all.
5.3.1 A storm water management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This storm water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty (1:50) years.	0	1	0	1	There is an upstream diversion berm, although it is informal and was not likely designed for the storm event
5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty-four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater	0	1	1	1	There is a toe drain that does direct runoff to a “containment pond”, which is not lined or sized. A Stormwater Management Plan has been drafted as part of the license variation process and should be implemented to ensure proper stormwater control on site.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds	n/a	0	n/a	1	The "containment pond" is not lined, however the water is not discharged to the environment and the sampling results do not refer to any elements of concern at this stage. More sampling should be done to obtain a trend analysis. **Please refer to Appendix F for the sampling results.**
6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis	0	2	2	0	The surrounding area is littered with wind-blown waste from the WDF. Measures should be implemented to undertake regular clean-ups around the WDF on adjacent properties and the dam to the east. **Refer to Appendix A for site photographs of the litter.**
6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.	0	2	2	0	At the time of the audit an excavator was busy compacting the waste using the lift bucket, which is not the preferred method for compacting. At the time of the audit it did not appear that sufficient cover material is available for daily covering, since large areas of waste is still left exposed across the site and the stockpile available did not appear sufficient to cover it all.
6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.	1	2	0	1	It was noted that dust suppression is taking place regularly, however on the time of the audit there was excessive dust from operational vehicles and no suppression was taking place. **Refer to Appendix A for site photographs of the dust generated.**
8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department.	2	0	2	0	To date, no internal audits have been done according to the new DEADP audit format
8.2.2 Include the findings of the internal audit reports required in Condition 8.1.1.	2	n/a	0	0	No internal audits are included in this report
11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.	n/a	2	n/a	0	No meeting held to date

6.2 Improvement measures noted

The following summarised the improvement measures found in **Table 4** below:

- There are no copies on site of the approved EMP;
- No fires were experienced on site and there is no record or evidence of recent fires;
- Recycling and other bins on site are clearly marked and available;
- A survey was undertaken during October 2018.
- End tipping seems to have improved since there was no new evidence of end tipping at the time of the audit;
- Cell building is undertaken daily in accordance with the current approved Operational Plan. This however should be adjusted if the variation license is authorised.
- External audits are undertaken bi-annually;
- The audit report layout is updated to speak to the license conditions;
- A license variation process is being undertaken to authorise the expansion of the WDF and ensure feasible operational conditions are implemented and improvement of the site conditions are encouraged.
- Compaction on site should be undertaken daily and should be improved by making use of a compactor, instead of using an excavator bucket.

Table 4 Improvement measures from previous audit findings

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
1.3 The surveyor General (SG21) digit codes are: C07500030000000100000 C07500030000016600001 C07500030000018700030	2	n/a	0	2	The site has been established on C07500030000000100000.
3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility	0	1	2	2	A copy of Emergency Response Plan was kept on site together with the License conditions and Operational Plan.
3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).	0	2	2	n/a	No fires recorded or present on site.
3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible	0	2	2	2	Only two bins kept on site, both are managed well
5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A 1 99/901	0	2	2	2	A survey was undertaken during October 2018. Last survey was done at the time of the permit amendment in July 2016.

PERMIT CONDITION	AUDIT SCORE 4.10.2017	AUDIT SCORE 19.4.2018	AUDIT SCORE 18.10.2018	AUDIT SCORE 29.3.2019	COMMENTS
5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.	1	2	0	2	In place
5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised, and nuisance conditions are minimised.	0	2	1	2	In place
5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited	0	2	1	1	At the time of the audit an excavator was busy compacting the waste using the lift bucket (it should be noted that this is not preferred practice and that a formal compactor should be used). There were no signs of end-tipping across the boundaries of the site. There is however no covering of waste on the northern sides, but this does not seem to be recent end-tipping.
6.2.1 The operational activities of the Facility shall be according to the Operational Plan	0	n/a	2	2	The Operational Plan is available on site and implementation is driven by the Witzenberg Municipality, even though some operational conditions are being updated in the current license variation process.
8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.	2	0	2	2	External audits undertaken by DEA&DP and Aurecon during 2017 and 2018.
8.2.2.b Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;	0	2	0	2	This audit report addresses this requirement
8.2.2.e Specify target dates for the implementation of the recommendations to achieve compliance; and	0	2	2	2	This audit report addresses this requirement
8.2.2.f Specify whether corrective action which was taken for the previous audit's non- conformities was adequate.	0	n/a	0	2	This audit report addresses this requirement
11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director	0	2	n/a	2	The auditor believes that reasonable steps have been taken to ensure the continued functioning of the WDF in applying for a license variation, including a rehabilitation plan included in the EMP.

7 Conclusions

The Tulbagh WDF is located in a rural setting just outside of the town of Tulbagh, which has very high cultural and tourism value because of the areas rich history and wine farms. It is therefore very important that a facility such as the Tulbagh WDF is run in accordance with the approved management plans and licenses. The Witzenberg Municipality is responsible for the operational management and implementation of the license / permit conditions and would need to plan from a budgeting perspective to ensure compliance the conditions stated above. Overall, the Tulbagh WDF is currently operated well, with the exception of sufficient waste cover and litter control around the facility, which causes a concern.

The auditor would recommend regular internal audits in order for the operational personnel to understand and be aware of the license conditions and ensure that planning incorporates these conditions. The license variation process should also focus on feasible implementation of mitigation measures to ensure implementable actions are authorised.

The Witzenberg Municipality should ensure that the Monitoring Committee is formally established, and meetings are held to address any immediate issues of concern, until such time as the DEA&DP has made a decision on the variation license application.

Appendix A
Photographic record

Figure 4 Borehole with lockable lid

Figure 5 Compaction undertaken by excavator bucket

Figure 6 Access gate to WDF

Figure 7 EPWP program for site clearing and recycling

Figure 8 Waste sorting and recycling on site

Figure 9 Stormwater containment pond

Figure 10 Litter inside the fenced area

Figure 11 Litter outside of fenced area in stormwater channel

Figure 12 Wind-blown litter against damwall on eastern side, outside WDF

Figure 13 Excessive dust from vehicles

Appendix B
Waste Management License (WML)

Western Cape Government
Environmental Affairs and Development Planning
BETTER TOGETHER.

DIRECTORATE: WASTE MANAGEMENT
THORSTEN AAB
Thorsten.Aab@westerncape.gov.za

REFERENCE: 19/2/5/4/B5/14/WL0056/15

The Municipal Manager
Witzenberg Local Municipality
P O Box 44
CERES
6835

Tel: (023) 316 8540
Fax: (023) 312 3472
E-mail: jjacobs@witzenberg.gov.za

For Attention: Johnny Jacobs

WASTE MANAGEMENT VARIATION LICENCE IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT, 2008 (ACT NO. 59 OF 2008) AND THE ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS, 2014 FOR THE TULBAGH WASTE DISPOSAL FACILITY ON REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO.116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH

With reference to the application for the above-mentioned, find below the outcome with respect to this application.

WASTE MANAGEMENT VARIATION LICENCE

A. DECISION

I, Eddie Hanekom, in my capacity as the Director: Waste Management of the Department of Environmental Affairs and Development Planning (hereinafter referred to as "the Department"), in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) (NEM:WA) as amended, read with the Environmental Impact Assessment (EIA) Regulations promulgated in terms of Government Notice (GN) No. R. 982 of 4 December 2014, hereby **grant** the variation of the Permit 16/2/7/G100/D6/Z1/P305, issued 31 July 1998 and issue this Waste Management Variation Licence (hereafter referred to as "the Licence") to the above-mentioned Licence Holder, to dispose of and recover general waste at the Tulbagh Waste Disposal Facility (hereafter referred to as "the Facility") on remainder of Erf 1, Portion 1 of the farm Middelpos No. 116 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh. This Licence replaces of the Permit 16/2/7/G100/D6/Z1/P305.

The Waste Management Permit is varied with the following substantive variations:

1. The maximum height of the facility has been extended from natural ground level to 175m above mean sea level.

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Tel.: (021) 483 3009 Fax: (021) 483 4425
Private Bag X9086, Cape Town, 8000
www.westerncape.gov.za

2. No incinerator will have to be constructed at the Facility.
3. The Permit that was issued in terms of section 20 of the Environment Conservation Act, 1989 (Act No. 73 of 1989) (ECA) by the Department of Water Affairs and Forestry (DWAF) (now known as the Department of Water and Sanitation (DWS)), is herewith issued as a Waste Management Variation Licence in terms of NEM:WA by the Department.

Other non-substantive variations include more detailed Licence conditions as set out in Section C below and specific operational procedures according to: -

1. The *Environmental Management Programme for the Tulbagh Waste Disposal Facility: Variation Licence*, dated March 2016, by Resource Management Services (hereafter referred to as "the EMP");
2. The *Operation, Management and Rehabilitation Plan for Tulbagh Waste Disposal Site*, dated June 2015, by Jan Palm Consulting Engineers cc (hereafter referred to as "the Operational Plan"); and
3. The *Drawing A199/901*, dated August 2015 by Jan Palm Consulting Engineers cc (hereafter referred to as "Drawing A199/901").

The reasons for the decision are provided for in Appendix 1.

B.

Description of the activity

The existing waste disposal facility at Tulbagh was issued with a Permit No. 16/2/7/G100/D6/Z1/P305 issued on 31 July 1998, in terms of section 20 of ECA, by the DWAF (now known as DWS), for the disposal and recovery of general waste at a class **G: S: B-** site.

An application was submitted together with a final BAR, dated March 2016, to vary this Permit, as some of the Permit conditions were no longer applicable.

The variation was considered to be substantive and therefore the basic assessment included a public participation process as required in the Environmental Impact Assessment (EIA) Regulations of 2014.

This Licence allows the continued disposal of general waste on the current waste body footprint and requires that any further development of new waste disposal cells, within the originally permitted area, to be lined with a Class B containment barrier, according to the GN No. 635 - NEM:WA National Norms and Standards for Disposal of Waste to Landfill, of 23 August 2013.

The following activities have been identified in terms of the NEM:WA List of Waste Management Activities that have, or are likely to have, a detrimental effect on the environment, published in GN No. 921 – Category B, and are hereby authorised:

4 (8): The disposal of general waste to land covering an area in excess of 200m^2 and with a totally capacity exceeding 25 000 tons; and

4 (10): The construction of facilities for activities listed in Category B of this Schedule (not in isolation to associated activity).

The continued disposal of waste at a facility will require the applicant to register and report on the Departments Integrated Pollutant and Waste Information System (IPWIS) as per Condition 10.7 of this Licence.

In this Licence, "Director" means the Director: Waste Management of the Western Cape Department of Environmental Affairs and Development Planning, who may be contacted at the address below:

Director: Waste Management

Department of Environmental Affairs and Development Planning

Private Bag X9086

CAPE TOWN

8000

In this Licence, "Provincial Head" means the Provincial Head of the Department of Water and Sanitation: Western Cape Provincial Operations who may be contacted at the address below:

Provincial Head: Western Cape Provincial Operations

Department of Water and Sanitation

Private Bag X16

SANLAMHOF

7532

The Witzenberg Municipality appointed the following Independent Environmental Assessment Practitioner (EAP) to administer the application for a waste management Variation Licence:

Larry Eichstadt

Resource Management Services

PO Box 4296 E-mail: Larry@rmsenviro.co.za

DURBANVILLE Tel.: (021) 975 7396

7551 Fax: (021) 975 1373

The granting of this Waste Management Variation Licence is subject to compliance with the conditions set out in Section C below.

C. LICENCE CONDITIONS

LICENCE NUMBER:	19/2/5/4/B5/14/WL0056/15 (FORMALLY PERMIT NO. 16/2/7/7/G100/D6/Z1/P305)
WASTE APPLICATION:	VARIATION OF THE WASTE MANAGEMENT PERMIT ISSUED FOR THE OPERATION OF THE TULBAGH WASTE DISPOSAL FACILITY, WITZENBERG MUNICIPALITY, CAPE WINELANDS DISTRICT MUNICIPALITY
CLASSIFICATION:	G: 5: B (CLASS B)
LOCATION:	REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO. 116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH
LICENCE HOLDER:	WITZENBERG MUNICIPALITY
CONTACT PERSON(S):	JOHNNY JACOBS
ADDRESS:	PO BOX 44, CERES, 6835

1. LOCATION

1.1 This Licence authorises the Witzenberg Municipality to dispose of and recover general waste on remainder of Erf 1, Portion 1 of the farm Middelpos No. 116 and Portion 30 of the farm Kruys Valley No. 187, Division of Tulbagh, Winelands District Municipality.

1.2 The location of the Facility must be according to co-ordinates indicated in the Waste Management Licence Application Additional Information Annexure dated March 2016, and the points indicted on Figure 1 of the Site Layout locality map in the Final BAR, received by the Department on 18 March 2016, which is defined as follows:

Corner point	Latitude (S)	Longitude (E)
A	33° 16' 20.34"	19° 07' 52.06"
B	33° 16' 19.78"	19° 08' 01.66"
C	33° 16' 23.64"	19° 08' 02.42"
D	33° 16' 23.70"	19° 08' 01.45"
E	33° 16' 34.14"	19° 07' 59.06"
F	33° 16' 33.33"	19° 07' 54.52"
G	33° 16' 38.92"	19° 07' 52.84"
H	33° 16' 37.76"	19° 07' 48.43"

Location of property on which the entrance gate to the Facility is situated:

Latitude (S)	Longitude (E)
33° 16' 32.27"	19° 07' 59.58"

1.3 The Surveyor General (SG21) digit codes are:
C0750003000000100000
C0750003000001660000
C0750003000018700030

1.4 The size of the property within which the activity is undertaken is approximately 128 678m². The current (Phase 1) development footprint is approximately 29 624m².

1.5 The Licence Holder shall within a period of 60 days from the date of issuing of this Licence, apply for the rezoning of all the licenced land for waste disposal purposes. Should the Licence Holder be unsuccessful in rezoning the Facility for waste disposal purposes within a period of (two) years from the date of issuing of this Licence, a written motivation shall be provided to the Director defining the reasons why the application for rezoning failed. The Director shall then take an appropriate decision regarding the future of the Facility.

1.6 The Licence Holder shall take all reasonable steps, such as buying out land or acquiring servitudes, to prevent the development of further residential and / or light industrial areas closer to the Facility. Heavy industries or industries which may create nuisance conditions may be permitted within the buffer zone in terms of the appropriate legislation.

2. APPOINTMENT OF WASTE MANAGEMENT CONTROL OFFICER/ ENVIRONMENTAL CONTROL OFFICER

2.1 A Waste Management Control Officer (WMCO) or Environmental Control Officer (ECO) must be appointed, who will monitor and ensure compliance and the correct implementation of all mitigation measures and provisions as stipulated in the Licence and Environmental Management Programme (EMP). The WMCO / ECO must:

2.1.1 Report any non-compliance with any Licence conditions or requirements or provisions of NEM: WA to the Licensing Authority through means reasonably available.

2.1.2 Monitor any future construction activities and ensure that the construction plans are in accordance with the approved engineering design.

2.2 The duties and responsibility of the WMCO/ ECO should not be seen as exempting the Licence Holder from any other legal obligation in terms of the NEM:WA.

3. GENERAL MANAGEMENT

3.1 The EMP, submitted as part of the final BAR, is hereby approved and must be implemented together with all the conditions of this Licence.

3.2 A copy of this Licence, the EMP and the Operational Plan must be kept at the Facility where the activity will be undertaken. These documents must be produced to any authorised official of the Department who requests to see them and must be made available for inspection by any employee or agent of the holder of the Licence who works or undertakes work at the Facility.

3.3 The Facility must be managed by fit and proper persons who are competent in respect of the responsibilities to be undertaken by them.

3.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment.

3.5 The Licence Holder must notify the Director immediately of events or incidents that may cause significant environmental damage or breach the requirements of the Licence, EMP or Operational Plan.

3.6 Waste should be managed in such a way as not to cause any nuisance conditions to the surrounding area.

3.7 Staff should receive a basic level of environmental awareness training, and be trained on the identification and proper handling of waste.

3.8 An Emergency Response Plan (ERP) must be developed in accordance to the EMP, and all staff must be trained in the implementation thereof. The ERP should be regularly updated and must include fire evacuations, injury on duty and accidents caused by unexpected hazardous waste ending up in the Facility.

3.9 All fires at the Facility must be treated as a potential emergency and dealt with accordingly i.e. the Licence Holder must develop and implement a routine fire procedure to extinguish any fires present on the Facility as soon as possible, even after normal working hours (refer to EMP).

3.10 The Facility must comply with the Provincial Noise Control Regulations P.N. 200/2013 as promulgated under ECA.

3.11 The presence of any nuisance conditions must be monitored and measures must be undertaken to rectify the presence of each nuisance condition.

3.12 The Licence Holder must minimise the proliferation of vermin at the Facility by implementing appropriate measures.

3.13 In order to prevent nuisance conditions, pollution and/or littering incidents, the Licence Holder must ensure that all waste storage containers are not overfilled and must be accessible.

3.14 Any complaint from the public must be attended to by the Licence Holder, who must take all reasonable and practical steps to alleviate the cause of the complaint within a reasonable timeframe to the satisfaction of the Department and record it in terms of Condition 9.

3.15 Duty of care should be exercised in accordance with section 28 of the National Environmental Management Act (Act 107 of 1998) (NEMA), to prevent pollution and environmental degradation.

4. PERMISSIBLE WASTE

4.1 Any portion of the Facility as demarcated in Condition 1.2, may be used for the disposing of, recovery and sorting, of general waste. Only waste that is classified as general waste according to the NEM:WA or any current and future Norms and Standards developed by the Department is permitted.

4.2 No hazardous waste is permitted to be disposed of at the Facility. If more than 80m³ of hazardous waste is going to be stored at the Facility, registration in terms of the relevant National Norms and Standards for the Storage of Waste (GN No. 926) must be done.

4.3 The Licence Holder must prevent the acceptance of any waste not authorised at the Facility.

4.4 All waste loads must be checked at the gate according to the EMP to prevent the disposal of waste not permitted by this Licence.

5. CONSTRUCTION

5.1 Administration and General

5.1.1 This Licence must be made binding to the main contractor as well as individual contractors and should be included in tender documentation for the construction contract.

5.1.2 The Facility construction must be carried out under the supervision of a WMCO/ ECO who must submit a declaration to the Director upon completion that all possible mitigation measures have been put in place and highlight likely deficiencies before commencement of the listed activities.

5.1.3 Should any archaeological artefacts be exposed during excavation, the construction in the vicinity of the finding must be stopped. Under no circumstances shall any artefacts be destroyed. Such an archaeological site must be marked and fenced off, and South African Heritage Resource Agency must be contacted within 48 hours.

5.1.4 Construction of the Facility must be according the EMP, Operational Plan and Drawing A199/901, and compliant with recognized civil engineering standards.

5.1.5 The Licence Holder must conduct a topographic survey of the waste body within 3 (three) months of the date of this Licence and thereafter every 2 (two) years to determine the contours of the waste body and calculate the available airspace, side slopes and final height of the Facility and submit the contours and calculations to the Director within 3 (three) months of the survey. These surveys must confirm that the waste body is constructed according to the Operational Plan and Drawing A199/901.

5.2 Waste Disposal Infrastructure

5.2.1 The footprint of the waste body of Phase 1, as described in the Operational Plan may not exceed the outline as indicated in Drawing A199/901.

5.2.2 The design and construction of any further phases within the licenced boundaries must be lined with a containment barrier for a Class B waste disposal facility as prescribed in GN No. R. 636, or an alternative design authorised by the Director in consultation with the Provincial Head.

5.2.3 A two-way access road must be constructed with material that is suitable for road building. This access road must also be maintained to facilitate easy access to the Facility and the active cells.

5.2.4 The Licence Holder must ensure that the maximum height of the waste body does not exceed 175 metres above mean sea level (mamsl).

5.2.5 The side slope of the waste body, above ground, may not be steeper than a 1 vertical: 4 height gradient and maintained in such a manner that erosion is prevented.

5.2.6 A special waste cell must be constructed and be accessible to handle general waste in prolonged periods in inclement weather conditions, if required.

5.2.7 An outer perimeter lift berm must be constructed on the existing waste body according to the Operational Plan.

5.2.8 Daily cell-building in the construction of the waste area or lifts must be implemented according to the Operational Plan, to ensure that the working face is kept to a minimum, available airspace is optimised and nuisance conditions are minimised.

5.2.9 Daily compaction of the waste using the 'ramp method' must be implemented, while 'end tipping' is prohibited.

5.2.10 A stockpile of acceptable daily cover material to cover the compacted waste with a 150mm thick layer, over a two week period, must be maintained at all times.

5.2.11 The Licence Holder shall make provision for adequate sanitation facilities for staff on the Facility.

5.3 Stormwater Management

5.3.1 A stormwater management system must be constructed to divert all runoff water, arising from adjacent land or areas of the Facility not used for the management of waste, around the Facility or waste body. This stormwater system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty four) hours with an average frequency of once in fifty (1:50) years.

5.3.2 A collection toe drain around the perimeter of the waste body must be installed to collect any potentially contaminated runoff water and leachate, if any, from the waste body and drain this runoff into an appropriately lined containment pond. This runoff water system must have the capacity to maintain a freeboard of a half a metre in the event of a maximum precipitation during a period of 24 (twenty four) hours with an average frequency of once in fifty years and must be lined to prevent pollution to groundwater.

5.3.3 Runoff water that is released into the environment must comply with the quality requirements of the General and Special Standards, as published in Government Notice 991 of 18 May 1984, or with such quality requirements as may from time to time be determined by the Provincial Head and shall be drained from the Facility in a legal manner.

5.3.4 Runoff water that does not comply with the quality requirements applicable in terms of Condition 5.3.3 and all sporadic leachate from the Facility must be contained and evaporated in lined containment ponds.

5.3.5 All areas where waste is temporary stored and handled, excluding the disposal area, must be designed and managed so that no contaminants can escape into the environment. All runoff, if any, must be prevented from entering local watercourses.

6. OPERATIONAL MANAGEMENT

6.1 Site security and access control

6.1.1 The Licence Holder must prevent unauthorised access to the Facility, by having the Facility enclosed with an adequate fence and gate of 1.8m height and providing effective accesses control.

6.1.2 Weatherproof, durable and legible notices must be displayed at each entrance in at least 2 (two) official languages applicable to the area. These notices must prohibit unauthorised entry, state the hours of operation, include the types of waste permissible, the name, address and telephone number of the Licence Holder and the person responsible for the operation of the Facility.

6.1.3 The Licence Holder must provide access control during operational hours and must ensure that the gate is locked outside operational hours.

6.2 Impact management

6.2.1 The operational activities of the Facility shall be according to the Operational Plan.

6.2.2 Windblown litter must be prevented as far as practically possible and contained on-site with moveable fences. All windblown litter caught on any fences or blown off-site must be removed and disposed of on a daily basis.

6.2.3 Any portion of the Facility as demarcated in Condition 1.2 may be used to recover waste, however, no informal recovery or picking of waste at the Facility is permitted and the recovery activity shall not interfere with the daily operational activities of the Facility.

6.2.4 Waste must be compacted and covered daily with 150mm of suitable cover material and areas that will be left for a period longer than one year must be covered with 300mm compacted suitable cover material.

6.2.5 Occupational health and safety risks to all staff and visitors must be identified and mitigated by providing appropriate personal protective equipment and ensuring that these are utilised on the Facility.

6.2.6 Invasive alien vegetation must be controlled and removed annually.

6.2.7 Dust emissions must be mitigated by dust suppression methods such as the wetting of access roads, minimising earth moving operations during windy conditions and speed limiting.

6.2.8 The burning of waste at the Facility is prohibited.

6.2.9 Containers, skips or bins must be clearly marked to indicate the different waste types to be collected.

7. MONITORING

7.1 Water Monitoring

7.1.1 Groundwater monitoring network:

7.1.1.1 The Licence Holder must establish and maintain a monitoring borehole network to the satisfaction of the Director and the Provincial Head.

7.1.1.2 Monitoring boreholes shall be equipped with lockable caps. The Director and the Provincial Head reserve the right to take water samples at any time and to analyse these samples or have them analysed. The Licence Holder must ensure that all monitoring sites are adequately protected from vandalism and are kept in an acceptable operational condition.

7.1.2 Background groundwater monitoring:

7.1.2.1 Samples from an upstream borehole where the groundwater in the borehole is at an expected higher hydraulic pressure level than the hydraulic pressure level of the groundwater under the waste body shall be considered as background monitoring. Background groundwater monitoring shall be conducted during each monitoring occasion in terms of Conditions 7.1.4 and 7.2.1 for water quality variables listed in Annexure I. Background water sampling must be used to establish a water quality baseline against which the downstream groundwater samples must be compared.

7.1.3 Surface water monitoring:

7.1.3.1 Surface water monitoring must be performed in the runoff water containment pond prior to contemplating the following activities: releasing this water into the environment or using this water for irrigation or dust suppression. These activities may only take place once the Director and the Provincial Head have evaluated these monitoring results and have authorised the Licence Holder to proceed with these activities.

7.1.4 Detection monitoring:

7.1.4.1 Monitoring for groundwater quality must be conducted bi-annually, once in the winter and once in the summer, or such frequency as may be determined by the Director and the Provincial Head, for the water quality variables listed in paragraph (a) of Annexure II and annually, in winter, for the water quality variables listed in paragraph (b) of Annexure II.

7.1.5 Method of analysis:

7.1.5.1 The Licence Holder shall carry out all tests in accordance with methods prescribed by and obtainable from the South African Bureau of Standards (SABS), referred to in the Standards Act, 1982 (Act 30 of 1982), to analyse the samples taken under the monitoring programmes specified in Condition 7.

7.1.5.2 The Licence Holder shall only use another method of analysis if written proof that the method is at least equivalent to the SABS method, is submitted to the Director and the Provincial Head.

7.2 Investigative Monitoring

7.2.1 If, in the opinion of the Director and the Provincial Head, a water quality variable listed under the detection monitoring programme, as referred to in Condition 7.1.4, shows an increasing trend, the Licence Holder shall initiate a monthly monitoring programme for the water quality variables listed in Annexure I.

7.2.2 Should the Director suspect that the Facility may be generating significant amounts of landfill gas, the Licence Holder shall implement landfill gas monitoring as prescribed by the Director.

7.3 Further Investigations

7.3.1 If, in the opinion of the Director and the Provincial Head, groundwater and/or surface water pollution have occurred or may possibly occur, the Licence Holder shall conduct the necessary investigations and implement additional monitoring and rehabilitation measures which shall be to the satisfaction of the Director and the Provincial Head.

7.3.2 If, in the opinion of the Director, environmental pollution, nuisances or health risks may be or are occurring at the Facility, the Licence Holder must initiate an investigation into the cause of the problem or suspected problem. Such investigation must include the monitoring of the relevant environmental pollution, nuisance and health risk variables, at those monitoring points and at such frequency as will be determined in consultation with the Director. Should the investigation reveal any unacceptable levels of pollution, the Licence Holder must submit a report with mitigation measures to the satisfaction of the Director.

7.4 Post-closure Monitoring

7.4.1 Groundwater and landfill gas, if required, monitoring by the Licence Holder, in accordance with Conditions 7.1 or 7.2.2, shall continue upon closure of the Facility and be maintained for a period of 30 (thirty) years, or such lesser period as may be determined by the Director and the Provincial Head.

8. AUDITING

8.1 Internal audits

8.1.1 Internal audits, including compliance to the Licence conditions, general Facility operations, complaints, responses and the records kept in terms of Condition 9, must be conducted quarterly by the Licence Holder and on each audit occasion an official report must be compiled by the relevant internal auditor to report the findings of the audits, which must be submitted to the Director according to Condition 10.10 and which must be made available to the external auditor specified in Condition 8.2.1. The internal audits must be compiled in the format required by the Department

8.2 External audits

8.2.1 The Licence Holder must appoint an independent external auditor to audit the Facility bi-annually (twice a year) and this auditor must compile an audit report documenting the findings of the audit, which must be submitted by the Licence Holder to the Director according to Condition 10.10.

8.2.2 The audit report must:

(a) Specifically state whether conditions of this Licence are adhered to;

(b) Include trend graphs and an interpretation of all available data and test results regarding the operation of the Facility and all its impacts on the environment;

(c) Include the findings of the internal audit reports required in Condition 8.1.1;

(d) Make recommendations on partial and non-compliances and how to improve the management of the Facility;

(e) Specify target dates for the implementation of the recommendations to achieve compliance; and

(f) Specify whether corrective action which was taken for the previous audit's non conformities was adequate.

8.2.3 The external audit report must be submitted to the Director within 30 (thirty) days from the date on which the external auditor finalised the report and according to Condition 10.10.

8.3 Departmental audits and inspections

8.3.1 The Department reserves the right to audit or inspect the Facility without prior notification at any time and frequency as may be determined by the Director.

8.3.2 The findings of these audits or inspections must be made available to the Licence Holder within 60 (sixty) days of the end of the audit or inspection. Information from the audits must be treated in accordance with the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).

8.3.3 The Licence Holder must make any records or documentation available to the Director upon request, as well as any other information the Director may require.

9. RECORD KEEPING

9.1 The Licence Holder must keep records of all monitoring results, nuisances and complaints at the Facility.

9.2 Accurate records of waste volumes or masses received and recovered must be kept at the Facility and reported to the Department as per Condition 10.7.

9.3 All records required or resulting from activities required by this Licence must:

(a) Be legible;

(b) Be made available and should form part of any audit report;

(c) If amended, be amended in such a way that the original and any subsequent amendments remain legible and are easily retrievable;

(d) Be retained in accordance with documented procedures which are approved by the Department; and

(e) Be made available upon the request of the Director.

9.4 The Licence Holder shall record all borehole data and chemical analysis as required in Condition 7.1.

10. REPORTING

10.1 The Licence Holder must, within 24 (twenty four) hours, notify the Director of the occurrence or detection of any incident on the Facility which has the potential to cause, or has caused any pollution.

10.2 The Licence Holder must, within 14 (fourteen) days, or as specified by the Director from the occurrence or detection of any incident referred to in Condition 10.1, submit an action plan, which must include a detailed time schedule, and resource allocation signed off by management, to the satisfaction of the Director of measures taken to:

(a) Correct the impact resulting from the incident;

(b) Prevent the incident from causing any further impact; and

(c) Prevent a recurrence of a similar incident.

10.3 In the event that measures have not been implemented within 21(twenty one) days of the incident to address impacts caused by the incident referred to in Condition 10.1, or measures which have been implemented are inadequate, the Director may implement the necessary measures at the cost and risk of the Licence Holder.

10.4 The Licence Holder must keep and maintain an incident and complaints register, which must be kept at the Facility and be made available at the request of the Director.

10.5 The Department must be notified within 7 (seven) days of any changes to the management of the Facility including the name of the incoming person together with evidence that such person has the required technical competence.

10.6 The Department must be notified within 14 (fourteen) days of the following changes:

(a) Licence Holder's trading name, registered name or registered office address;

(b) Particulars of the Licence Holder's ultimate holding company (including details of an ultimate holding where a Licence Holder has become a subsidiary); and

(c) Steps taken with a view to the Licence Holder going into bankruptcy, entering into composition or arrangement with creditors.

10.7 The Licence Holder must register and report all waste volumes or masses received, recovered, disposed of or stored to the Department's Integrated Pollutant and Waste Information System (IPWIS) URL: http://ipwis.pgwc.gov.za/ipwis3/public, as required by the Department.

10.8 The Department must be notified without delay in the case of the following:

(a) Any malfunction, breakdown of failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;

(b) The breach of conditions of this Licence; and

(c) Any significant adverse environmental and health effects.

10.9 Prior written notification must be given to the Director of the following events and within the specified timeframes:

(a) As soon as practicable prior to the permanent cessation of any operational activities;

(b) Full or partial cessation of the operational activities for a period likely to exceed 3 (three) months; and

(c) Full or partial resumption of the operation of all or part of the activities after a cessation notified under (b) above.

10.10 The information required in terms of Conditions 7 must be reported to the Director in the format specified in Conditions 8.1 and 8.2, where applicable, within a period of 30 (thirty) days following the analysis of the samples. The information must also be included in a trend report, which must contain a graphical presentation of all results obtained previously at any specific point, as well as an interpretation and discussion of the results of each monitoring occasion.

11. MONITORING COMMITTEE

11.1 The Licence Holder must take all reasonable steps to establish and ensure the continued functioning of the Tulbagh Waste Disposal Facility for the normal operative lifetime of the Facility and for the closure of the Facility, as determined by the Director.

11.2 The Monitoring Committee must be established and must formulate a terms of reference and code of conduct, to the satisfaction of the Director, under which the Committee can operate.

11.3 The Residents Monitoring Committee (RMC) shall be representative of relevant interested and affected persons and may consist of at least the following persons:-

a) representative(s) of the Witzenberg Municipality
b) representative(s) this Department;
c) representative(s) of the Department of Water and Sanitation; and
d) at least 1 (one) person/party, or their representatives elected by the local residents.

11.4 The RMC shall meet at least once every 6 (six) months and not later than 30 (thirty) days after the external audit report specified in condition 8.2.

11.5 The Licence Holder must keep minutes of all meetings of the RMC and distribute these minutes to all members of the RCM within 30 (thirty) days after the meeting.

12. LEASING AND ALIENATION OF THE SITE

12.1 Should the Licence Holder want to alienate or lease the Facility, he/she must notify the Director in writing of such an intention at least 120 (one hundred and twenty) days prior to the said transaction. Should the approval be granted, the subsequent Licence Holder shall remain liable to compliance with all Licence conditions.

13. TRANSFER OF THE WASTE MANAGEMENT LICENCE

13.1 Should the Licence Holder want to transfer holdership of this Licence, he/she must apply in terms of section 52 of the NEM:WA, 2008.

13.2 Any subsequent Licence Holder shall be bound by the conditions of this Licence.

14. REHABILITATION AND CLOSURE OF THE FACILITY

14.1 In accordance with Government Notice No. 921 of 29 November 2013 or any amendments thereto, a waste management licence is required for the decommissioning of a facility. The Licence Holder must therefore submit a waste management licence application should he /she intend to decommission the Facility.

14.2 Immediately following the cessation of operations with the intention to close the Facility, the surface of the Facility shall be covered in such a way that-

14.2.1 The formation of pools due to rain is prevented;

14.2.2 Free surface runoff of rainwater is ensured; and

14.2.3 No objects or materials which may hamper the remediation of the Facility are present.

14.3 The Licence Holder must rehabilitate the Facility or any portion thereof, in accordance with a closure report and rehabilitation plan, which must be submitted to the Department for approval at least one year prior to the intended closure of the Facility, or any portion thereof.

14.4 The Licence Holder shall remain responsible for the Facility, and/or any of its impacts on the environment, after operations on the Facility have ceased.

15. GENERAL

15.1 This Licence is valid until the waste disposal airspace capacity, according to the Operational Plan, has been reached and confirmed by calculations in terms of Condition 5.1.5. The Licence may be reviewed at any time within the lifetime of this Licence. Based on the results of the review, especially compliance to Licence conditions or recommendations from the audit reports and or changing legislation, the Licence can be varied or withdrawn or the validity thereof be extended.

15.2 This Licence shall not be transferable unless such transfer is subject to Condition 13 above.

15.3 This Licence shall not be construed as exempting the Licence Holder from compliance with the provisions of any National and Provincial Legislation and relevant Ordinance, Regulation, By-laws and relevant National Norms and Standards.

15.4 The Licence Holder must in writing, within 14 (fourteen) days of the date of this decision on the application, in accordance with regulation 4(2) of GN No. R.982 of 4 December 2014, ensure that:-

(a) all registered interested and affected parties are provided with access to the decision and reasons for such decision; and

(b) the attention of all registered interested and affected parties is drawn to the fact that an appeal may be lodged against the decision in terms of the National Appeals Regulations of 2014, if such appeal is available in the circumstances of the decision.

15.5 Transgression of any condition of this Licence could result in the suspension of the Licence by this Department.

15.6 Non-compliance with a condition of this Licence may result in criminal prosecution or other actions provided for in section 67(1) of the NEM:WA.

15.7 In terms of sections 28 and 30 of the NEMA, and sections 19 and 20 of the National Water Act, 1998 (Act No. 36 of 1998), any costs incurred to remedy environmental damage must be borne by the person responsible for the damage. It is therefore imperative that the Licence Holder reads through and understand the legislative requirements pertaining to the project. It is the Licence Holder's responsibility to take reasonable measures which include informing and educating contractors and employees about environmental risks of their work and training them to operate in an environmentally acceptable manner.

D. APPEALS

Appeals must comply with the provisions contained in the National Appeal Regulations, 2014.

1. An appellant (if the applicant) must –

1.1. Submit an appeal in accordance with Regulation 4 to the appeal administrator and a copy of the appeal to any registered interested and affected parties (I&Aps), any Organ of State with interest in the matter and the decision maker within 20 (twenty) calendar days from the date the applicant was notified by the Department of this decision;

2. An appellant (if NOT the applicant) must –

2.1. Submit an appeal in accordance with Regulation 4 to the appeal administrator, and a copy of the appeal to the applicant, any registered I&AP, any Organ of State with interest in the matter and the decision maker within 20 (twenty) calendar days from the date the applicant notified the registered I&APs of the this decision;

3. The applicant (if not the appellant), the decision-maker, I&AP and Organ of State must submit their responding statements, if any, to the appeal authority and the appellant within 20 (twenty) calendar days from the date of receipt of the appeal submission.

4. This appeal and responding statement must be submitted to the address listed below:

By post:	Western Cape Ministry of Local Government, Environmental Affairs and Development Planning Private Bag X9186 CAPE TOWN 8000
By facsimile:	(021) 483 4174; or
By hand:	Attention: Mr J. de Villiers Room 809, 8th Floor Utilitas Building, 1 Dorp Street, Cape Town, 8001

Note: You are also requested to submit an electronic copy (Microsoft Word format) of the appeal and any supporting documents to the Appeal Administrator to the address listed above and/ or via e-mail to Jaap.DeVilliers@westerncape.gov.za.

5. A prescribed appeal form as well as assistance regarding the appeal processes is obtainable from the office of the Minister at: Tel. (021) 483 3721. E-mail Jaap.DeVilliers@westerncape.gov.za or URL http://www.westerncape.gov.za/eadp.

E. DISCLAIMER

The Western Cape Government, the Local Authority, committees or any other public authority or organisation appointed in terms of the conditions of the Licence shall not be responsible for any damages or losses suffered by the holder, developer or his/her successor in any instance where construction or operation subsequent to construction is temporarily or permanently stopped for reasons of non-compliance with the conditions as set out herein or any other subsequent document or legal action emanating from this decision.

Your interest in the future of our environment is greatly appreciated.

Yours faithfully

EDDIE HANEKOM

DIRECTOR: WASTE MANAGEMENT

Date of decision: 15-07-2019

CC: (1) Larry Eichstaat RMS E-mail: Larry@rmienviro.co.za Fax: (021) 975 1373

(2) Malise Noe DWS: Resource Protection and Waste E-mail: NoeM@dws.gov.za Fax: (012) 975 1373

APPENDIX 1

REASONS FOR THE DECISION

The motivation for a variation of the Permit, as well as factors affecting the broader development were considered to ensure the effective implementation of this Licence are explained below.

The following information was available to the Department, which was taken into account in the Department's consideration of the application;

(a) The conditions of the Permit No. 16/2//7/G100/D6/Z1/P305 issued on 31 July 1998, in terms of section 20 of ECA, issued by the DWAF (now known as the DWS), for the disposal and recovery of general waste at a class **G: S: B** site;

(b) The final Basic Assessment Report (BAR), dated March 2016, by Resource Management Services;

(c) A Public Participation Report appended to the BAR;

(d) A Visual Impact Assessment Report, dated March 2016, by Antoinette de Beer, appended to the BAR;

(e) An Environmental Management Programme (EMP), dated March 2016, by Resource Management Services, appended to the BAR;

(f) Drawing A199/901, dated August 2015, by Jan Palm Consulting Engineers cc, appended to the BAR;

(g) An Operation, Management and Rehabilitation Plan, dated June 2015, by Jan Palm Consulting Engineers cc, appended to the BAR;

(h) Waste Management Licence Application Additional Information Annexure; and

(i) The objectives and requirements of relevant legislation, policies and guidelines, including Section 2 of the NEMA.

A summary of the issues, which, in the Department's view were most significant, are set out below.

Alternatives

The following alternative was considered:

Various final height proposals as investigated in the Visual Impact Assessment Report.

Environment

The Facility is currently permitted to dispose of and recover waste at this Facility, and is therefore located on an already disturbed area. The vegetation within the permitted area does not contain enough habitats or vegetation of environmental significance and is considered a low sensitive ecosystem.

Need and Desirability

The Witzenberg Municipality currently utilises this waste disposal facility for the disposal of general waste generated in Tulbagh and temporarily of waste generated in Wolseley. A different regional waste disposal facility is being investigated, however, until such a facility becomes available, the Tulbagh waste management facility remains the best viable option to serve the Municipality at large.

The Facility is remotely located with only a few residential houses in close proximity. Thus with improved operations, as specified in the Variation Licence, this Facility should have minimal environmental impacts.

Public Participation Process

The Public Participation Process in terms of the 2014 NEMA EIA Regulation GN R 982 comprised of the following:

- The identification of interested and affected persons (IAPs);
- Advertisements were placed in the "Witzenberg Herald" and "Die Burger" newspapers on 1 December 2015, notification by e-mail to neighbouring landowners and stakeholders, and a poster was placed at the entrance of the Tulbagh Waste Disposal Facility, advertising the availability of the Draft Basic Assessment Report (draft BAR) and the opportunity to register as an IAP;
- A special meeting was held with a neighbouring land owner and this Department on 22 January 2016;
- The draft BAR was made available on the Resource Management Services' website, a hard copy placed in the Tulbagh Public Library and copies were submitted to the relevant State Departments and Authorities for comment; and
- Issues and concerns raised by the IAPs were included with responses in a Final BAR.

Authorities Consulted:

The authorities consulted include the following:

- Department of Environmental Affairs and Development Planning;
- Department of Water and Sanitation;
- Department of Health;
- Breede Overberg Catchment Management Agency;
- Cape Winelands District Municipality; and
- Witzenberg Local Municipality

Issues, concerns and comments provided by the IAPs and responses in the Final BAR have been considered in the evaluation of this application. No fundamental objections to the variation of the Permit for the operation of this Facility were received from the authorities. In addition to the two substantive variations, specific non-substantive construction and operating conditions were added to the Variation Licence to enforce improved operation of the Facility thereby aiming to reduce the major nuisance conditions that received the most concern by the IAPs.

Appendix C
Permit Annexure I & II

ANNEXURE I

WATER QUALITY VARIABLES REQUIRED FOR BACKGROUND MONITORING AND INVESTIGATIVE MONITORING: CONDITIONS 7.1.2.1 AND 7.2.1

Alkalinity (P.Alk)

Calcium (Ca)

Chromium (hexavalent) ($Cr6^+$)

Chromium (Total) (Cr)

Chemical oxygen demand (COD)

Cyanide (CN)

Mercury (Hg)

Lead (Pb)

Nitrate (as N) (NO_3-N)

Phenolic compounds (Phen)

Potassium (K)

Total dissolved solids (TDS)

Free & saline ammonia as N (NH_4-N)

Boron (B)

Magnesium (Mg)

Cadmium (Cd)

Chloride (Cl)

Fluoride (F)

pH

Sodium (Na)

Electrical conductivity (EC)

Sulphate (SO_4)

ANNEXURE II

WATER QUALITY VARIABLES REQUIRED FOR BACKGROUND MONITORING AND DETECTION MONITORING: CONDITIONS 7.1.2.1 AND 7.1.4.1

Bi-annually for:

- Alkalinity (P.Alk)
- Chemical oxygen demand (COD)
- pH
- Total dissolved solids (TDS)
- Chlorides (Cl)
- Nitrate (NO_3-N)
- Potassium (K)

Annually for:

- Electrical conductivity (EC)
- Calcium (Ca)
- Magnesium (Mg)
- Sodium (Na)
- Sulphate (SO_4)
- Fluoride (F)

Appendix D
Monthly tonnage data (iPWIS)

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 April

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-05-08 03:05:23	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	507.6500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.8000
GW20 - Organic waste	WC022 - Witzenberg	70.7000
GW30 - Construction and demoliti...	WC022 - Witzenberg	6.0000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 August

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-09-06 02:23:56	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	487.7500
GW20 - Organic waste	WC022 - Witzenberg	42.3000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 February

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-03-08 08:23:55	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	449.4500
GW20 - Organic waste	WC022 - Witzenberg	89.0000
GW30 - Construction and demoliti...	WC022 - Witzenberg	16.1000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 January

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-02-08 02:14:39	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	372.7000
GW10 - Commercial and industrial...	WC022 - Witzenberg	.1500
GW20 - Organic waste	WC022 - Witzenberg	54.8000
GW30 - Construction and demoliti...	WC022 - Witzenberg	28.3130

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 June

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-07-06 03:48:06	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	432.7000
GW20 - Organic waste	WC022 - Witzenberg	37.7500
GW30 - Construction and demoliti...	WC022 - Witzenberg	8.2500

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 March

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-04-06 03:27:05	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	472.9500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.4000
GW20 - Organic waste	WC022 - Witzenberg	70.4000
GW30 - Construction and demoliti...	WC022 - Witzenberg	33.5130

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 November

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-12-12 11:48:28	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	409.2000
GW20 - Organic waste	WC022 - Witzenberg	49.4000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 October

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-11-06 02:36:33	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	508.4500
GW10 - Commercial and industrial...	WC022 - Witzenberg	.2000
GW20 - Organic waste	WC022 - Witzenberg	91.6000
GW30 - Construction and demoliti...	WC022 - Witzenberg	13.5000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 September

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2018-10-09 09:18:15	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	385.6000
GW20 - Organic waste	WC022 - Witzenberg	40.6000
GW30 - Construction and demoliti...	WC022 - Witzenberg	12.0000

Waste Activity Management Report

Tulbagh Landfill: Waste Disposal

2018 December

Submitted By	Lee-Ann Du Toit	**iPWIS Number**	W401001421
Submission Date	2019-01-09 03:44:18	**WIR Number**	D03119-02

General Waste Managed

Waste Classification	Source Municipality	Weight (Tonnes)
GW01 - Municipal waste	WC022 - Witzenberg	430.8000
GW20 - Organic waste	WC022 - Witzenberg	87.0000

Appendix E

Proof of audit submission to DEA&DP

WASTE

17/3/3

Western Cape Government

BETTER TOGETHER

DIRECTORATE: WASTE MANAGEMENT
MUNEEB BADEROON
Muneeb.Badderoon@westerncape.gov.za

12-A

REFERENCE: 19/2/5/4/B5/T4/WL0056/15

The Municipal Manager
Witzenberg Local Municipality
P.O. Box 44
CERES
6835

MUNICIPALITY WITZENBERG 21 JAN 2019 MUNISIPALITEIT

Tel: (023) 316 8544
Fax: (023) 312 3472
E-mail: jacobs@witzenberg.gov.za

For Attention: Johnny Jacobs

RE: ACKNOWLEDGEMENT OF RECEIPT AND COMMENT ON THE EXTERNAL COMPLIANCE AUDIT REPORT OF THE OPERATIONAL TULBAGH WASTE DISPOSAL FACILITY (WDF), ON REMAINDER OF ERF 1, PORTION 1 OF THE FARM MIDDELPOS NO.116 AND PORTION 30 OF THE FARM KRUYS VALLEY NO. 187, DIVISION OF TULBAGH.

1. This letter serves as an acknowledgement of receipt of the above-mentioned external compliance audit report dated 3 May 2018, as received electronically by the Department of Environmental Affairs and Development Planning, Sub-Directorate: Waste Management Licensing (hereafter refer to as 'the Department') on 11 June 2018.
2. The Department has reviewed the report and has the following comments:
   - 2.1 The overall score obtained by the Facility in the external audit report is satisfactory.
   - 2.2 The Department supports the actions included on page 17 of the external audit report.
   - 2.3 Please provide the rationale in the comment column, for which compliance levels were determined for each waste management licence condition. The following comments (on compliance status) column must be completed by the external auditor viz. Monitoring Committee: 11.1 etc.
   - 2.4 If there is evidence that any Permit condition has become non-applicable, the Permit Holder may apply for a variation to the relevant Licence condition.
   - 2.5 The progress in addressing non-compliances identified in the external audit report will be comparatively assessed in the next internal, external and/or Departmental audit.
3. The Department reserves the right to comment and request further information based on the information received.

Please contact Muneeb Baderoon if you have any enquiries.

Yours faithfully,

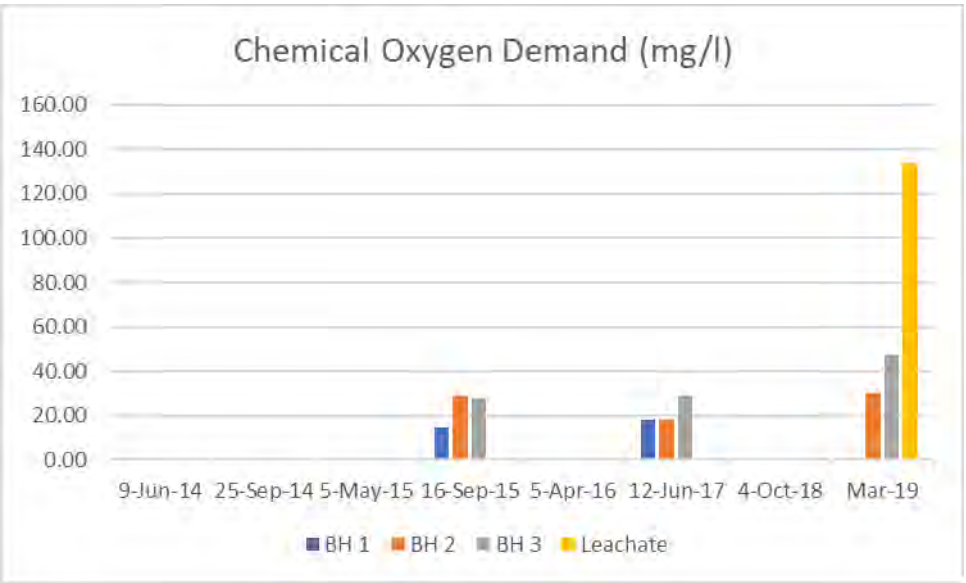
AUGUST HOON
ACTING DIRECTOR: WASTE MANAGEMENT
DATE: 24/12/2018

Page 2 of 2

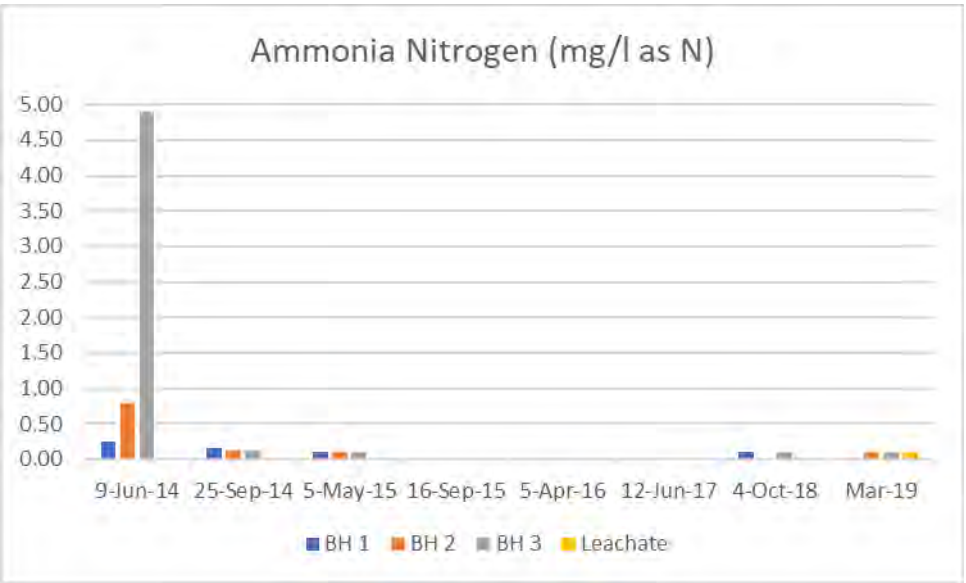
Appendix F
Groundwater & Leachate trend graphs

All monitoring data from June 2014 up to March 2019 was analysed by groundwater specialists at Aurecon and has been summarised in Table 4, Table 5 and Table 6 below. The leachate water sampling data is summarised in Table 7 below.

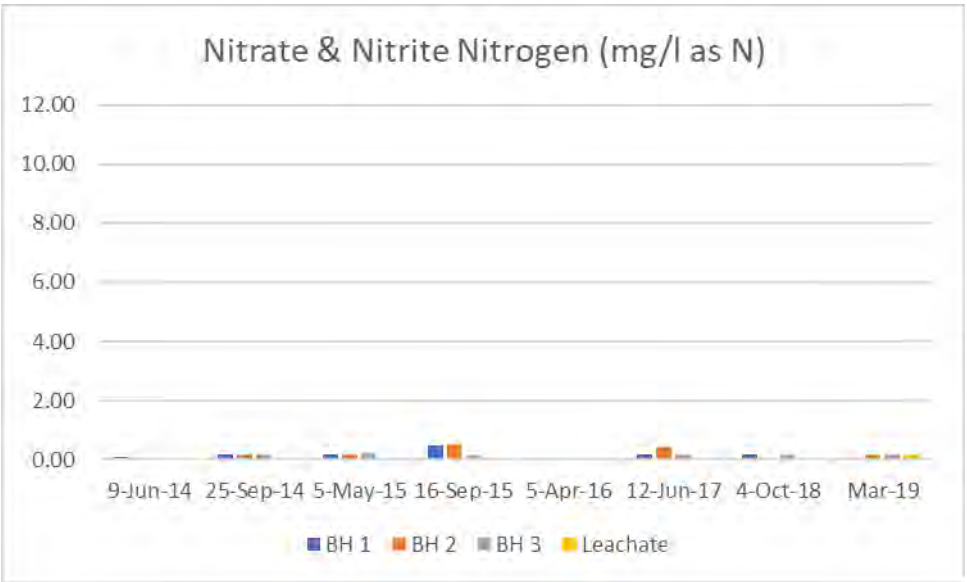
The parameters that are found to be most important for groundwater contamination detection are the Chemical Oxygen Demand (COD), Ammonia, Nitrite and Nitrate levels, Phenols, Dissolved Organic Carbon, Ortho Phosphates, and all heavy metals of all samples. Figure 8 to Figure 20 below display graphs comparing the results of the samples taken from BH1, BH2 and BH3 during 2014 through to 2019 for the indicated parameters. The graphs also include measurements for March 2019 at the detention pond, to indicate water quality of the leachate collected in this pond. In these figures the red line indicates the SANS 241-1: 2015 standard, a blue line indicates the Blue Drop Standard and a yellow line indicate chronic/acute health limits (SANS 241 and Blue Drop Standards).



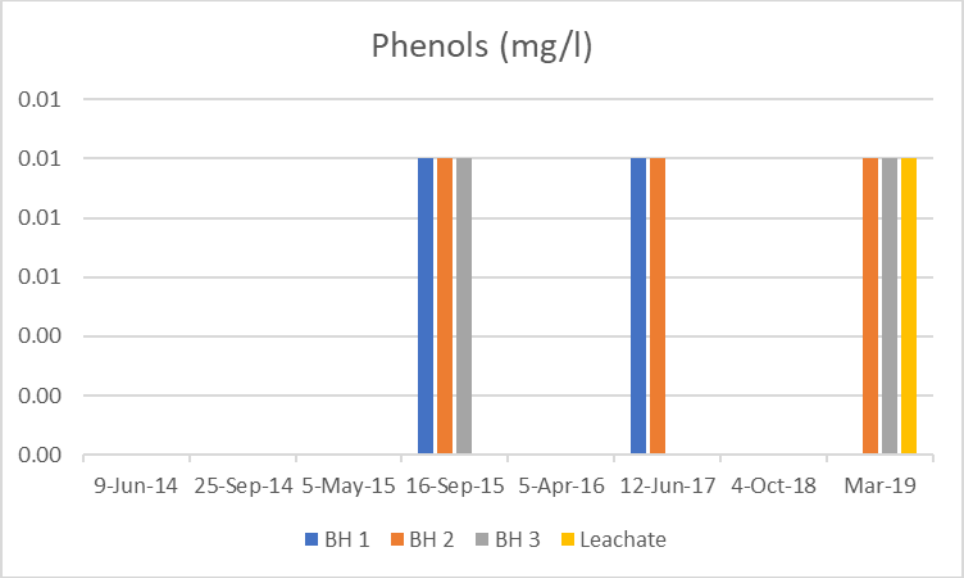
Graph 1: Graph comparing Ammonia Nitrogen of each Borehole sample analysed.



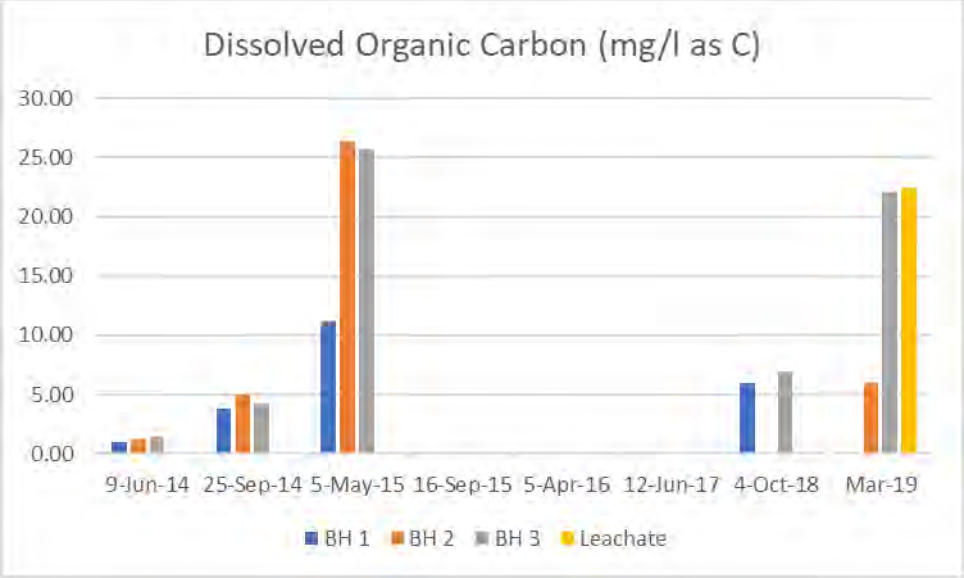
Graph 2: Graph comparing COD of each Borehole sample analysed.



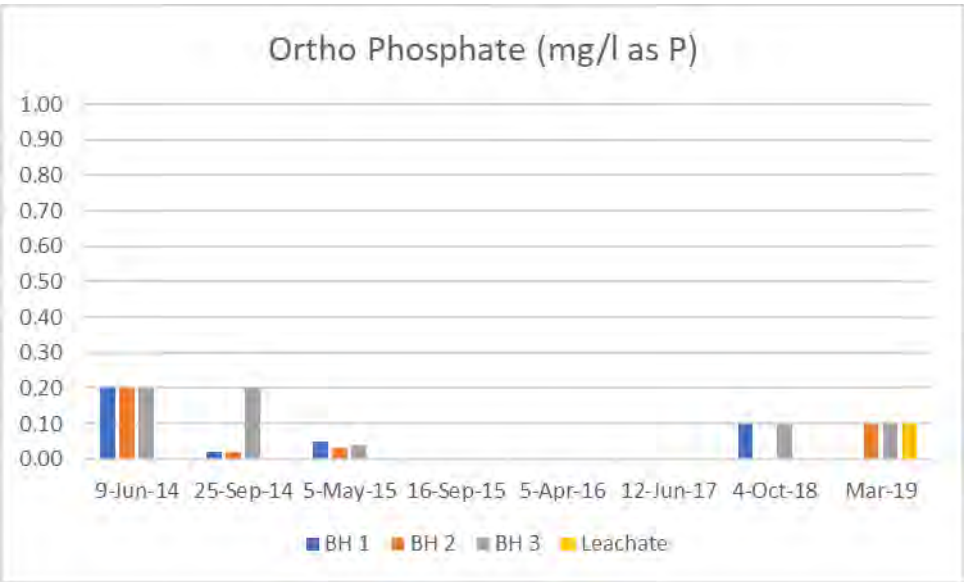
Graph 3: Graph comparing Nitrate and Nitrite of each Borehole sample analysed.



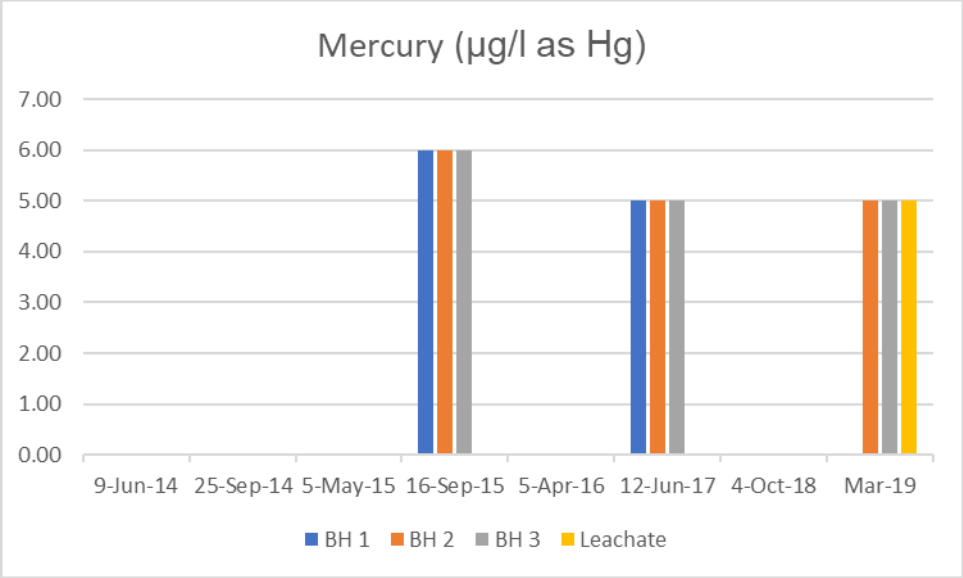
Graph 4: Graph comparing Phenols of each Borehole sample analysed.



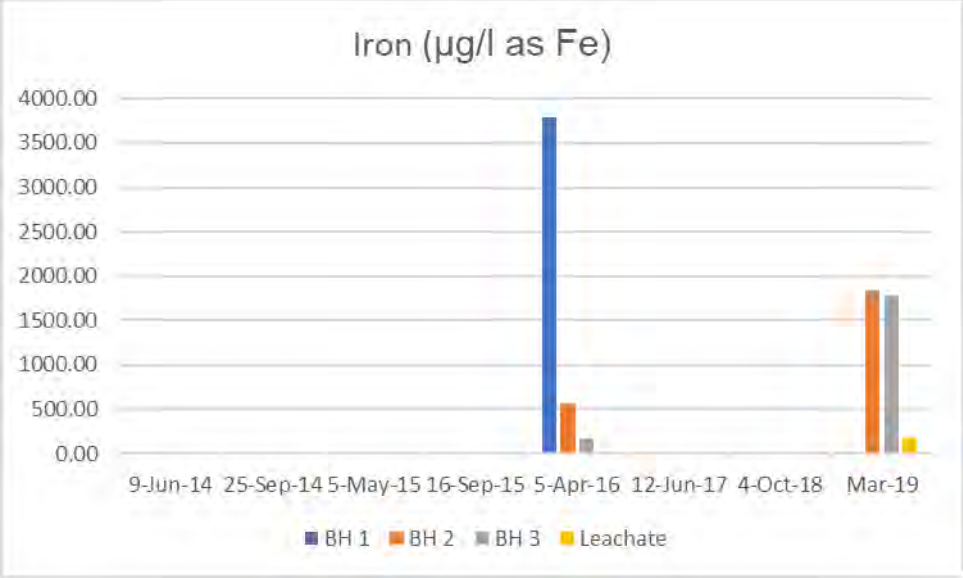
Graph 5: Graph comparing DOC of each Borehole sample analysed.



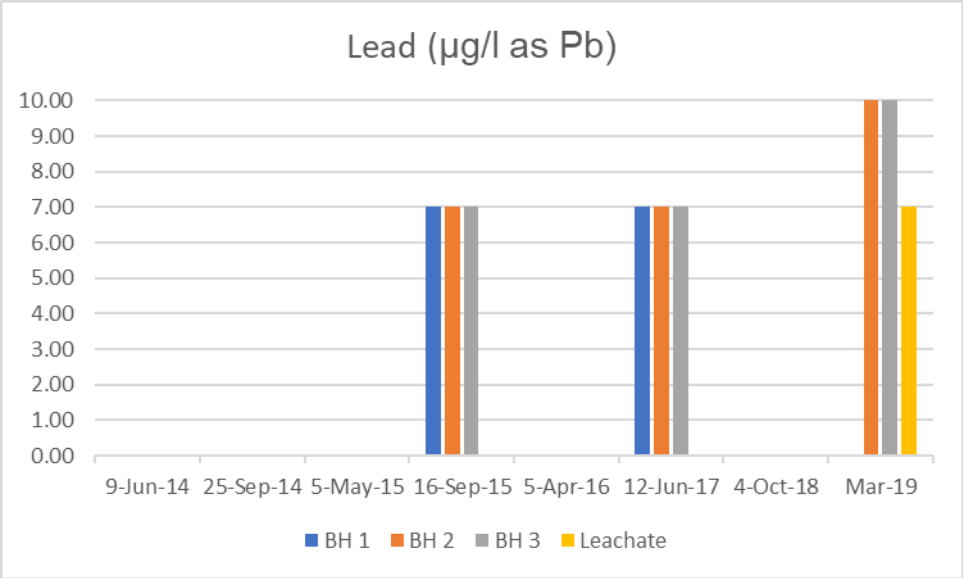
Graph 6: Graph comparing Ortho Phosphate of each Borehole sample analysed.



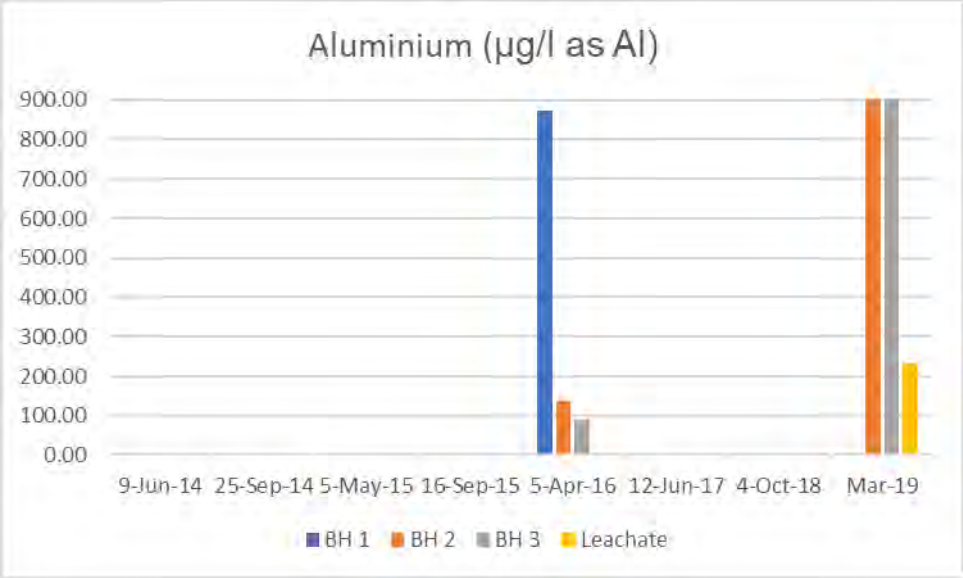
Graph 7: Graph comparing Mercury of each Borehole sample analysed.



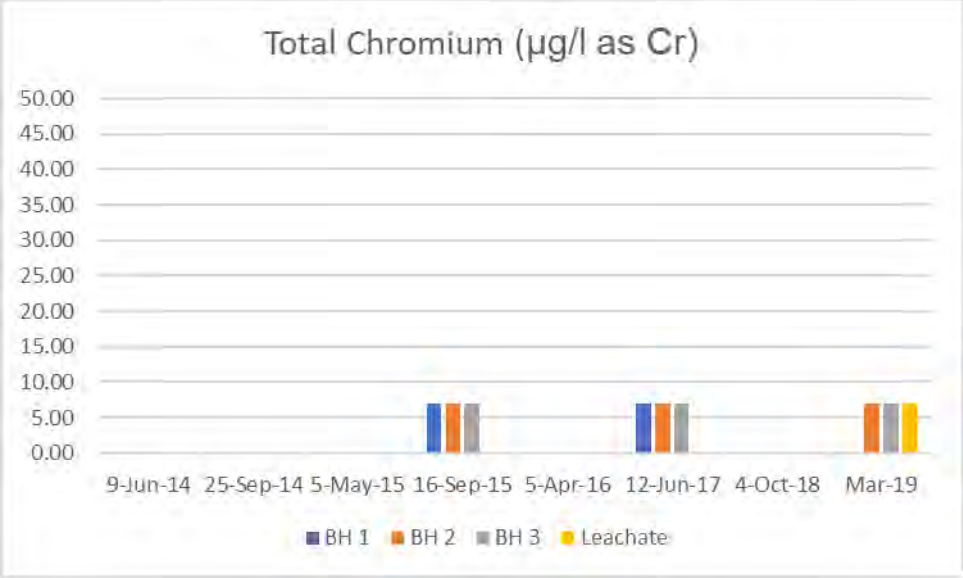
Graph 8: Graph comparing Iron of each Borehole sample analysed.



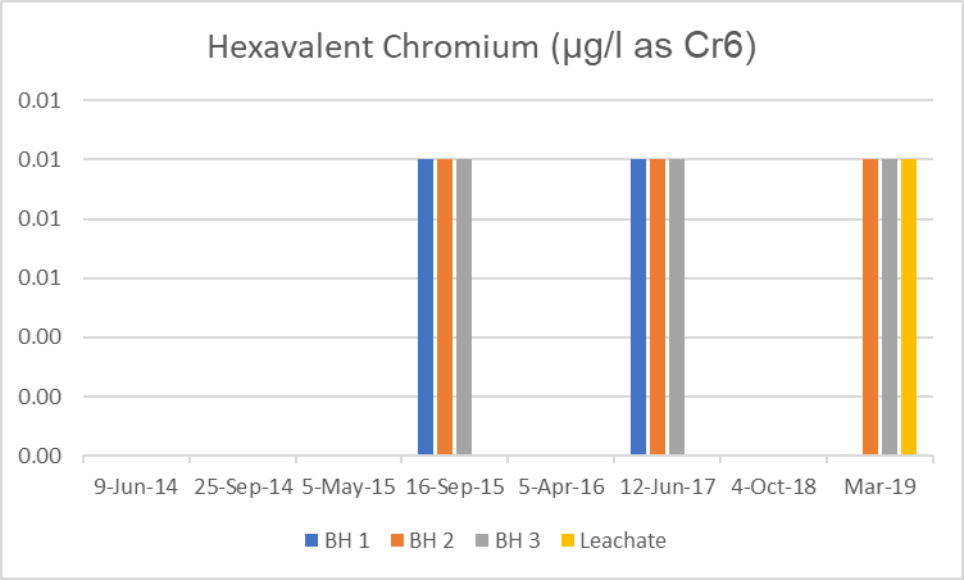
Graph 9: Graph comparing Lead of each Borehole sample analysed.



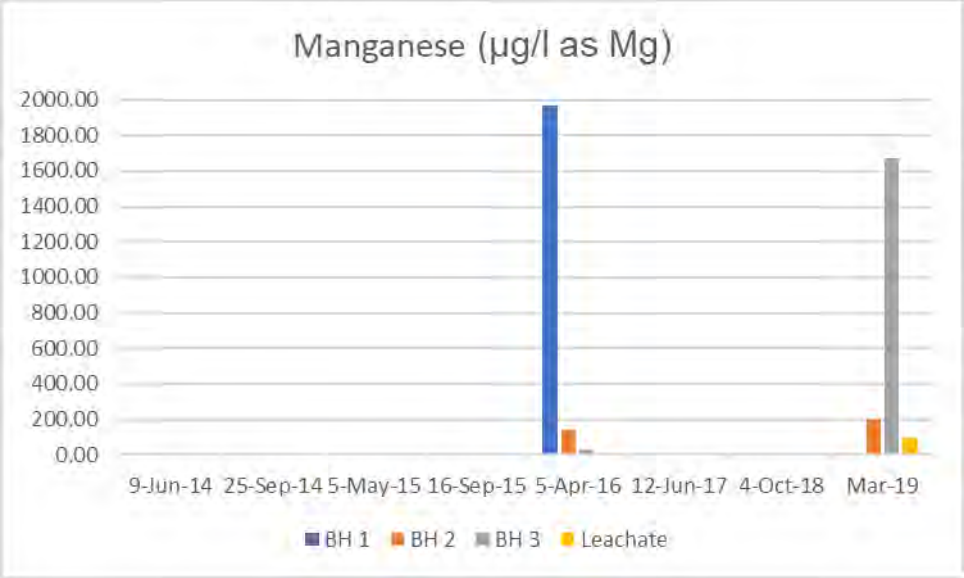
Graph 10: Graph comparing Aluminium of each Borehole sample analysed.



Graph 11: Graph comparing Total Chromium of each Borehole sample analysed



Graph 12: Graph comparing Hexavalent Chromium of each Borehole sample analysed.



Graph 13: Graph comparing Manganese of each Borehole sample analysed.

To sum up the 2014 to 2019 available groundwater and leachate monitoring data, the water quality results do not show any trend of groundwater pollution emanating from the WDF.

Appendix G
Monitoring Committee Information

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

NOMINATIONS ARE HEREBY INVITED FROM RESIDENTS OF THE LOCAL COMMUNITY TO SERVE ON THE RESIDENTS MONITORING COMMITTEE (RMC) OF THE TULBAGH WASTE DISPOSAL FACILITY

Objectives of the RMC

As part of Permit number 19/2/5/4/B5/14/WLWO56/15 issued by the Department of Environmental Affairs and Planning (DEADP) the permit holder must take all reasonable steps to maintain and ensure the continued functioning of the RMC for the normal operative lifetime of the Site and for a period of at least two years after the closure of the Site, or such longer period as may be determined by the Provincial Department of Environmental Affairs and Development Planning (DEADP).

Enabling the community to effectively participate in and monitor the operation, rehabilitation, closure and ongoing monitoring of the Site.

Discussing and addressing the concerns of the community regarding the Site, especially those people living in the immediate vicinity.

Membership

One person/party, or their representatives elected by the local residents.

Meetings

A minimum of two meetings must be held per year.

Accountability, responsibility and liability of members

All members must act in a responsible manner and are accountable to society at large.

As the RMC is a monitoring committee and not a management committee, it is not legally responsible for the operations or the consequences resulting from the operations of the Site. Final accountability and responsibility for the Site lies with the Permit Holder.

Costs

Voluntary members of the RMC will not receive payment for their services on the RMC.

How to nominate a resident

If you would like to nominate a resident for the above RMC, please contact Johny Jacobs together with the below reference number, the name of the nominated resident, contact details (preferred method of notification, e.g. email address or fax number)

Contact: Johnny Jacobs • Tel: 023 316 1854 • Fax: 023 312 3472

E-mail: jjacobs@witzenberg.gov.za

Postal Address: PO Box 44, Ceres, 6835.

The nominations closes on 21 December 2017.

D NASSON

MUNICIPAL MANAGER 30 November 2017

Ref. Nr. 17/03/3

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Cere, 6811
30 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Verwysing: 17/3/1/
Navrae: Mr. J Barnard

21 February 2018

neville@rjks.co.za

Attention: Mr Neville Dorrington
Rijks Estate
Van der Stel Street
TULBAGH
6820

Sir

NOMINATION TO SERVE ON RESIDENTS MONITORING COMMITTEE OF THE TULBAGH WASTE DISPOSAL FACILITY

I refer to our advert dated 30 November 2017, for nominations to serve on the residents monitoring committee.

It gives me pleasure to inform you that you have been appointed to serve on the residents monitoring committee.

We will make contact with you regarding the establishment of the resident monitoring committee.

Yours faithfully

D NASSON
MUNICIPAL MANAGER

Document prepared by

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APPENDIX C: PUBLIC PARTICIPATION COMMENTS AND RESPONSES

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Ref: P20088_CORR_LETTERS_SENT_03. RESPONSE TO DEADP - WLM

26 January 2021

Deputy Director: Waste Management Planning
Western Cape Department of Environmental Affairs and Development Planning
8th Floor,
1 Dorp St,
Cape Town,
8000

Your reference: **DEPARTMENT COMMENTS ON THE INTEGRATED WASTE MANAGEMENT PLAN (IWMP) STATUS QUO REPORT FOR THE WITZENBERG LOCAL MUNICIPALITY (WLM)**

Attention: Mr A. Hoon

Dear Sir,

RE: DEPARTMENT COMMENTS ON THE INTEGRATED WASTE MANAGEMENT PLAN (IWMP) STATUS QUO REPORT FOR THE WITZENBERG LOCAL MUNICIPALITY (WLM)

Allow us to express our appreciation for the quick response and valuable contributions made by your department in the process of finalising the WLM IWMP. This letter therefore serves to respond to the comments provided to Delta Built Environment Consultants (Delta BEC) by the Western Cape Department of Environmental Affairs and Development Planning (DEA&DP).

The table below provides the comments made on the WLM IWMP Status Quo report by the DEA&DP, followed by Delta BEC's response to each comment. All comments have been incorporated into the Draft IWMP.

COMMENTS:

Waste Management Planning								
Status Quo								
	Pages	Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC response
Background	P.15, 1st paragraph	X				Refers to Draft NWMS A detailed background is provided with a clear purpose, scope and approach used to develop the IWMP.	The NWMS has been finalized	NWMS 2020 updated in the Draft WLM IWMP.
	Page 111 of 76, 1st bullet,2nd sentence					Western Cape Integrated Waste Management Plan: The sentence reads "The CWDM`s goals and targets …	This plan is the Witzenberg IWM, and not that of the CWDM. Please amend	Error corrected in Draft IWMP report
	Page 4 of 76, 1st bullet,2nd sentence					The plan indicated that the CWDM goals and targets will be aligned to that of the 2nd generation WCIWMP. It should refer to the "Witzenberg Municipality" as indicated above	It is important that the targets and goals also be aligned to the approved NWMS goals, objectives and targets recently approved by DEFF in September 2020 as	Noted. Goals and targets were developed to be in-line with NWMS 2020.

							the DEA&DP will be reviewing the 2nd generation IWMP to align with those as set-out within the NWMS	
	Page V11 of 76, 1st paragraph, 4th sentence					The sentence reads "Compass is licenced to transport ..".	The sentence should read as "Compass is licensed to transport..".	Section updated
						The sentence reads "Compass is licensed to transport, treat and dispose of infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical **HCRW".**	Please note that Compass is not allowed to treat and disposed anatomical and pharmaceutical waste. Please obtain their licence to ensure the content is captured correct.	Confirmed with Compass that they are licensed to: Transport all medical waste streams (Sharps, Infectious, Anatomical, Pharmaceutical and Cytotoxic) and permitted to treat Sharps and Infectious via Autoclave.
						The sentence reads "Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL) for treatment	Please note that this statement is correct and the above sentence must be amended accordingly. According to the licence conditions these types of waste should not be on the company's	Noted.

							premises if they not allowed to treat them.	
	Page VII of 76, 4th paragraph, 3rd sentence					The sentence reads "The WLM have four WWTW plants and all sewage sludges is currently disposed at the landfill sites"	Please clarify the statement. Do they dispose or stockpile this on the landfill sites? Please not that this waste stream is regarded as hazardous waste until analyse and proven otherwise.	Noted that sewage sludge is hazardous. Goal added to manage and dispose sewage sludge correctly
	Page XIV of 88, Abbreviations					NWMS: (Draft, 2019)	Please amend as the NWMS was approved in September 2020	Amended to NWMS 2020
	Page 15, 1st paragraph, 1st sentence					The sentence still refers to Draft NWMS (2019)	The NWMS has been finalized	Amended to NWMS 2020
	Page18, 3.1.3 District Municipalities, 1st paragraph, 3rd sentence					The sentence reads: "However, when the need arises for a regional site, the district can perform this function.	It is important rather to refer to regional co-operation instead of regionalism as this concept is sometimes not feasible. So regional co-operation can be between two district municipalities, depending on	Noted and amended to: "However, when the need arises for a regional site, district municipalities can co-operation roles."

							how financial feasible the process will be.	
	Page 18 of 76, 3.1.4 Local Government, 1st paragraph, 1st sentence					The sentence reads "The NEM: WA 59/2008) …. for the provisioning of waste collection services, including collection, **storage & disposal"**	It is important that without **"transport"** this service cannot be rendered. This equates to approximately 70% of the overall waste management services delivered.	Noted and amended to include the transportation.
	Page 23 of 76, National Organic Waste Composting Strategy: Draft Strategy Report & Guideline (February 2013)					Refer to the diversion of organics from landfill sites	Check if this section referring to as a Draft Strategy	Updated to: National Environmental Management: Waste Act, 2008 (act no: 59 of 2008); Draft National Norms and Standards for Organic Waste Composting (4 September 2019)
	Page 26, Western Cape IWMP, 1st paragraph					It is indicated that "The CWDM`s goals and targets will be developed in line with the 4 goals from the WCIWMP"	It should be noted that these goals will be revised to align with the recently approved NWMS (September 2020) by DEFF. It is recommended that this be done to ensure alignment, as the	Goals and targets developed in line with NWMS 2020 and WCIWMP 2017 - 2022.

							DEA&DP be reviewing the 2nd generation IWMP to align with approved NWMS.	
						It is indicated that "The CWDM`s goals and targets will be developed in line with the 4 goals from the WCIWMP"	Please amend the sentence as it should read "The Witzenberg Municipality`s goals and targets will be developed in line with the 4 goals from the WCIWMP" Please amend this also in the Langeberg IWMP	Noted and amended.
	Page 28 of 76, WLM By-Laws (2020)						Please provide clarification if this by-law was developed in 2020 and if so has it been aligned with the NE:WA	Noted and added in draft IWMP.
	Page 33 of 76, Free Basic Service					It has been indicated that indigent services are provided to communities within the LLM	Please indicate the criteria used to determine "indigent" and do council compile a reference list of these communities. Please clarify.	Updated sentence to read: "Indigent households (a family earning a combined income of less than R3 200 per month) qualify for free basic water, electricity, sanitation and waste removal services."

							Which part of the community are regarded as **"indigent"?**	
	Page 34 of 76, Operational & Capital Expenditure						Please provide a detailed breakdown of the financial expenditure	Section will be added once available
	Page 35-38 of 76, Current Tariff Structure (2020/21)						Please indicate if the municipal tariff is cost reflective, if not, so how is the % increase determined on a yearly basis. Please indicate what is the % increase for the various type of services rendered within the WLM	The yearly increase in cost for the services is 1.06% as calculated and approved by the WLM financial department.
	Page 41 of 76, Table 4-7					Questionnaires submitted to generators within the WLM jurisdiction	A concerted effort must be made to ensure that these generators complete the questionnaires for submission to the consultants. The responses are unacceptable. I	Noted

							suggest that alternative methods be used to obtain the information from the generators. Please included these in the report	
	Page 42, Health Care Risk Waste, 2nd paragraph, 5th sentence					The sentence reads "Compass is licensed to transport, treat and dispose of infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Anatomical HCRW and pharmaceutical HCRW is sent to a third party (BCL Medical Waste) for treatment by means of incineration. Schedule 0-4 pharmaceutical HCRW is treated and disposed of at the Vissershok hazardous waste landfill".	Please note that these service providers are not allowed to transport either Anatomical HCRW and pharmaceutical HCRW if their operating licenses do not specify this. Please obtain clarification from the service provider. Please indicate if the resultant material is going to the Vissershok (Private) Hazardous Waste Landfill of that of City of Cape Town as previously indicated.	Updated to read: "Compass is licenced to transport infectious HCRW, sharps HCRW, anatomical HCRW and expired pharmaceutical HCRW. Compass reports all HCRW collected, treated and disposed of on IPWIS. Compass is permitted to treat sharps and infectious HCRW via Autoclave." Landfill updated as Vissershok Hazardous Waste Landfill.

	Page 43, Table 4:9, HCRW quantities provided by Compass					The note page 43 indicate that only November & December 2019 data was obtained from the service provider "Compass"	Please elaborate on this. Was Compass only appointed from November 2019 onwards to provide a service?	Yes. Updated to indicate that Compass only started collecting HCRW in November 2019.
	Page 44 of 76, Abattoirs					Data missioning	Please capture the data in the updated SQ Report	As indicated in the report. There are no abattoirs in WLM.
	Page 44 of 76, Sewage sludge, table 4-10: WWTW Sludge quantities					Its indicated that the sewage sludge is disposed on the landfill sites	Please note that these disposal sites may not be suitable to accept sewage sludges from the WWTWs. Please clarify if these sludges were analysed and the results find suitable for disposal at the landfill sites	Added as a goal and target to ensure for safe disposal of sewage sludge to a hazardous landfill site.
	Page 52, Formal Residential Houses, 2nd paragraph					The sentence reads: "The green (garden refuse) bags are collected from households or skips and transported to the Prince Albert Hamlet site for disposal"	Please note that the disposal of garden refuse is limit in terms of the Waste Classification and Management Regulations	Noted. Added in the goals and targets that composting should commence at the PAH landfill site to ensure that organic/garden waste is not disposed on the landfill.

	Page 53, Farms, 1st paragraph					The sentence reads "Most farmers reportedly making use of the nearest landfill site or own onsite refuse dumps"	It is important that the municipality address this matter with farmers, with own onsite refuse dumps and the fact that the waste is normally burned. This matter should be included as a concern and attended to.	Noted. Added in the goals and a target for the WLM
	Page 55 of 76, Ceres Landfill Site					The landfill site is considered legally closed and the waste body is capped"	Is the facility monitored ito the closure permit conditions?	Yes, information added on monitoring
	Page 59 of 76, Waste Management Infrastructure					The SQR refer to a study conducted by Aurecon in 2020.	Please look at the report developed by DEA&DP in 2016 wrt integrated waste management infrastructure and compare the recommendations of these with each other.	Noted
	Page 60 of 76, Waste Minimisation Initiatives					The study conducted by WAAI within a specific area	Please indicate the selected area,	Indicated in report as follow: "An area in Tulbagh was selected by the WLM for the pilot project"
Public Participation			X			No information is provided.	During the development and	Public participation will take place once

							implementation of the IWMP, consultation will be required. The process of consultation should be included. Two levels of consultation need to be undertaken: - Consultation with Authorities (local, district, provincial). - Public and other interested and affected parties (I&APs). (a) Process to include notifications (i.e. newsletters, public notices, website, public announcements, etc.) and comments received from Stakeholders. (b) Proof of public participation (i.e. newsletters, attendance registers, etc.).	the Draft IWMP is developed. The Public will be notified that the Draft IWMP is out for commenting and where the document can be found. A period of one month will be allowed for commenting on the Draft IWMP. Proof of the advertisement, comments by the public and amendments to the Draft IWMP report will be included in the Final IWMP.

Strategic linkages		X				The report provides linkages with the national, provincial and regional strategies and plans.		Noted.
Geographical area, geo-physical and geo-hydrological conditions				X		The status quo report provides a clear description of the locality and a map of the geographical area but does not provide the geo-physical and geo-hydrological conditions.	The following needs to be included for the Witzenberg Municipality: • Roads infrastructure, wards under the municipality and where possible a map depicting areas described under this section. • Geophysical and Hydrogeological information for the area	Added to background. Section 1.1
Legislative requirements				X		Reference is only made to the state of CWDM by-laws. The status of Witzenberg waste management by-laws have not been indicated	Update section on by-laws to include status of Witzenberg Municipality's waste management by-	WLM by-laws included in section 3.2.3.4.

						The report provides an overview of the relevant legislation and policies.	laws and alignment to the Waste Act	
Demographic profile		X				The report provides the current and projected population, income distribution, education profile, economy and employment.		Noted.
Services and delivery		X				The report provides detailed information on waste collection services including services to the indigent.	Provide Total number of households and indigent households and actual number of households and indigent households with percentages being serviced	Section 4.1.5.1.1 provides the number of households and percentages. Section 4.1.5.1.2 provides the number of Indigent households.
Waste generation and composition		X				The report provides current waste generated as well as estimates for future generation. It also provides information on other waste types		Noted

						generated within the Municipality as well as quantities for HCRW.		
Organisational structure and staff capacity				X		The report does not indicate that a waste management officer has been designated but an organogram and vacancies has been included in the report.	Municipality to indicate whether a WMO has been designated.	Added as: "The current (2020) Waste Management Officer for the WLM is Mr. Johnny Jacobs."
Waste management cost and financing				X		The report provides the budget for the 2020/2021 financial year, the tariff structure and the budget for free basic services.	The operational and capital expenditure to be submitted once available as indicated in the report.	Noted.

Waste Management Licensing								
Status Quo								
.Waste Management Facilities	Operational sites: Tulbagh, Prince Alfred Hamlet and Op-die-Berg							
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Names:	X						
	GIS location:		X					
	License details License/permit no., Description of activities Location(coordinates)		X			License details License/permit no., Description of activities Location(coordinates) to be included in report.	This needs to be addressed and taken into account in the report	Summary tables included to ensure information is easily found in the report
	Is the Waste Management control officer mentioned?		X			The name of the Waste Manager is in the document, but not called the Waste Management control officer	This needs to be addressed and taken into account in the report	Noted and added to report
	General management of the site (windblown litter; storm water, access control, compaction, water quality monitoring etc)		X			Prince Alfred Hamlet (operational) and Wolseley (not operational) did not have good general management during 2020 audits.	This needs to be addressed and taken into account in the report	Noted.

	Are complaints from the public addressed?				N/A	Department not notified of complaints.	This needs to be addressed and taken into account in the report	Noted.
	Remaining airspace (m^3):		X			Airspace not stated in the Document.	This needs to be addressed and taken into account in the report	Summary tables included to ensure information is easily found in the report
	Lifespan (years):			mentioned		Lifespan not stated in the Document. The Ceres landfill site was issued with a closure permit on 8 July 2003. The landfill site is considered legally closed and the waste body is capped. Prince Alfred Hamlet landfill site (Operational) landfill site will reach its capacity by 2025, Op-die-berg landfill site (Operational) Op-die-berg landfill site will reach its capacity by 2021, assuming that the deposition rates remain unchanged Tulbagh landfill site (Operational) This matter is still under an appeal decision so	The facilities in this region are either near capacity of have reached the capacity. The regional solution needs to be taken into account as the Tulbagh site is still under appeal and have been limited to disposal on the historic area only. The agreements and court disputes need to still be finalized. The Witzenberg District still need to commission the Waste Transfer station in Ceres	Noted. Tulbagh airspace calculation removed.

						the estimate of 2065 is not applicable		
	Informal salvaging:		X			Informal salvaging not addressed in the Document.	This needs to be addressed and taken into account in the report	Addressed in report – only taking place at the PAH landfill site: "Currently (2020) there are informal recycling activities on site"
	Internal audits (frequency; level of compliance; identification of main issues):		X			Note mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	External audits (frequency; level of compliance; identification of main issues):		X			Not mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Details of any compliance enforcement actions mentioned? – Current conditions (SQ) / Any improvement?	X				Not mentioned	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Do they have an organic waste diversion strategy in place at the facility? Please specify		X			This is not mentioned in this report	An organic waste diversion plan must be submitted to the Department. Plans in this regard must be included in this report.	Information incorporated into a summary table
	Closed and decommissioned sites: Wolseley							
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	

	Names:	X				Ceres landfill site (Closed) Prince Alfred Hamlet landfill site (Operational) Op-die-berg landfill site (Operational) Tulbagh landfill site (Operational) Wolseley landfill site (Non-operational)		Noted
	GIS location:		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	License details:		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Are there any illegal activities taking place?	X				Not mentioned in the report	Illegal dumping, access and large-scale buffer zone infringement.	Information incorporated into a summary table
	Internal audits (are they being done; how frequent; level of compliance; do they identify the main issues)? Action plans to improve conditions? Are they being submitted and implemented?		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table

	External audits (are they being done; how frequent; level of compliance; do they identify the main issues)? Action plans to improve conditions? Are they being submitted and implemented?		X			Not mentioned in the report	This needs to be addressed and taken into account in the report	Information incorporated into a summary table
	Details of any compliance enforcement actions? Action plans to improve conditions?		X			A 'Compliance and Enforcement' heading is in the Status Quo document, but enforcement is not satisfactorily addressed.	More details should be mentioned under this heading	Overall compliance section added
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Contaminated land	Name		X			Not mentioned in the report and specified	If this is applicable the details should be provided	Noted. Added sentence to indicate there is no contaminated land
	Location		X			Not mentioned in the report and specified	If this is applicable the details should be provided	Noted
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Waste related complaints (i.e. number and type).	Is there a system in place to capture waste-related complaints?		X			Not mentioned in the report and specified	The report must address capturing, addressing and reporting complaints.	Information incorporated into a summary table

	Number of complaints:		X		N/A	There does not seem to effective complaints registers in place.	The report must address capturing, addressing and reporting complaints.	Noted
	Type of complaints:		X		N/A	There does not seem to effective complaints registers in place.	The report must address capturing, addressing and reporting complaints.	Noted
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	
Illegal dumping and costs associated with clean-up efforts.	Names of illegal dumping sites:		X			Not mentioned	Notorious illegal dump sites must be named.	Section 5.4.3 added to the report.
	Locations:		X			Not mentioned	Locations of notorious illegal dump sites must be included.	Scattered throughout the WLM. No specific location
	Length of time in existence:		X			Not mentioned	This needs to be addressed and taken into account in the report	Noted and added
	Costs associated with clean-up efforts:		X			Not mentioned	This needs to be addressed and taken into account in the report	Noted and added

Waste Information Management:								
Status Quo								
		Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Is the status of IPWIS registration for all waste management facilities accurately indicated?		X			The municipality has 3 registered waste activities that is registered on the IPWIS • Prince Alfred Hamlet Landfill • Tulbagh Landfill • Witzenberg Municipality Recovery	This needs to be addressed and taken into account in the report	Noted and added
	Is the status of IPWIS reporting for all waste management activities accurately indicated?		X			The status of reporting is not indicated, however quantities for disposal and diversion have been provided, see Page 45-47 of 76; 4.3.6.1 Current waste generation rates (IPWIS) Status of reporting: Disposal:	The author must check that the values provided in the status quo report is correct and coincides with the most current IPWIS reported values. I spot checked the data it does not correspond to the IPWIS reporting; hence I am uncertain of the source of information. Further to that the municipality only started reporting their	Quantities checked with WLM. Quantities in report as received from the WM. Table changed and updated to include 2020 information.

						• Prince Alfred Hamlet Landfill 8/11 • Tulbagh Landfill 8/11 Diversion • Witzenberg Municipality Recovery 8/11	recyclables on the IPWIS in 2020. Table 4.12 should be re-arranged to below order. The headings can still be written in full and have tonnage in brackets. The table does not allow for the typing all the info Generation = Disposal +Diversion DISPOSAL MUNICIPAL / CONSTRUCTION / ORGANIC	
	Where applicable is waste calculator (what about weighbridges?) reporting for relevant waste management facilities indicated?	X				The municipality uses the waste calculator to record their waste quantities as they do not have a weighbridge. The below quantities have been reported to the IPWIS. The period of reporting is January to November 2020 • Prince Alfred Hamlet Landfill 3730,288 T • Tulbagh Landfill 469,332 T		Noted. Quantities in report as received from the WM.

						• Witzenberg Municipality Recovery 1102,30 T		

Waste Policy and Minimisation:								
Status Quo								
	Waste Minimisation Initiatives	Yes	No	Partially provided	N/A	Comments (reasons for selection Yes/No or Partially provided)	Recommendations	Delta BEC Response
	Municipal: Type of intervention:			x		Currently only the pilot study conducted by WAAI. MRF and transfer station is in the pipeline. Currently in planning phase of implementing S@S. Under (4.6.1) It is indicated that in 2019, the Municipality implemented a Zero Waste to Landfill Pilot project which was aimed at encouraging residents to separate their waste according to the bags provided to them free-of-charge. This project was conducted in one	Table 4-15: Green bags for garden refuse are provided and separation happens at source, but it is currently being disposed of at landfill. There is great opportunity to divert this already separated material. It is recommended that the Zero Waste to Landfill Pilot project be extended and implemented in low income households and informal settlements in order to encourage residents to recycle and separate their waste.	Noted

						town and has stopped even though the Municipality plans to roll it out in all towns. The project seems to be focusing on one household group and even though it's not clearly indicated in the IWMP.		
	Location:					Witzenberg		
	Diversion figures:				x	No S@S other than the pilot project.		Added as goal and target for WLM
	Private: Type of intervention:	x				Spar has a programme ensuring its distribution plastic and cardboard is recycled.		Noted
	Location:							
	Diversion figures:	x				2019 – 19%. It is stated that recyclers that have contracts with the municipality are supposed to report recycling tonnages, so it is assumed that this is where the value comes from.		Correct.
	Status of Municipal By-law (outdated; updated; busy with review?):			x		They have a 2005 bylaw that is not aligned to NEMWA but not aligned to NEMWA.	A previous engagement led to the knowledge that they are busy with adapting the provincial model bylaw, but this is still in progress and not discussed in the report. The Municipality needs to update its by-law and	WLM have an updated Bylaw 2020.

							align it to NEM: WA (Act 59 of 2008)	
	Waste awareness and education campaigns.	x				The WLM appointed 25 waste ambassadors for environmental education and waste awareness campaigns. These waste ambassadors are employed for door-to-door waste campaigns, clean-up projects and conduct visits to schools, clinics and local residents to raise awareness.	This awareness is imported, but needs to go hand-in-hand with the service (easier to recycle if there are recycling bins). The poster is good and is hopefully followed up with details of buy-back centres, etc., to assist in actually collecting and diverting the waste.	Continuous waste awareness programmes added to the goals and targets for the WLM .
	Does the municipality have a waste awareness strategy in place?		x			It was not evident in the document.	This needs to be addressed and taken into account in the report	Noted. Waste awareness programmes added to the goals and targets for the WLM.
	Location:							
	Type of campaign:					Door-to-door, school, clinic visits, clean ups, etc.		
	Is there a list/log of the campaigns run since the last IWMP?		x			It was not evident in the document.	This needs to be addressed and taken into account in the report	Noted. Waste awareness programmes added to the goals and targets for the WLM

Should you have any concerns or queries, please do not hesitate to contact the undersigned.

Yours sincerely,

Chanté Stander
Head of Department: Waste management

water & sanitation
Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

FEASIBILITY BRIDGING STUDY FOR
BREEDE-BERG (MICHELL'S PASS) WATER TRANSFER SCHEME
BASIC INFORMATION DOCUMENT (BID)

Background

The City of Cape Town (CCT), surrounding urban centres and irrigators (farmers) are provided with water from the Western Cape Water Supply System (WCWSS). This infrastructure of dams, canals, pump stations, weirs and pipelines are owned and operated *by* both the Department of Water and Sanitation (DWS) and CCT. To meet the ever-growing water requirements of the region, the Western Cape Reconciliation Strategy Study (WCRSS) investigated a range of bulk water supply schemes to augment the WCWSS. These include options such as

- Desalination;
- Effluent treatment for re-use;
- Groundwater development; and
- Surface water augmentation options.

In 2008, the DWS commissioned pre-feasibility level investigations into the potential development of six surface water options. This study resulted in two schemes being further investigated to feasibility level. These two schemes were the:

- Berg River-Voëlvlei Augmentation scheme (BRVAS), which is currently *being implemented* by the Trans-Caledon Tunnel Authority (TCTA); and
- Breede-Berg (Michell's Pass) Transfer Scheme (BBTS), which is being further investigated by means of a Bridging Study.

For more detailed and technical information on the BBTS proposal, refer to the earlier report entitled *Pre-Feasibility and Feasibility Studies for Augmentation of the Western Cape Water Supply System by means of Further Surface Water Developments, Report No 3; Volume 2: Breede-Berg (Michell's Pass) Water Transfer Scheme*, December 2012. This is available on the DWS web site. The reports for augmentation of the WCWSS can be accessed on the DWS website

Bid Number WP 11339 titled *Appointment of Professional Service Provider for a Feasibility Bridging Study for Breede-Berg (Michell's Pass) Water Transfer Scheme (BBTS)* was issued by DWS on 2 October 2020. DWS subsequently appointed a Professional Service Provider to undertake the above-mentioned study. This study is hereafter referred to as the Bridging Study.

The proposed BBTS comprises the diversion of winter water by a new diversion weir from the upper Breede River at the same site as that of the current Artois Canal diversion and transferring the water through a new pipeline to the upper reaches of the Klein Berg River, from where the water will be conveyed via the existing Klein Berg Canal into the Voëlvlei Dam, which is in the adjacent Berg River catchment area.

Tlou Integrated Tech cc (Tlou), supported by Bigen Africa Services (Pty) Ltd (Bigen) and other sub-consultants, has been appointed as Professional Service Provider (PSP) by the DWS to undertake the BBTS Bridging Study. The Service Level Agreement (SLA) between the DWS and the PSP stipulates a contractual project commencement date of 18 August 2021 and Contract Period of 30 months. The DWS Project Manager is Mr Tony Moore, with Mr Levy Kekana of Tlou as the PSP Study Director, supported by Dr Aldu le Grange from Bigen as the PSP Study Leader.

Bridging study objectives

The objectives of the Bridging Study are:

- Review and update the hydrology (water availability) and water requirements of the Upper Breede River catchment, and as far downstream as the abstraction point for Brandvlei Dam (Worcester);
- Determine the stochastic yield of the Upper Breede River and the amount of water available for transfer to the Berg River, after providing for the environmental water requirements (EWR) in the Breede River;
- Review and update the layout, design and cost estimate of components required for the BBTS to feasibility level of detail, including provision for EWR in the Breede River and an increased abstraction rate for Brandvlei Dam;
- Undertake a public participation process to engage with water users in the Upper Breede River regarding the BBTS (noting that the transfer will not affect their allocation) and the engagement will be extended to and include farmers and other parties in the Klein Berg River catchment as well as those receiving water from the Artois Canal. The additional transfer water is intended to augment the WCWSS and not to increase the allocation to the users in the Klein Berg River catchment area.

Study area

The study area is effectively that of the upper Breede Water Management Area (WMA) and part of the Berg WMA. The layout of the WCWSS and BBTS are shown on **Figure 1** below**.**

The study team will take full cognizant of the fact that the Breede-Overberg Catchment Management Agency has set clear goals and objectives in its Catchment Management Strategy towards protection of water resources of the Breede River and limiting further development thereof.

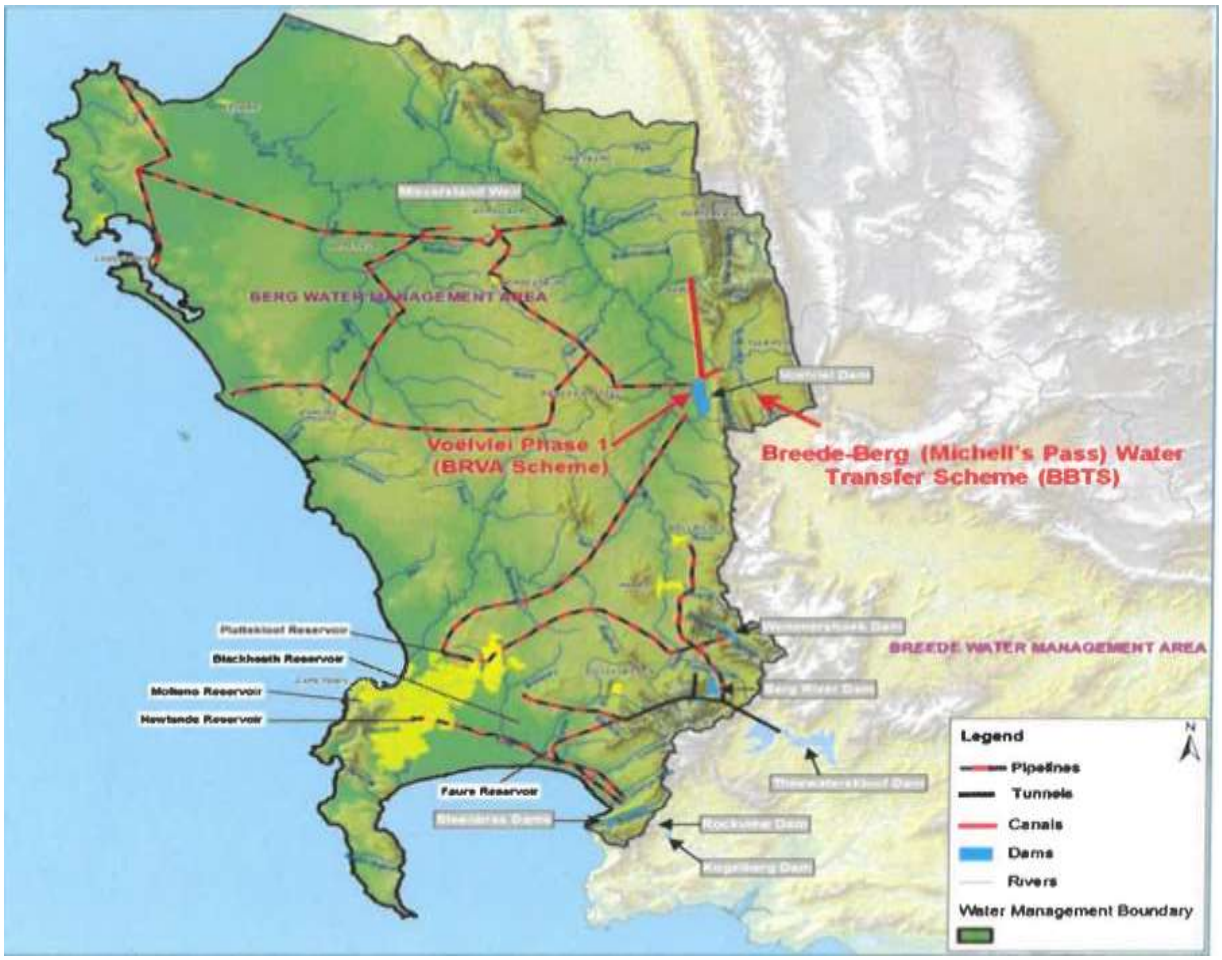


Figure 1 Layout of the WCWSS and location of the BBTS therein

The proposed general layout of the BBTS, including the route of the pipeline, is shown in **Figure 2** attached.

Two alternative schemes were considered to transfer water while also supplying the EWR in the Breede River:

Alternative A involves the diversion of surplus winter water via the proposed weir on the Upper Breede River at Michell's Pass, into a new gravity pipeline. The pipeline will transfer water into the Blousloot stream, which is a tributary of the Klein Berg River. Summer Reserve releases are proposed to be supplied from Koekedouw Dam at Ceres.

Alternative B is similar to Alternative A, but makes provision for a new storage dam on the Boontjies River, a tributary of the Klein Berg River, which allows for the storage of water for water supply to the Artois Canal irrigators and the summer Reserve flows for the upper Breede River downstream of the Michell's Pass diversion site.

Figure 2: Layout of alternatives for the Breede-Berg (Michell's Pass) Transfer Scheme

It is acknowledged that any transfer of water out of the Breede River Basin will impact on downstream water users. The yield of Brandvlei Dam would be reduced unless the capacity to pump additional water into the dam is increased. Thus, the various BBTS options to be investigated will include an allowance for maintaining the yield of Brandvlei Dam through an upgrade of the pump station at Papenkuils.

The way forward

The purpose of the Bridging Study is to thoroughly interrogate all the augmentation options and proposals. These will all be unpacked at a number of public participation meetings and engagements between stakeholders, DWS and the PSP team in the course of the study.

Stakeholder participation

Interested and Affected parties (I&AP's), who could be affected by the proposed transfer scheme or have a direct interest, are encouraged to ensure they are registered as such and encourage others to do the same.

To register, check if you are registered and for more information contact Isadore at *isadore@2trac.co.za OR jeffrey@sakaza.co.za or call 021 703 1900* during business hours.

You will then be informed of all meetings and have an opportunity to raise any query related to the Study.

Do use the opportunity afforded.

water & sanitation
Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

Private bag X313, Pretoria 0001 / Sedibeng Building, 185 Francis Baard Street, Pretoria
Tel: 012 336 7500 / Fax 012 323 4470 or 012 326 2715

Enquiries: C Fourie **Tel:** 082 809 2355 **Email:** FourieC2@dws.gov.za **Ref:** 14/2/H100/1/2

Dear Interested and Affected Party

FEASIBILITY BRIDGING STUDY FOR FOR THE PROPOSED BREEDE-BERG (MICHELL'S PASS) WATER TRANSFER SCHEME

The Directorate Water Resource Development Planning of the Department of Water and Sanitation (DWS) has commissioned the above-mentioned study to further investigate certain aspects of the feasibility study, which was completed in 2012, and to confirm the recommendations for implementation of this proposed project.

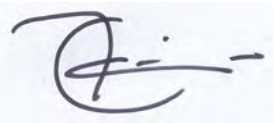
The purpose of the proposed project is to transfer surplus water from the upper Breede River to Voëlvlei Dam to augment water supply to the Western Cape Water Supply System. The main task of the Bridging Study is to update the hydrology of the upper Breede River and undertake a water resource analysis to confirm the yield available for transfer to Voëlvlei Dam, after the existing water allocations and water requirements of the Breede River have been met. The Bridging Study and proposed project are described in more detail in the Basic Information Document.

The DWS Project Manager for this Bridging Study is Mr. A J (Tony) Moore who is a Chief Engineer in the Directorate Water Resource Development Planning. His contact details are MooreT@dws.gov.za (or moore.fontein@gmail.com as he is working from home due to COVID-19 Regulations) and tel. no. 082 884 5540.

The Professional Service Provider (PSP) Tlou Integrated Tech cc was appointed to undertake this Bridging Study over a period of 30 months (18 August 2021 to 17 February 2024). Tlou Integrated Tech is supported by Bigen Africa Services (Pty) Ltd and other sub-consultants, including Sakaza Communications. Mr. Levy Kekana of Tlou is the PSP Study Director (contact details kekanasl@tlouintegratedtech.co.za). Dr. Aldu le Grange from Bigen is the PSP Study Leader. His contact details are Aldu.LeGrange@bigengroup.com and tel. no. 083 462 0817.

Another important task of the Bridging Study is Public Participation to inform stakeholders of progress with the study, as well as to discuss the findings and to obtain input from interested and affected parties. In order to initiate this task, a data base of interested and affected parties needs to be established. The details in the data base will only be utilised for this Bridging Study and will not be made available for unauthorised use.

If you wish to be included in the data base of interested and affected parties for this study, please provide your contact details (name, organization, telephone number and e-mail address) to the PSP (Sakaza Communications). If you require any further information regarding this Bridging Study, please contact the DWS Project Manager or the PSP Study Leader.



MS C FOURIE
DIRECTOR: WATER RESOURCE DEVELOPMENT PLANNING

DATE: 7 December 2021

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

MEMORANDUM

To: Committee for Technical Services
From: Senior Manager: Electro-Technical Services
Date: 2022/07/15
Ref: 16/3/04/1

NERSA ELECTRICAL DEPARTMENT COMPLIANCE AUDIT 2020/2021

Purpose
The purpose of this report is to inform Council of the compliance audit (Part 2) by NERSA of the Electrical Department of the Municipality and to approve the CAP (Corrective Action Plan) as required to be submitted to NERSA.

Background
During September 2020, the National Energy Regulator of South Africa (NERSA) approached the Municipality to initiate a compliance audit of the Witzenberg Electrical Department via a self-assessment process since it was not possible for NERSA to conduct site inspections due to the COVID-19 pandemic restrictions.

The objective of the audit was to determine the level of compliance of the Licensee with the legal, financial and technical conditions of the electricity distribution licence.

Part 1 of the process was resolved by Council on 25 August 2021 (16/3/4/1 – 8.2.1) and the CAP approved, and since been implemented (Attached Annexure)

Part 2 of the audit entitled "Plant Condition" was received on 3 June 2022 and both the audit letter and report are attached hereto (Attached Annexures). This audit took place on 21/22 April 2021. The assessment included an inspection of substation documentation/record keeping, mini-substations, overhead lines, switching stations and any other aspects of the network (such as the stores and single line diagrams).

> It was determined that *"the Witzenberg Local Municipality did its best to manage the electricity business in an efficient and reliable manner*".

There were however a few minor instances of non-compliance that must be addressed by means of a CAP that must be submitted within 120 days to NERSA from the date of 3 June 2022.

The 'minor issues' referred to in the NERSA report are: -

a) The electricity affairs of Witzenberg Local Municipality must be ring-fenced from the other activities of the Municipality.

b) The critical vacancies should be filled.
c) The asset register should be updated to indicate all the critical attributes of the assets and be linked to GIS.
d) The municipality must eradicate the illegal structures from their network as a matter of urgency to save lives and the network.
e) All open trench covers should be closed.
f) All faded warning signs should be replaced.
g) The fire prevention equipment must be serviced and mounted as a matter of urgency.
h) The transformers and mini-substations with oil leaks must be attended to.
i) The regular inspections of the network and plant equipment should be formally recorded and filed accordingly.
j) The maintenance policy and plan must be developed.
k) All findings noted in section 6 of this report must be addressed.

These have been captured in the proposed Corrective Action Plan below, intended for submission to NERSA once approved by Council.

CORRECTIVE ACTION PLAN				
Municipality:	**Witzenberg Local Municipality**			
Date of Audit:	**21/22 April 2022**	**Date of Corrective Action Plan:**		
Non Compliances	**Corrective action planned**	**Financial Implications**	**Target date for starting of action**	**Target date for completion**
Ring fence electricity affairs	Already ring-fenced. See e-mail from CFO annexure	Comply	Comply	Comply
Fill critical vacancies	Vacancies are filled as and when vacated	N/A	Ongoing	Ongoing
Update asset register and link to GIS	Funding for Master Plan update received, includes update of Asset Register. Once received the linking to GIS will be investigated	TBD	TBD	TBD
Eradicate illegal structures from the network urgently	Revenue Enhancement Program underway – New tender on point of being awarded	Annual budget item	Ongoing	Ongoing

Open trench covers to be closed (sub stations)	Substation and protection tender awarded 1 July 2022 (3 years)	Approx. R2 mil per annum	1 July 2022	Ongoing
Replace faded warning signs (sub stations)				
Service fire prevention equipment				
Transformer and oil leaks must be attended to	Actioned as outflow of maintenance plan	Annual budget provision	Ongoing	Ongoing
Regular inspections of network and plant equipment recorded and filed				
Develop maintenance policy and plan	To be developed	Annual budget provision	Ongoing	Ongoing
Section 6 findings to be addressed	a) Abovementioned tender will address various issues. b) Remaining to be addressed via available budget and resources.	Annual budget provision	Ongoing	Ongoing

Recommendations

1. That Council notes the NERSA compliance audit outcome for the Electrical Department.

2. That the proposed Corrective Action Plan be approved by Council and submitted to NERSA.

Kind Regards

P van den Heever
Senior Manager Electro-Technical Services

WITZENBERG
Municipality • Munisipaliteit • U Masipala Wasa

CORRECTIVE ACTION PLAN				
Municipality:	**Witzenberg Local Municipality**			
Date of Audit:	**September 2020**	**Date of Corrective Action Plan:**		
Non Compliances	**Corrective action planned**	**Financial Implications**	**Target date for starting of action**	**Target date for completion**
4.9% Budget on Maintenance	Require 6% Budget to be spent	Increase % p/a during forthcoming financial years	23/24 budget onwards	Ongoing until 6% target achieved and maintained
Funds to replace ageing network	Facilitate funding	Increase Capital Funding (see table below)	22/23 budget onwards	Ongoing
Preventative Maintenance Plan	Determine required funds/resources per annum going forward and develop, and Maintenance Plan accordingly	Increase Preventative Maintenance (see table below)	22/23 budget onwards	Ongoing

BUDGETED FIGURES				
	Funding	**21-22**	**22-23**	**23-24**
Repairs and Maintenance		3 752 798	3 709 783	3 913 324
CAPITAL				
MV Substation Equipment	Own Funds	500 000	1 000 000	
Upgrade of LV Network Cables	Own Funds		1 000 000	
MV Network Equipment	Own Funds		1 000 000	
Upgrade of MV Cables	Own Funds		1 000 000	
Vredebes Electrical Network	INEP	11 097 391		
Nduli infill Electrical Network	INEP		2 714 783	3 478 261
Vredebes Phase H Streetlights	MIG	1 565 217		

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Mr David Nasson
Municipal Manager
Witzenberg Local Municipality
PO BOX 44
Ceres
8190

By email: david@witzenberg.gov.za
Cc: pierre@witzenberg.gov.za

Dear Mr Nasson

FINDINGS FROM THE COMPLIANCE AUDITS CONDUCTED ON THE ELECTRICITY DISTRIBUTION INDUSTRY IN 2021: WITZENBERG LOCAL MUNICIPALITY

The National Energy Regulator of South Africa (NERSA) is pleased to inform you that on 3 May 2022, the Energy Regulator noted the consolidated site inspection report on the findings from the electricity distribution industry compliance audits conducted in the 2021 calendar year.

Accompanying this letter is part 2 of the final audit report (Technical Assessment for the Witzenberg Local Municipality) and a template of a corrective action plan (CAP) to rectify the instances of non-compliance identified in the compliance audit report.

Kindly peruse the final report and indicate any issues that are regarded as confidential within 14 days of receiving this letter. Should NERSA not receive your response within the 14 days, it will be concluded that the final audit report of the Witzenberg Local Municipality does not contain any confidential information, and the consolidated site inspection report may be published on NERSA's website.

Regulator Members:
Ms Z Mpungose (Chairperson) *Adv NP Sithole (Chief Executive Officer)
*Mr N Gumede *Ms N Maseti *Mr MW Mkhize Mr FK Sibanda
*Full-Time Regulator Members

NERSA is a Regulatory Authority established in terms of the National Energy Regulator Act, 2004 (Act No 40 of 2004)

In addition, NERSA requests that you study the attached final audit report and lead your management team to draft a remedial/corrective action plan that outlines steps to be taken to rectify the instances of non-compliance identified in the final audit report within 120 days of receiving the final report. Also, it is recommended that the CAP must cover both parts 1 and 2 of the Witzenberg Local Municipality final audit report.

The electricity management team of the Witzenberg Local Municipality must submit this corrective action plan to Mr Hendrick Mokhonoana at Hendrick.mokhonoana@nersa.org.za within 120 days from the date of receipt of this letter.

For any further information, please contact Mr Zingisa Mavuso at 012 401 4617 or Zingisa.Mavuso@nersa.org.za.

Yours sincerely

Adv. Nomalanga Sithole
Chief Executive Officer

Date: 31/05/2022

Enclosed:

1. Part 2 of the final audit report: Technical Assessment
2. The corrective action plan template

NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

FINAL COMPLIANCE AUDIT REPORT OF WITZENBERG LOCAL MUNICIPALITY

PLANT CONDITION

Audit Date: 20 to 21 April 2021

All enquiries and correspondence to be directed to the Head of Department, unless indicated otherwise, by means of a formal letter signed by the Head of Department: Electricity Licensing, Compliance and Dispute Resolution.

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DISCLAIMER

The content of this report is based on information and evidence obtained from both the licensee and site verification of the plant condition conducted during the electricity distribution compliance audit.

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ABBREVIATIONS

AGSA	Auditor-General of South Africa
DSM	Demand Side Management
GIS	Geographical Information System
HV	High Voltage
IT	Information Technology
kV	Kilovolt
kVA	Kilovolt-Ampere
LV	Low Voltage
MV	Medium Voltage
MVA	Megavolt-Ampere
NERSA	National Energy Regulator of South Africa
NMD	Notified Maximum Demand
NRS	National Rationalised Specification
OHS Act	Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
ORHVS	Operating Regulations for High Voltage Systems
SCADA	Supervisory Control and Data Acquisition
SLD	Single Line Diagram
QoS	Quality of Supply/Service

EXECUTIVE SUMMARY

In September 2020, the National Energy Regulator of South Africa (NERSA) conducted a desktop compliance audit on the Witzenberg Local Municipality ('the Licensee') to determine its level of compliance with the licence conditions, particularly the legal conditions, financial conditions and general conditions. Due to precautionary measures undertaken by NERSA in light of the COVID-19 pandemic, NERSA could not determine the Licensee's level of compliance with the technical conditions, and these were postponed to a time when the National Coronavirus Restrictions were eased.

On 20 and 21 April 2021, NERSA assessed the condition of the Witzenberg Local Municipality's distribution network equipment to determine its level of compliance with the technical conditions. The assessment included an inspection of substation documentation/record keeping, mini-substations, overhead lines, switching stations and any other aspects of the network (such as the stores and single line diagrams). The objective of the audit was to determine the level of compliance of the Licensee with the technical conditions of the electricity distribution licence.

After the compliance audit, the findings were recorded in a draft report and forwarded to the Licensee for comments. A final report will be sent to the management of the Witzenberg Local Municipality after comments have been included. The objective of the final report is to assist the Licensee in identifying possible areas for improvement and to submit a corrective action plan to NERSA.

This corrective action plan should be submitted to NERSA within 120 days of the receipt of the final report by the Licensee. NERSA will monitor the implementation of this corrective action plan by the Licensee.

The Witzenberg Local Municipality complied with some of the technical conditions of the electricity distribution licence. However, there were some instances of non-compliance that need immediate management intervention. The Licensee was well represented and the Municipality's officials accompanied the NERSA audit team to the identified intake substations, indoor switching substations, pole-mounted transformers and mini-substations within the Licensee's areas of supply.

1. INTRODUCTION

1.1. Overview

The National Energy Regulator of South Africa (NERSA) is required to monitor and assess whether the electricity suppliers comply with the conditions of their licences. Section 4(a)(vii) of the Electricity Regulation Act, 2006 (Act No. 4 of 2006) ('the Act') states that 'the Regulator must enforce performance and compliance; and take appropriate steps in the case of non-performance'. To implement this, NERSA approved a compliance monitoring framework for electricity distributors in 2011, which acts as a guide on how compliance audits and monitoring must be conducted. NERSA conducts the compliance audits on licensed electricity distributors annually.

NERSA regulates the energy industry in accordance with Government laws and policies, standards and international best practices in support of sustainable development. The organisation issues licences to electricity distributors and therefore requires audits to be conducted against key licence obligations. It is NERSA's mandate to monitor and enforce compliance with the licence conditions as per the Act. This monitoring process enforces and ensures the improvement and sustainability of the licensees for the betterment of the Electricity Supply Industry (ESI), which will lead to improved quality of supply and service to customers.

1.2. Audit Objectives

The key objectives of the compliance audit are to:

a) evaluate and review activities of the regulated entities;
b) determine the level of compliance of licensees with all the licence conditions governing their electricity business operations;
c) check the level of compliance with the quality of service and the quality of supply standards; and
d) inform the Energy Regulator of the quality of service and the quality of supply provided by the licensees across the country.

2. METHODOLOGY

After confirming the audit with the Witzenberg Local Municipality ('the Municipality' or 'the Licensee'), a meeting at the Licensee's offices was held to discuss the scope of the technical audit and the instances of non-compliance highlighted in part 1 of 2 of the final report: business assessment. Site verification was also done to compare the information provided on the audit questionnaire during the desktop audit to the status quo of the condition of the electrical assets of the Municipality.

3. LINK TO OTHER REPORTS

This report is linked to the following documents:

(a) Part 1 of 2 of the final audit report: business assessment of the Witzenberg Local Municipality
(b) Consolidated report on the findings of the electricity distribution industry compliance audits conducted in 2020.

4. NERSA AUDIT TEAM AND THE LICENSEE'S REPRESENTATIVES

The audit team members from NERSA were:

Ms Amanda Mtembu	-	Dispute Resolution Officer
Mr Gregory Hopkins	-	Compliance Engineer
Mr Thabo Manaka	-	Compliance Monitoring Technician
Mr Hendrick Mokhonoana	-	Compliance Monitoring Technician

Witzenberg Local Municipality was represented by:

Mr Pierre van den Heever	-	Head of Technical Services
Mr Daniel Greeff	-	Witzenberg Local Municipality
Mr Joseph Barnard	-	Witzenberg Local Municipality

5. BACKGROUND

During the site audit and meeting at the Licensee's offices, a factual account of what was observed was recorded and discussed.

5.1. Recommendations Highlighted in Part 1 of 2 of the Audit Report

Based on the instances of non-compliance that are highlighted in this report, NERSA recommends the following:

a) The Licensee must budget 6% for repairs and maintenance as stipulated in the NERSA tariff guideline.

b) The Municipality must make funds available to replace the aging electrical network.
c) The Licensee must initiate a preventative maintenance plan.
d) The Licensee must have a manual control centre indicating the real time status of the network components.
e) The Licensee must modify the customer invoice to indicate the applicable tariff charged.

5.2. Discussions and Plans to Address Findings on Part 1 of 2 of the Audit Report

Part 1 of the audit report should be addressed as it was communicated, the Municipality should draft a corrective action plan to address all the instances of non-compliance that were highlighted by NERSA in the final report (Part 1 or Business assessment).

This corrective action plan should be submitted to NERSA within 120 days of the receipt of the final report by the Licensee. NERSA will monitor the implementation of this corrective action plan by the Licensee.

6. AUDIT FINDINGS ON PLANT CONDITIONS

6.1. Stores

The Witzenberg Local Municipality had proper stores to keep stock. During the site inspections, NERSA noticed that the stores had sufficient critical stock. The shelves were stocked with new and redundant items such as streetlights, cable joint kits, circuit breakers, drop-out fuses, electrical cable glands, shrouds and other items. Items such as electrical distribution kiosks, MV cables, pole-mounted transformers, wooden or steel poles were also available during the site inspections. The above tallied with the information submitted to NERSA in September 2020 during the desktop audit, which states that the Municipality had sufficient critical stock for the Electrical network.

The pictures below indicate the electrical items at the electrical workshop.

Adequate spares stored on shelves inside the stores

Shelves packed with lights

Shelves packed with lights

New airdac cables

Spare mini-substations

6.2. Plant Conditions

A sample condition assessment was conducted on selected electrical assets to gain an understanding of the condition of the Licensee's assets and electrical network. The Witzenberg Local Municipality officials accompanied the NERSA

audit team to the identified intake substations, indoor switching substation, pole-mounted transformers and mini-substation within the Licensee's areas of supply.

6.2.1. Substations

The substations inspected during the audit were found to be in good condition and routine maintenance was evident. The roads leading to all the substations were well maintained. The switching substation and intake substations inspected during the audit were properly fenced. The doors at the inspected substations were locked. The warning and danger signs were mostly available and the inscriptions were legible. The general housekeeping at the substations attested to good practices.

6.2.1.1. Bon Chretien Substation Main Intake Substation

The road leading to the substation was well maintained at the time of the audit. Entry to the substation premises was controlled by locked doors. The identification signs as well as the safety and warning signs were available and mounted on the substation building outside and inside the building. The inscriptions on the signs were legible. There was dust inside the building, which attested to poor housekeeping.

The pictures below depict the condition of the substation premises.

Substation in good condition, with locked doors and legible safety signs

Inside the switch room, the lights were installed and in working condition. The visitors' log book was available. The printed single line diagrams (SLD) were available. The warning and

safety signs inside the switch room were available and the inscriptions were legible. The fire extinguishers were not serviced. The cable trench covers were available at all designated areas, however, some trenches were not properly covered.

The 11kV switchgear panels were earthed, labelled and in good condition. The status indicators were operational and clearly readable. The protection relays were also operational and in good condition.

The pictures below depict the switchgear panels' condition.

Transformer and switchgear panels were labelled and in good condition

The battery back-up system was in place and operational. The batteries were in a cabinet and were not maintained, the batteries' electrolyte levels were below minimum and covered in dust. The voltage and current indicators on the charger were operational and the charger was functional. The panels were not closed properly.

The pictures below depict the battery back-up system's condition.

The batteries' electrolyte levels were below minimum and covered in dust.

Cable trenches were not properly covered with wooden covers

6.2.1.2. Ceres Sub Station /Old Ceres Pumped Station 1952

This switching substation was in a poor condition and consisted of the old and new switchgear and control panels. The substation's doors were locked. Safety signs were visible on the inside and outside of the control room.

Ceres Switching Sub-station

The building housing the switchgear and panels was in poor condition. The switchgear was clearly labelled and the status indicators were functioning. Inside the switch rooms, the lights were installed and in working condition. The visitors' log book was available. The printed single line diagrams (SLD) were available. The warning and safety signs inside the switch room were available and the inscriptions were legible. The fire extinguishers were serviced. The cable trench covers were available at all designated areas. There was dust inside the building, which attested to poor housekeeping.

The 11kV substation consisted of the new and old switchgear panels, which were earthed, labelled and in good condition. The status indicators were operational and clearly readable. The protection relays were also operational and in good condition.

The pictures below depict the switchgear panels' condition.

The new switchgear panels were labelled and in good condition

The old switchgear panels were labelled and in good condition

The battery back-up system was in place and operational. The batteries were in a cabinet and were maintained. The batteries' electrolyte levels were above the maximum level, but covered with dust and had corrosion. The voltage and current indicators on the charger were operational and the charger was functional. The panels were closed.

The pictures below depict the battery back-up system's condition.

The batteries' electrolyte levels were at maximum, but covered with dust and had corrosion

6.2.1.3 Hugo Switching Station

This 11kV substation consisted of old electrical equipment (two switchgears, and a transformer). The 500kVA rated transformer was manufactured by Power Engineers (Pty) Ltd in 1972.

The switching station building was in good condition. Unauthorised entry to the switching station premises was controlled as the building doors were locked with proper locks. The danger and warning signs were mounted. The vegetation around the substation was well maintained.

The pictures below depict the condition inside the switch room building.

Substation's door was locked and safety signs visible

The lights inside the switch room were installed and in working condition. The two old type switchgears were operational and clearly labelled. The warning and safety signs inside the switch room were available and the inscriptions were legible. The cable trench covers were available at all designated areas, however, some trenches were not properly covered.

The fire extinguishers were available but expired. There was dust and oil spills inside the building, which attested to poor housekeeping. The transformer breather was in poor condition, as the silica gel had turned pink. The visitors' book was not available.

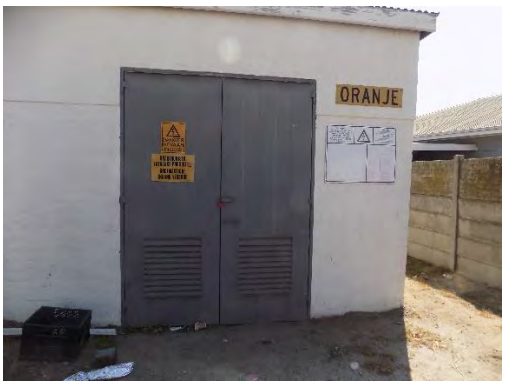
Transformer breather was in poor condition with pink silica gel and transformer covered in dirt

Old type swicthgears

6.2.1.4 Oranje Switching station

This 11kV substation was in poor condition. The substation consisted of old type switchgear and fairly new transformer. The audit team could not access the nameplate placed between the wall and transformer, as such the name of the manufacturer, rating and age are unknown.

The pictures below depict the condition inside the switch room buildings.



Substation's doors were locked, warning sings visible. Transformer in good condition

Access to the premises was properly controlled as the doors were locked with padlocks. The inscriptions on the danger and warning signs were mounted on the door outside the building and inside the building. The lights inside the switch room were installed and in working condition.

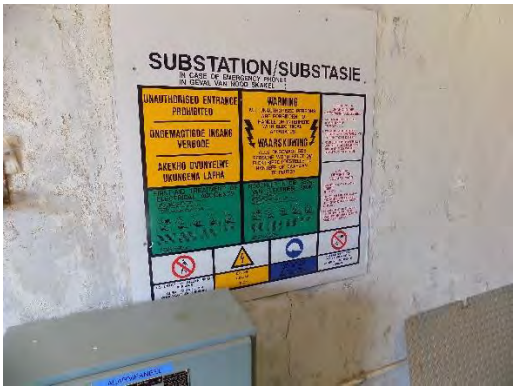
The building housing the two breakers was live chamber, exposing personnel to electrical dangers and shock. The connection between the old type breaker and other breaker was an electrical hazard. The cable connecting the two breakers was left haphazardly on the floor and not embedded in the designated cable trenches. The breaker panels were open, exposing an electrical hazard to personnel and electricity supply.

The fire extinguisher's service date expired in February 2016. There was dust inside the building, which attested to poor housekeeping. The visitors' book was not available.

Old type breaker connection with another breaker is a hazardous connection

6.2.1.5 Jacaranda Switching station

This 11kV switching substation consisted of a switchgear and DC supply. The substation was protected from unauthorised entry as its doors were locked.



Jacaranda Switching Sub-station.

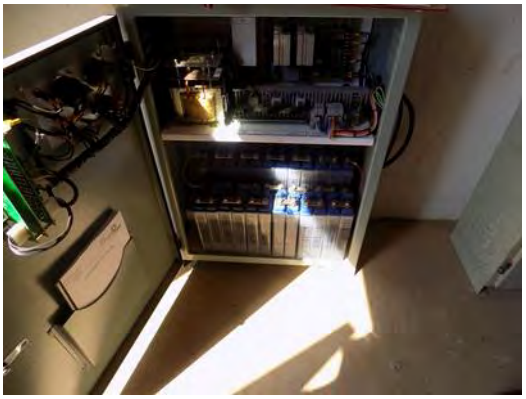
The switch room was clean and the lights were installed and in working condition. The switchgear was in fair condition, the status indicators were functioning and the labelling was visible. The cables were embedded in the designated areas. The visitors' book was available.

The pictures below depict the condition inside the switch room building.

Switchgear panels were in good condition

Cable trenches not covered

The DC supply was in place and operational. The batteries were in a cabinet and were maintained, the batteries' electrolyte levels were below maximum and covered in dust. The voltage and current indicators on the charger were operational and the charger was functional.



DC and batteries in good condition

There was dust inside the building, which attested to poor housekeeping. The fire extinguisher was not available. The cable trench covers were not installed

6.2.1.6 Wolseley Hoof Switching station

This 11kV switching substation consisted of a switchgear and DC supply. The substation was protected from unauthorised entry as the premises' door was locked. The switchgear room was clean. The switchgear was in good condition, the status indicators were functioning and the labelling was visible. The DC supply was new and batteries' electrolyte at maximum level.

The following findings were noted:

a) The warning signs were not available on the door.
b) The fire extinguisher was not available.

The warning and safety signs were not available outside the building

The substation interior, switchgear and DC supply were in good condition

6.2.1.7 Tulbagh Main Intake Substation

This 11 kV intake substation supplied electricity to the town of Tulbagh and consisted of a switchgear with a protective relay that was operational, as well as DC supply. The switchgear's status indicators were operational and clearly readable. The substation was located inside the sewage plant with fence and lockable gate. The unauthorised entry to the substation building was prevented by means of locked double doors. The warning signs were mounted on the wall at the entrance.

The following findings were noted:

a) The extinguisher was not available.
b) The cable trenches were not covered.
c) The batteries were in poor condition as terminals had corrosion and electrolyte below the maximum level.

The access to building prohibited with lockable double doors

The switchgear in good condition.

Batteries in poor condition

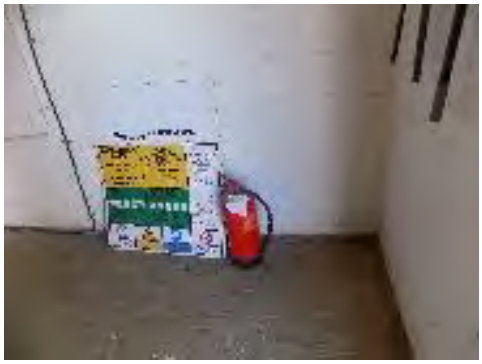
6.2.1.7 Stasie Weg Switching Substation

This 11kV switching substation was in fair condition. The substation consisted of switchgear and DC supply. The switchgear was protected with relays that were operational. The status indicators were operational and clearly readable.

The substation building interior was clean. Unauthorised entry to the switching station premises was controlled, as the doors of building were locked with proper locks. The new DC supply was in place and operational. The batteries were in a cabinet and maintained. The batteries' electrolyte levels were below maximum. The voltage and current indicators on the charger were operational and the charger was functional.

The following findings were noted:

a) The inscriptions on the danger and warning signs were not mounted on the door outside the building.
b) The cable trench covers were not installed.
b) The fire extinguisher's service date expired in June 2020.



The warning signs were not mounted on the doors and not at the designated area

Switchgear

Cable trenches not covered

New DC supply. Fire extinguisher's service date expired in June 2020

6.2.2. Mini-Substations

A sample of mini-substations was inspected at the Witzenberg Local Municipality. The majority of the mini-substation enclosures that were inspected, were in good condition. The inspected mini-substations were locked with padlocks and legible danger signs were available. The mini-substations were properly mounted on well-constructed plinths. All mini-substations inspected could be easily accessed by road.

6.2.2.1. Voortrekker Street Mini-Substation

This is a 500kVA-rated mini-substation with a transformer manufactured by JoCastro in 2015. The mini-substation enclosure was secured on a concrete plinth and rust free. Access to the mini-substation was controlled by doors that were locked with proper locks at the time of the audit. The safety and warning signs were properly mounted and their inscriptions were legible.

The pictures below depict the condition of the mini-substation.

Legible danger signs on locked mini-substation Mini-substation on a proper plinth

Both the LV and MV compartments were in good condition and the status indicators were properly functioning. The mini-substation had interconnections with other network connections.

MV and LV compartments labelled and in good condition

6.2.2.2. Bon Chretien Mini-Substation

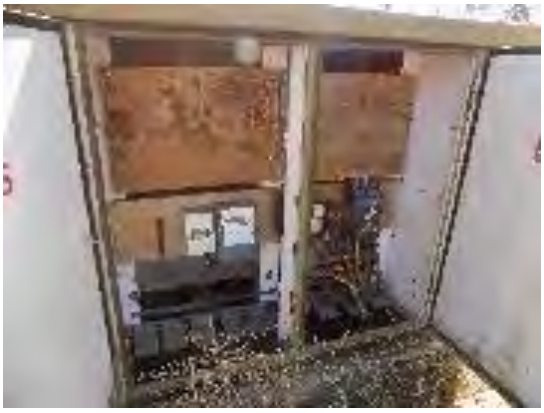
The mini-substation was secured on a concrete plinth and the doors were locked. Access to all compartments of the mini-substation was controlled with proper locks and utilisation of bolts. There were no signs of oil leaks on the mini-substation.

The rating of the mini-substation was not verified and the condition of the transformer side was not determined due to inaccessibility of the transformer compartment. The inspected compartments were in fair condition. The safety and warning signs were not visible. The vegetation around the enclosure was not properly managed.

The pictures below depict the condition of the mini-substation.

Warning and safety signs had faded.

Excessive weeds growth around enclosure



LV and HV compartments in a fair condition

6.2.2.3. Wolseley Mini-Substation

The transformer of this 315kVA-rated mini-substation was manufactured by Actom in 2010. The mini-substation was secured on a proper plinth and the enclosure was in good condition and rust free. The mini-substation doors were locked with proper locks at the time of the audit. The safety and warning signs were properly mounted and their inscriptions were legible.

The pictures below depict the condition of the mini-substation.

The 315kVA-rated transformer's compartment in good condition

LV/MV compartments. Interior with functioning status indicator

6.2.2.4. XXMini-Substation

The 315kVA-rated transformer of this mini-substation was manufactured by Power Engineers in 2012. The mini-substation's enclosure was secured on a concrete plinth and rust free. The mini-substation doors were locked at the time of the audit. The safety and warning signs were not available. The transformer's oil gauge indicated low oil level.

Warning and safety signs were not available.

Oil gauge showed low oil level

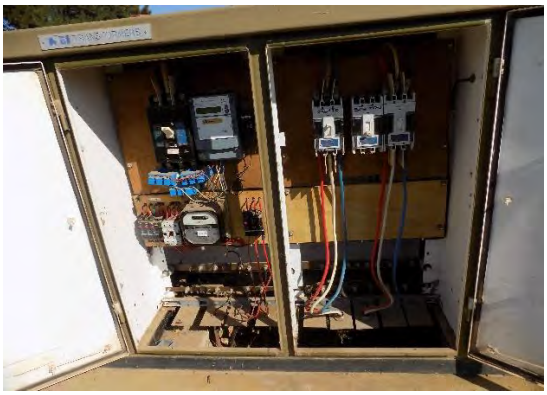
The compartments were in fair condition, with functioning status indicators

6.2.2.5. Solomon Street Mini-Substation

This 315kVA-rated mini-substation was secured on a plinth and its doors were locked. The transformer was manufactured by NEI in 1997. The transformer oil gauge showed good oil levels. The safety and warning signs were visible and the inscriptions were legible. The enclosure had rust. There were no signs of oil leaks on the mini-substation.

Warning signs visible, enclosure had rust, oil gauge indicated low oil level

Access to both the LV and HV compartments of the mini-substation was controlled through the relevant locks. The HV panel was properly labelled. The LV panel had a meter, and showed interconnections within the network.



HV and LV compartment in fair condition

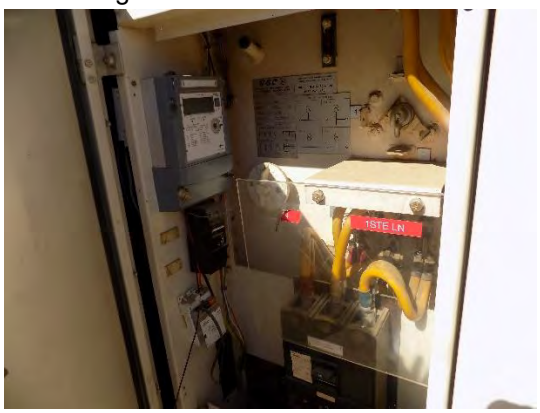
6.2.2.6. Obiqua/3rd Avenue Mini-Substation

This mini-substation had a 315 kVA-rated transformer, which was manufactured by GEC in 1989. Access to all compartments of the mini-substation were controlled through the relevant locks. The oil gauge indicated good oil level. The panels were clearly labelled and indicated where it is fed from and supplying to.

The mini-substation was secured on damaged plinth and its doors were locked. The safety and warning signs were not available. There were signs of oil leaks at the mini-substation.

The pictures below depict the condition of the 315kVA mini-substation.

Damaged plinth, warning signs were not available and signs of oil leaks



MV/LV panels labelled, functioning status indicators

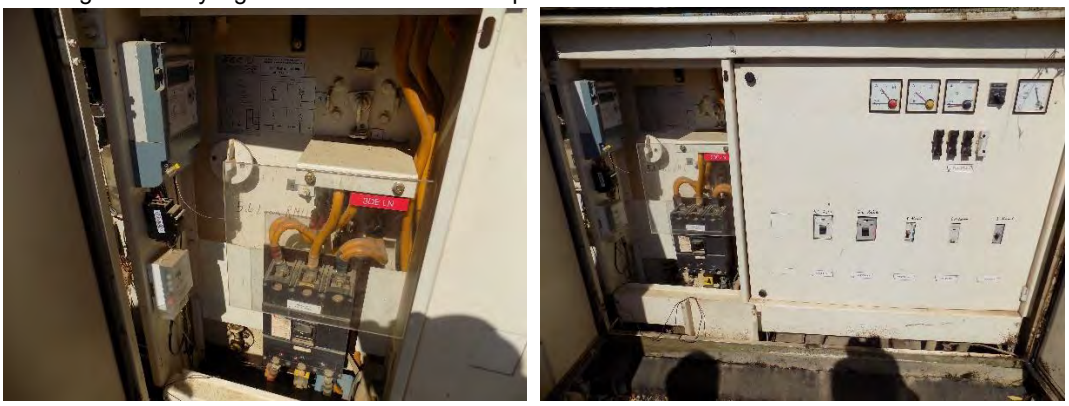
6.2.2.7. Obiqua/4th Avenue Mini-Substation

This mini-substation was part of a customer's fencing and was in poor condition. The 315kVA-rated mini-substation had a transformer that was manufactured by GEC in 1989.

Access to compartments of the mini-substation was controlled through the relevant locks. The safety and warning signs were not visible due to illegal inscriptions. The mini-substation had oil leaks.

The pictures below depict the condition of the mini-substation.

Warning and safety signs not visible. Enclosure part of customer fence



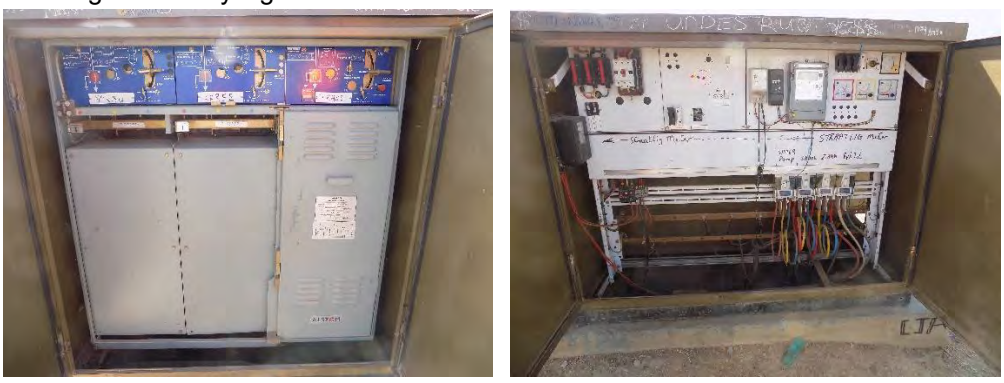
LV compartment in fair condition, with the panel labelled

6.2.2.8. Ryk Tulbagh Mini-Substation

This 315kVA-rated mini-substation had an Alstom Transformer manufactured in 2007. The enclosure had rust and dents, was secured on a concrete plinth. The enclosure had graffiti. The oil gauge indicated good oil level. The safety and warning signs were not visible.

Both the LV and MV compartments of the mini-substation were in good condition. The status indicators were in operation. The panels showed interconnections within the network.

Warning and safety signs not available and locked doors


HV and LV compartments in good condition

6.2.3. Pole-Mounted Transformers

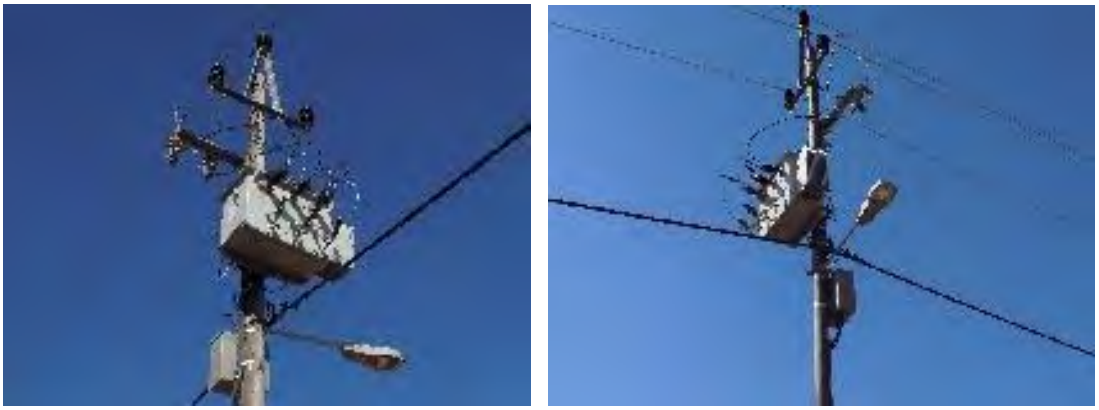
In general, the pole-mounted transformers (PMTs) of the Witzenberg Local Municipality that were inspected, were in good condition. Most transformer support structures were supported by stay wires and not leaning. The poles were treated against ageing, and anti-theft climbing equipment was installed on most transformer poles. The inspected PMT enclosures and surge arrestors were earthed, as required by statutory standards. The audit team inspected a sample of pole-mounted transformers in the industrial area, Obiqua area and Zakile/Pineville area.

6.2.3.1 Industrial area pole-mounted transformer

This is a 100kVA-rated Actom transformer installed on the 11kV overhead line, the transformer was earthed and secured on the pole structure. The pole structures were intact and not encroaching on customers' yards. Anti-theft climbing equipment

was installed on the pole structure. The drop-out fuses were in place and in good condition. The surge arrestors were also in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed.

The pictures below depict the 100kV-rated Actom transformer's condition.



Pole structure intact, transformer in good condition

6.2.3.2 Zakile/Pineville Pole-Mounted Transformer

This 200kVA-rated Electro Inductive Industries PMT was installed on the Zakile/Pineville 11kV overhead line. The transformer was earthed correctly and secured on the pole structure. The stay wires were in good condition and were not encroaching on customers' yards. Anti-theft climbing equipment was installed on the pole structure. The drop-out fuses were in place and in good condition. The surge arrestors were also in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed. There were no signs of oil leaks on the transformer.

The pictures below depict the pole-mounted transformer's condition.

Pole-mounted transformer intact, supported with staywires, anticlimbers installed

Transformer in good condition, kiosk earthed

6.2.3.2 Obiqua Pole-Mounted Transformer

This is a 200kVA-rated NEI transformer installed on the 11kV overhead line. The transformer was earthed correctly and secured on the wooden pole structure. Part of the pole structure was used as support for a customer fence. Supporting pole, stay wire and anti-theft climbing equipment were installed on the pole structure. The surge arrestors were in good condition and earthed. The conductor terminations were intact and in good condition, with the jumpers and insulations properly installed. There were signs of oil leaks on the transformer. The fuses were in poor condition.

The pictures below depict the 200kV-rated NEI pole-mounted transformer's condition.

PMT with signs of oil leaks

PMT constructed on a firm structure installed anti-theft/climbing equipment

6.2.4. Overhead lines

The sample of lines inspected was found to be in fair condition. The majority of the distribution lines were underground. The audit team inspected the overhead lines at Zakile/Pineville area.

The line span and line sags were acceptable and in good condition. The line insulators were also in good condition. The supporting poles and stay wires were clear off the road. The inspected 400V bundle line was in fair condition, however there were issues of illegal resellers in the area. The non-electrified household were not connecting directly from the municipality network/equipment, however, they were fed from the existing municipality customers.

The municipality network was heavily overloaded with illegal resellers of electricity. The electrical wires/structure were installed from one electrified customer's house to supply electricity to multiple non-electrified households for an undisclosed amount/fee.

These illegal reseller connections were an electrical hazard to the community lives and the electricity network in area. The Municipality should eradicate the illegal structures from their network as a matter urgency to save lives and the network.

The Licensee advised that a plan for new electrification was in place and the project was being implemented in phases to eradicate the illegal connections.

The pictures below depict the condition of the overhead lines and illegal connections at Zakile area.

Pictures depicting Illegal connections on the overhead lines in the Zakile area

7. CONCLUSION

The Witzenberg Local Municipality did its best to manage the electricity business in an efficient and reliable manner. It was observed that there were still some areas of concern where improvement needs to be made. The main challenges facing the Electricity Department are financial constraints to fund its maintenance programmes and the rehabilitation of the older parts of the network. The substations and mini-substations inspected during the audit consisted of fairly old equipment.

8. RECOMMENDATIONS

Based on the instances of non-compliance that are highlighted in this report, NERSA recommends the following:

a) The electricity affairs of Witzenberg Local Municipality must be ring-fenced from the other activities of the Municipality.
b) The critical vacancies should be filled.

c) The asset register should be updated to indicate all the critical attributes of the assets and be linked to GIS.
d) The municipality must eradicate the illegal structures from their network as a matter of urgency to save lives and the network.
e) All open trench covers should be closed.
f) All faded warning signs should be replaced.
g) The fire prevention equipment must be serviced and mounted as a matter of urgency.
h) The transformers and mini-substations with oil leaks must be attended to.
i) The regular inspections of the network and plant equipment should be formally recorded and filed accordingly.
j) The maintenance policy and plan must be developed.
k) All findings noted in section 6 of this report must be addressed.

9. THE WAY FORWARD

This final report is considered a true reflection of the findings of the audit that took place from 20 to 21 April 2021. The Energy Regulator instructs the management of the Witzenberg Local Municipality to draft a remedial/corrective action plan that outlines steps to be taken to rectify the instances of non-compliance identified in this report within 120 days of receipt of the final report.

Once NERSA has agreed to the CAP from the Witzenberg Local Municipality, a monitoring process will be instituted to enforce the implementation of the CAP.

All communication should be sent to the Head of the Electricity Licensing, Compliance and Dispute Resolution Department unless indicated otherwise by a formal letter signed by the Head of Department.

The Head of Department
Electricity Licensing, Compliance and Dispute Resolution
National Energy Regulator of South Africa
PO Box 40343
Arcadia
0007
Tel: +27 (0)12 401 4600
Fax: +27 (0)12 401 4700

Pierre Van Den Heever

From: Cobus Kritzinger
Sent: Thursday, 21 July 2022 10:05
To: Pierre Van Den Heever
Subject: RE: NERSA Audit CAP - Electricity Ring-fencing

Good day Pierre

The revenue and expenditure of electricity are ring-fenced in that the transaction are budgeted and recorded in dedicated votes. A separate function has been created in the financial records of terms of the MSCOA regulations. The surplus and or deficit for the electricity section is however not recorded in a dedicated accumulated surplus/deficit account but is included in the total accumulated surplus/deficit account of the municipality.

The electricity section has its own items on the municipal budget and the assets of the electricity department is mark as such in the municipal asset register.

Regards

Cobus Kritzinger
Director Finance
Witzenberg Municipality
Tel: 023 316 1854
Cell: 083 382 6117

Witzenberg Municipality, P O Box 44, CERES, 6835

A Municipality that cares for its community, creating growth and opportunities

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From: Pierre Van Den Heever
Sent: 19 July 2022 08:30
To: Cobus Kritzinger <cobus@witzenberg.gov.za>
Cc: William Mars <william@witzenberg.gov.za>; Anne Alberts <anne@witzenberg.gov.za>; Khanya Dingilizwe <khanya@witzenberg.gov.za>
Subject: NERSA Audit CAP - Electricity Ring-fencing

Hi Cobus

As discussed recently, I have to report back to NERSA on their recent audit. Part of the required feedback is the **status of the 'ring-fencing of the electricity affairs'**.

Please could you comment on this so that I can provide feedback to NERSA (via Council item)

Regards

Pierre van den Heever

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WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Director Technical Services

VAN / FROM: Senior Manager: Streets and Stormwater

DATUM / DATE: 21 February 2023

VERW. / REF.: 16/P

LOCAL INTEGRATED TRANSPORT PLAN 2022 – 2027 - WITZENBERG MUNICIPALITY

1. Purpose

That the Committee for Technical Service together with Council consider to grant approval for the adoption of the Witzenberg Local Integrated Transport Plan 2022-2027. *Please follow the link for the full document: \\poseidon1\Documents\Integrated Development Planning\Integrated Transport Plan\ITP 2022 - 2027*

2. Background

The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

3. Executive Summary

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects.

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The Witzenberg Integrated Development Plan for 2019-2020 indicates that 56.6% of the population are low income earners (R1 – R50 514 per annum) with 6.4% of the 56.6% receiving no income. 38.0% of the population are middle income earners (R50 515 – R404 111 per annum) and the remaining 5.4% are the high-income earners, earning more than R404 112 per annum.

The service levels maintained in the Witzenberg LM is very positive. The main challenge is the ingress of people from outside the area that keeps the housing need constant. Housing currently have a high priority in Witzenberg LM.

In summary, the progress made in the development of "new areas" as earmarked in the 2012 SDF is slow. The focus is understandably on housing settlements as this is often where political pressure is focused.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposed cost for Ceres was R56 mil and R7.2 mil for Tulbagh.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervision to guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most others in the transportation field handle problems and challenges as it arises. The provincial roads and some bridges were identified as critical assets.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term;

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The OLS document (August 2020) includes the following recommendations:

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- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
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- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

4. Recommendation

- *That the Committee for Technical Services adopts the Witzenberg Local Integrated Transport Plan 2022-2027.*

- *That the Committee for Technical Services refers the Witzenberg Local Integrated Transport Plan 2022-2027 to Council for adoption.*

Yours sincerely,

E. LINTNAAR
MANAGER: STREETS AND STORMWATER

CAPE WINELANDS DISTRICT
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

Witzenberg Municipality Local Integrated Transport Plan

30 September 2022

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

Document Control

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Executive Summary

The Witzenberg Local Municipality have had two excellent documents completed for it in the recent past, namely the Roads Master Plan (March 2020) and the Operating Licence Strategy (August 2020). With the upgrade of the IDP (March 2022) and the Spatial Development Framework (April 2022) there was excellent recent information with which to compile this LITP to a very high standard.

The Roads Master Plan did not only provide the costing of required road projects and road maintenance actions, but also provided information of NMT projects and certain public transport projects

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan. The urban areas to be evaluated in the Roads Master Plan are Bella Vista, Ceres, Nduli, Op-die-Berg, Prince Alfred Hamlet, Tulbagh and Wolseley.

The Vision for Witzenberg LM Roads Master Plan was formulated to be "To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality".

Due to the extent which the Roads Master Plan for Witzenberg must cover- with limited funding- the methodology would be to take information from existing sector plans and update only the information on which the capacity analysis of the roads will be based. This will ensure that all the road-related information is reported in one document where a more integrated approach is taken.

The Witzenberg Integrated Development Plan for 2019-2020 indicates that 56.6% of the population are low income earners (R1 – R50 514 per annum) with 6.4% of the 56.6% receiving no income. 38.0% of the population are middle income earners (R50 515 – R404 111 per annum) and the remaining 5.4% are the high-income earners,earning more than R404 112 per annum.

The service levels maintained in the Witzenberg LM is very positive. The main challenge is the ingress of people from outside the area that keeps the housing need constant. Housing currently have a high priority in WitzenbergLM.

In summary, the progress made in the development of "new areas" as earmarked in the 2012 SDF is slow. The focus is understandably on housing settlements as this is often where political pressure is focussed.

The municipal road network is in good condition, 59% of road network being in a very good to good condition,30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approachlower than LOS D.

A formal request was sent to WCG to obtain accident data within the Witzenberg LM area to identify hazardous locations. The request was denied. Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service.There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. Inthe town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

Precinct planning were previously done in Ceres and Tulbagh. A variety of projects were proposed to connect nodes with general beautifying of the area, improve vehicular, pedestrian and cycle movements. The proposedcost for Ceres was R56 mil and R7.2 mil for Tulbagh.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5

years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land-uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term.

Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term.Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be usedto augment the bulk infrastructure where required. Tariffs are not applicable to roads and transport.

The Witzenberg LM is geared to use and project manage consultants with internal staff concentrating on smaller capital projects and operational projects. Community Participation projects needs a champion within the municipality to drive it and the handling of labour related issues as they arise. It also requires full time supervisionto guide low skilled labour.

Risk Management needs to be made part of the management processes. Officials in Witzenberg, like most othersin the transportation field handle problems and challenges as it arises. The provincial roads and some bridges wereidentified as critical assets.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over theshort to medium term;

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Abbreviations and Acronyms

Table 1: Abbreviations

Abbreviation	Meaning
BRT	Bus Rapid Transport
CoGTA	Cooperative Governance and Traditional Affairs
CRDP	Comprehensive Rural Development Programme
CWDM	Cape Winelands District Municipality
DEDAT	Department of Economic Development and Tourism
DITP	District Integrated Transport Plan
DM	District Municipality
DTPW	Department of Transport and Public Works
EPWP	Expanded Public Works Programme
ES	Equitable Share
GDP	Gross Domestic Product
IDP	Integrated Development Plan
ITM	Integrated Transport Management
LITP	Local Integrated Transport Plan
LM	Local Municipality
MIG	Municipal Infrastructure Grant
MRE	Municipal Regulatory Entity
NDP	National Development Plan
NLTA	National Land Transport Act

NMT	Non-Motorised Transport
OL	Operating Licence
OLAS	Operating Licence Administrative System
OLP	Operating Licences Plan
OLS	Operating Licence Strategy
PAWC	Provincial Administration Western Cape
PFS	Provincial Freight Strategy
PLTF	Provincial Land Transport Framework
PMS	Pavement Management System
PPP	Public-private partnerships
PRASA	Passenger Rail Agency of South Africa
PRE	Provincial Regulatory Entity
PRMG	Provincial Roads Maintenance Grant
PT	Public Transport
RBIG	Regional Bulk Infrastructure Grant
RAMP	Road Asset Management Plan
SANRAL	South Africa National Roads Agency Limited
SAPS	South African Police Service
PTIG	Public Transport Infrastructure Grant
PTNG	Public Transport Network Grant
PTOG	Public Transport Operations Grant
PTP	Public Transport Plan
SDF	Spatial Development Framework
TFR	Transnet Freight Rail
TR	Transport Register
WC	Western Cape
WCG	Western Cape Government
WLM	Witzenberg Local Municipality

1 Chapter 1: Introduction

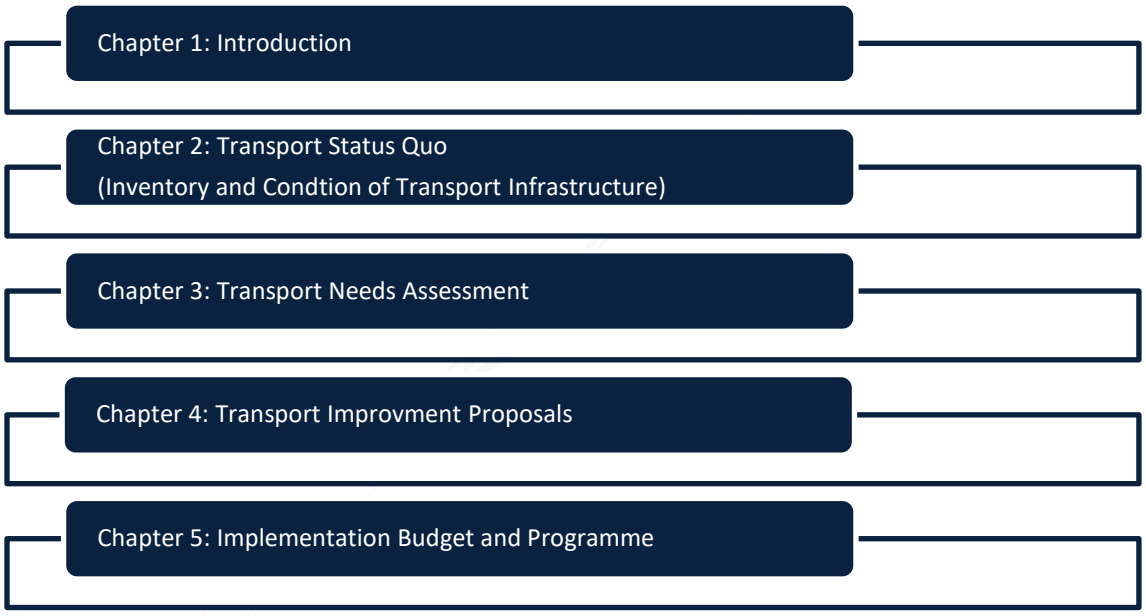
The Witzenberg Local Integrated Transport Plan (LITP) was prepared as part of the review of the Cape Winelands District (CWD) Integrated Transport Plan (DITP) for 2022 - 2027.

As per Section 36 of the National Land Transport Act (Act 5 of 2009) all Planning Authorities must prepare an Integrated Transport Plan (ITP) for their area for a five-year period. These ITPs need to be overhauled every five years and updated annually. The Integrated Transport Plans for the Cape Winelands District have been prepared to meet the minimum requirements for preparing an Integrated Transport Plan as published by the Department of Transport (Notice No 881, July 2016).

As part of the previous update of the Cape Winelands District Integrated Transport Plan (2014/15), the planning authorities for each of the local municipalities were re-categorised. The Witzenberg Local Municipality (WLM), through the previous update process, was classified as a Level 3 Planning Authority, which requires that a Local Integrated Transport Plan be prepared.

This report comprises the 5-year review of the Witzenberg Local Integrated Transport Plan, as part of the review of the Cape Winelands District Integrated Transport Plan.

The LITP comprises of the chapters as documented in the minimum requirements for preparing an Integrated Transport Plan, as published by the Department of Transport (Notice No 881, July 2016).



The Transport Register (TR), Operating Licence Plan (OLP) and Public Transport Plan were undertaken in 2021 as a separate project and have been included in this version of the WLM LITP, as two additional chapters.

1.1 Study Area

The Witzenberg Local Municipality (LM), founded in 2000, is classified as a Category B- municipality and is responsible for basic service provision to the demarcated municipal area that includes the towns of Ceres, Tulbagh, Prince Alfred's Hamlet, Wolseley and Op-die-Berg. The rural areas within the municipal boundary are Ceres Valley, Koue Bokkeveld, Achter-Witzenberg and the northern portion of the Breede River Valley Area.

Located in the picturesque and fertile Breede Valley, Witzenberg is best known for its fruit and wine products. The region is also well-known for producing other agriculture-linked products such as olives and grain, as well as for producing beef and pork products. Horse and cattle stud farms are also found within the municipal area.

Below is a map of the local Municipal area:

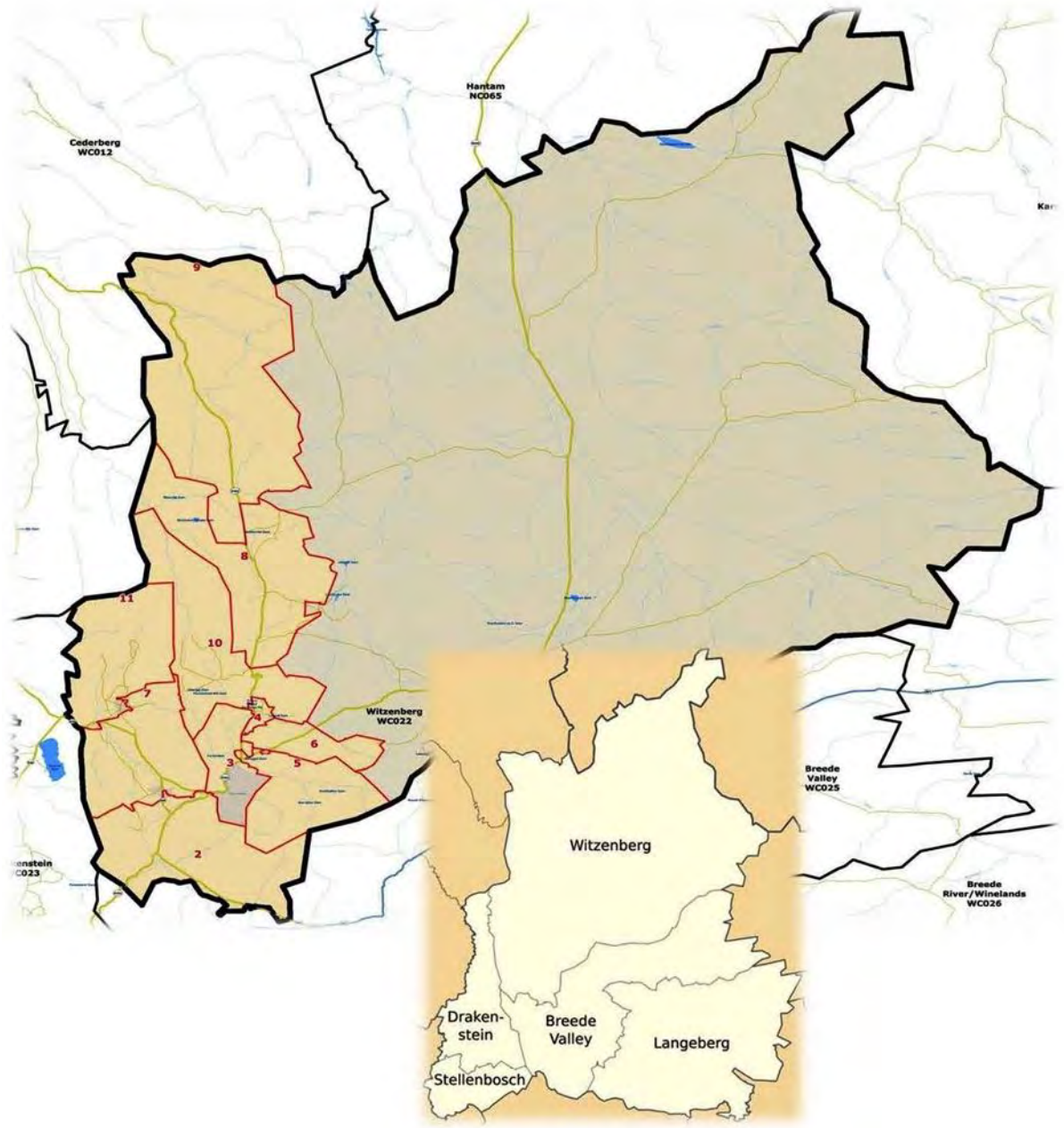


Figure 1-1: Witzenberg Local Municipality

1.1.1 Population and Households

With a population of 142 466 in 2019, Witzenberg is the second lowest populated municipal area in the CWD. This total is expected to growth to 153 987 by 2023, equating to an average annual growth rate of 2.0 per cent. The number of households are 32 005.

1.1.2 Economic Contribution and growth

The demand for transport is derived from the need to access social and economic activity, therefore it is important to consider economic and sector growth when preparing transport plans.

1.2 Purpose of the Integrated Transport Plan

The compilation of an Integrated Transport Plan forms part of the legislated development planning process. This allows for transport planning to be strategic in nature and focused on the desired outcomes, as derived from national, provincial and local transport policy. It takes into consideration all modes of transportation and infrastructure in the planning and aims to address concerns, gaps and areas of development for the period of implementation of the ITP. The inter-relationship between plans and frameworks with the national, provincial and local context is presented in Figure 1-.

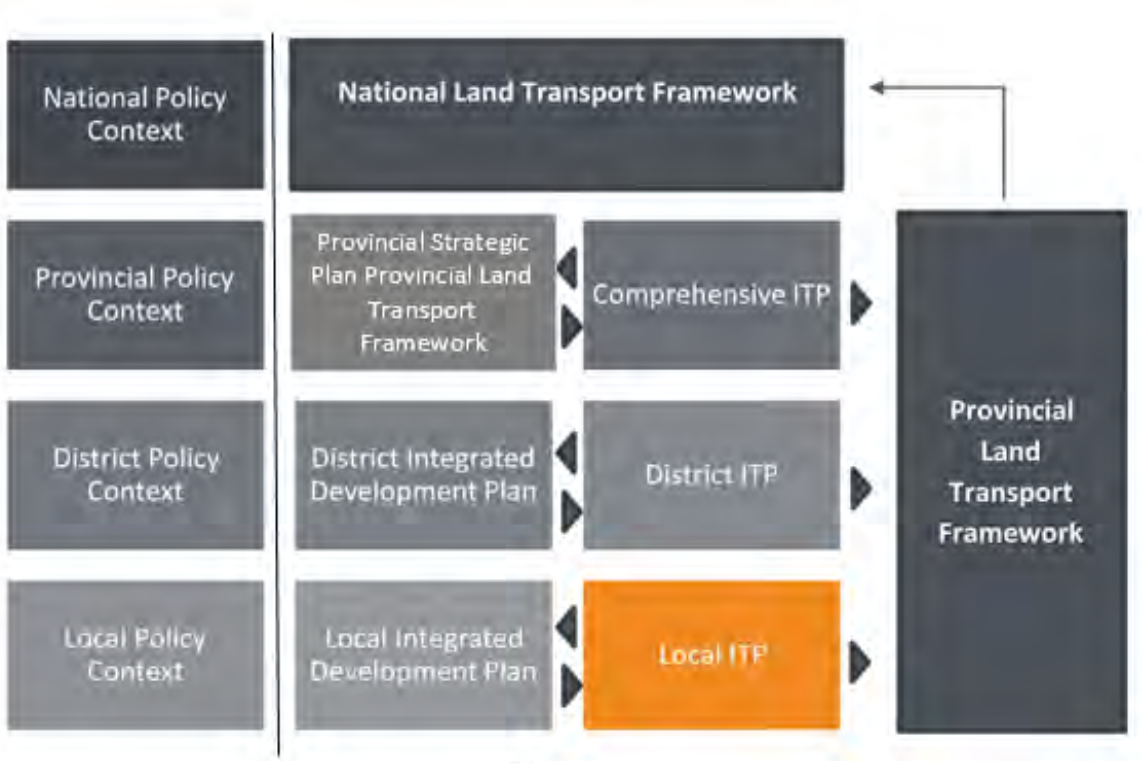


Figure 1-2: Inter-relationship between Transport Plan and Frameworks

Essentially, the ITP is a sector plan that takes into account the plans made in the Integrated Development Plan (IDP) on a local level and feeds into the Provincial Land Transport Framework (PLTF), which ultimately forms part of the National Land Transport Framework (NLTF). The development of this ITP also takes into consideration the Spatial Development Framework (SDF).

1.3 Status of the Plan

Integrated Transport Plans are prepared for a five-year period and updates of selected aspects of the plan should be undertaken on an annual basis with a specific focus on programmes and budgets. The annual updating must include the following aspects:

- Update the TR if any significant new data collection occurs, including the transportation GIS.
- Describe progress of the implementation of the ITP.
- Document which contracts have been awarded and which have expired and any changes or additions to the proposed contracted services network.
- The database of the operating licences, where municipalities has established such, should be updated on an ongoing basis, as per the OLs are awarded, lapsed or are renewed.
- Revised and updating projects, programmes and budgets in chapter 5, so that a three-year period ahead is maintained, along with a detailed programme and budget for the next financial year.

The frequencies of the required plans are shown below in Table 1-1.

Table 1-1: Plan Required Frequencies

Plan	Frequency		Comments
	PREPARATION	UPDATE	
1. Comprehensive ITP (CITP) and District ITP (DITP)	Total overhaul every 5th year	Annual update of selected aspects, in synchronisation with the IDP.	Update to focus on action programme and budget. Prerogative of PA to do more comprehensive update.
2. Local Integrated Transport Plan (LITP)	Prepare every five years, as input to new DITP in the case of local authorities that fall within a district municipality	Update the budget and programme for the following year annually, in synchronisation with the IDP.	
3. Transport Register (forms part of ITP)	Total overhaul every 5th year	Update the TR if any significant new data collection occurs. GIS, databases and information systems to be updated on an ongoing basis, as and when new information is collected.	Update to concentrate on gaps and information of poor quality. The TR was not updated as part of this LITP re-write.
4. Public Transport Plan (forms part of ITP)	Total overhaul every 5th year	Report annually on contracts that have been awarded or which have expired and any changes or additions to the proposed contracted services network. Database of operating licences should be updated on an ongoing basis as OLs are awarded, lapse, or are renewed.	

2 Chapter 2: Transport Status Quo

The Minimum requirements for preparing a LITP guides that the Transport Status Quo Chapter should consist of:

- An inventory of the roads which are the responsibility of the local municipality, including their condition; and
- An inventory of public transport facilities which are the responsibility of the local municipality, including their condition (this inventory may be taken over from the Transport Register (TR) prepared by the district municipality within whose area the local municipality is situated).

2.1 Demographics and Economic Activity

With a population of 142 466 in 2019, Witzenberg is the second lowest populated municipal area in the CWD. This total is expected to growth to 156 671 by 2023, equating to an average annual growth rate of 2.0 per cent. The estimated population growth rate of Witzenberg is slightly below that of the CWD at 1.6 per cent. The Western Cape average annual growth rate is 1.8 per cent across the same period.

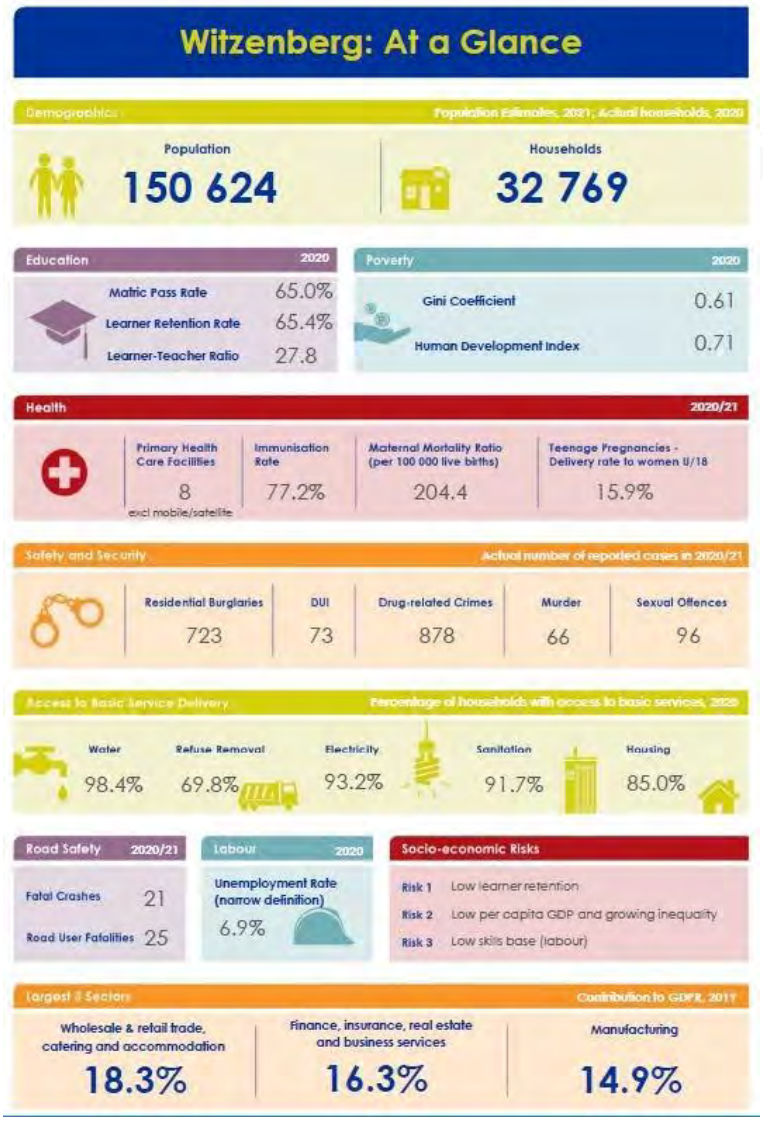
Table 2-1: Witzenberg Age Distribution

Witzenberg: Age Cohorts, 2019 – 2025				
Year	**Children 0 – 14 Years**	**Working Age16 – 65 Years**	**Aged 65+**	**Dependency Ratio**
2020	35 675	105 751	6 512	39.9
2023	36 881	114 707	7 129	38.4
2026	38 178	118 966	7 835	38.7
Growth	+1.1%	+2.0%	+3.1%	-

Source: IDP

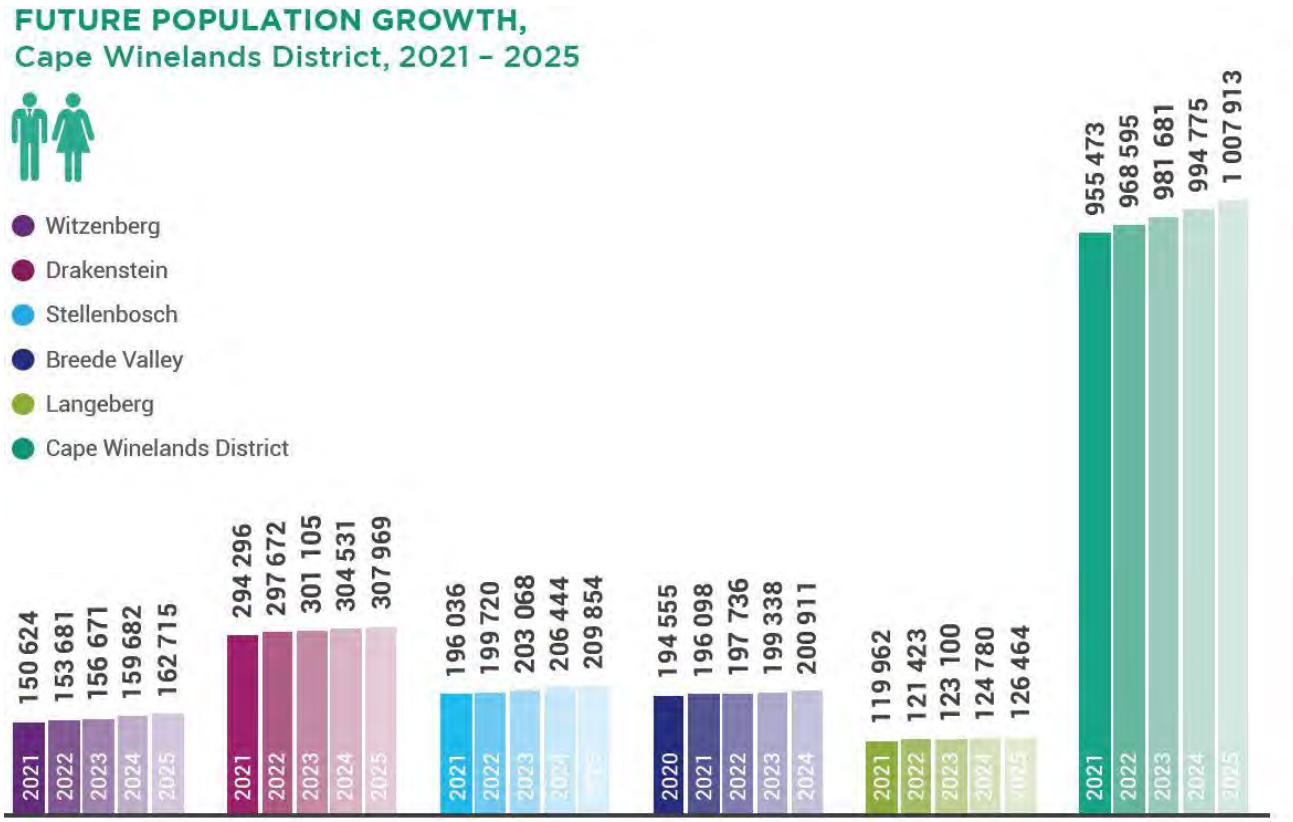
Between 2020 and 2026, the largest population growth will be recorded in the 65+ aged cohort, which will grow at an annual average rate of 3.1 per cent. The dependency ratio decreases towards 2023 and increases slightly towards 2026.

The following is a summary of the Witzenberg demographics:



Source: IDP 2022-2023. (From Provincial Treasury)

In the 2021 Municipal Economic Review and Outlook a set of population growth figures have been published for all the local municipalities in the Cape Winelands District Municipality. These are shown below:



Source: Western Cape Government PPU, 2021. Provincial, District and local municipality population estimates by sex and age (2002 – 2036) based on Stats SA mid-year population estimate (MYPE) series 2021 and 2020

The Witzenberg economy is essentially agriculture based, with the towns being "agricultural service centres", with some agri-processing related to wine, fruit, vegetables and other niche products. The region is also well-known for its fruit and wine products, as well as producing other agriculturally linked products, such as olive and grain producing areas, beef and pork products. Horse and cattle stud farms are also found within the municipality.

The other major economic driver in the area is the Tourism Sector and the municipality has undertaken a number of initiatives which should come to fruition over the next five years, including:

- The Tourism Industry has recorded a very strong growth and has become an important element of the local economy. Key tourism activities include: wine tasting, 4x4 routes, hiking, game reserves, camping, horse riding, fishing, annual community festivals, snow in Ceres during the winter months, agricultural tourism attractions, fruit tours, San cave, museums and historic buildings.
- Witzenberg Tourism caters for Cape Town and other Western Cape day and weekend tourists, as well as up-country seasonal tourists.
- The strengthening and partnering with national, provincial and district municipality tourist initiatives.
- The finalisation and completion of the National Road Corridor through Witzenberg.
- The finalisation and completion of the Ceres Golf Estate Project.
- The strengthening of international twinning and partnership agreements (Belgium).

2.2 Public Transport

2.2.1 Mini-bus Taxi

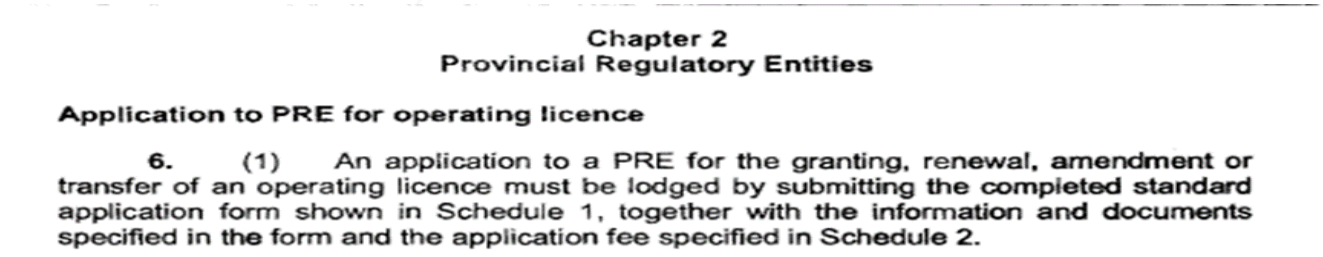
2.2.1.1 Listing of all ranking facilities for road-based transport

Formal taxi facilities have specific infrastructure such as ablution facilties, shelters that have been constructed. Informal facilities include areas that are used by public transport without any kind of "betterment" or surfaced parking areas that have been constructed but not specifically as a taxi rank. There are 7 formal ranks in Witzenberg Local Municipality. With four of ranks located in Ceres, one in Tulbagh, Prince Alfred Hamlet, and Wolseley respectively as shown in Table 2-2.

Table 2-2: Listing of all Taxi facilities (as per Table 1 in minimum req)

No	Town	Facility Name	Physical Location		Type of Service	No. of bays
1	Ceres	Vos Street	33°21'43.93"S	19°18'35.33"E	Commuter	25 (estimated)
2	Ceres	Vos Street On-street	33°22'2.73"S	19°18'38.30"E	Commuter	3
3	Ceres	Ceres Nduli Formal taxi rank	33°22'5.05"S	19°18'50.63"E	Commuter	32
4	Ceres	Nduli Taxi Rank	33°21'20.20"S	19°20'37.36"E	Commuter	14
5	Tulbagh	Van Der Stel On-Street Parking	33°17'0.79"S	19° 8'20.38"E	Commuter	3
6	Prince Alfred Hamlet	Prince Alfred Hamlet Taxi Rank	33°17'36.71"S	19°19'38.17"E	Commuter	5
7	Wolseley	Wolseley Taxi Rank	33°24'48.67"S	19°11'52.60"E	Commuter	5 (Assumed)

In accordance to NLTA, 2009(Act No.5 of 2009), an application has to be done before granting, renewal, amendment of transfer of an operating license Figure 2-1.



Chapter 2
Provincial Regulatory Entities

Application to PRE for operating licence

6. (1) An application to a PRE for the granting, renewal, amendment or transfer of an operating licence must be lodged by submitting the completed standard application form shown in Schedule 1, together with the information and documents specified in the form and the application fee specified in Schedule 2.

Figure 2-1: PRE snip

As highlighted, in the minimum requirements for the preparation of intergrated Transport Plans, 2016. Route description should be the same as in operating licenses and the descriptions in OLS should mirror these descriptions.

Table 2-3: Route Descriptions (Table 2 as per minimum req)

Route Code	Origin	Destination	Route Description
822	Nduli	Ceres	From Chris Hani Taxi stop, Nduli, along Voortrekker Straat, right in Owen Straat, left in Rivierkant Street, left in Hugo Street, left in Fourth Avenue, right in Faure Street, left in Vos Straat, to Ceres Fruit Processors, turn around in Vos Street, left in Joubert Street, left in Cilliers Street, right in Retief Street, left in Vos Street and back along the same route.
823	Nduli	Ceres	From Chris Hani Taxi stop, Nduli, along Voortrekker Straat, right in Owen Straat, left in Rivierkant Street, left in Hugo Street, left in Fourth Avenue, right in Faure Street, left in Vos Straat, to Ceres Fruit Processors, turn around in Vos Street, left in Joubert Street, left in Cilliers Street, right in Retief Street, left in Vos Street and back along the same route
875	Tulbagh	Tulbagh Spoorwegstassie	From residential areas in Tulbagh, left in Steinthal Way, Left in Marais Street, right in Waterkant Street, left in Van Der Stel Stree, righ in Station Way to Tulbagh Railway station. Back along the same route.
876	Tulbagh	Plase Pad 1476	From car rental parking along Van Der Stel Street, Tulbagh, along Road 1476 to farms: Kruisvallei, Drosdy, Kaal-draai, Vrolikheid, Bloubank, Kleinfontein, Winterhoek, Misgund and Remhoogte. Back along the same route.
877	Tulbagh	Plase Pad 1461	From car rental parking along Van Der Stel Street, Tulbagh, lef in Road 1461 to farms: Montpelier, La Rhone, Waveren, Diggershome, TJG, Roodezant. Return along the same route.
878	Tulbagh	Tulbagh	From car rental parking along Van Der Stel Street, Tulbagh, lef in Road 1461 to farms: Montpelier, La Rhone, Waveren, Diggershome, TJG, Roodezant. Return along the same route.
898	Ceres	Bella Vista	From Taxi rank in Vos Street, Ceres, right in Vos Street, right in Vrede Street to residential areas of Bella Vista. Back along the same route.
C10	Ceres	Agter-Witzenberg	From Taxi Rank in Vos Steet, Ceres, Voortrekker Street, along R46 to Agter Witzenberg farms: Slagboom, Sterkwater, Paardekloof, Wakkerstroom, Vastrap, Ou Plaas, Doornkraal, Die Eike, De Vlakte, Rosendalfontein, Esperanto, Kromfontein, Lindeshof, De Keur, Op Die Berg, Tandfontein, Donkerbos, Rietfontein, Sneeukop. Back to Ceres along the same route.
D46	Tulbagh	Wellington	From car rental parking along Van der Stel Street, Tulbagh, along Van der Stel Straat, to R44, along R44, left in Station Way to Wellington Railway Station. Back along the same route.
D65	Prince Alfred's Hamlet	Prince Alfred's Hamlet	From Taxi Rank in Voortrekker Street, Prince Alfred's Hamlet, to drop off/pick up point in residential areas of Prince Alfred's Hamlet. Back along the same route.
D66	Prince Alfred's Hamlet	Ceres	From Taxi Rank in Voortrekker Street, Prince Alfred's Hamlet, to drop off/pick up point in residential areas of Prince Alfred's Hamlet. Back along the same route.

Route Code	Origin	Destination	Route Description
D67	Prince Alfred's Hamlet	Prince Alfred's Hamlet	From taxi rank along Voortrekker street, Prince Alfred's Hamlet to farms: Oudekraal, Bordeaux, Veelgewaagd, Koelfontein, Doringbos, Excesiors, Uitkoms, Moreson, Kompanie, Skoongesig, Vaaldraai, Middelpos, Rooi-kraak, Montepellier, Belvue, Giffontein, Lushof, Montana, Elim, Welgemeen, Cascade, Mendoza, La Rochelle, Een Voelvlei, Mfuleni, Verdun, Slagboom, Sterkwater, De Vlakte, Rosendalfontein, Visgat, Die Eike, Ou Plaas, Vastrap, Paardekloof, Doornkraal, Wakkerstroom, Nooitgedagt, Bokveldskloof, Esperanto, Parys, Rock-land, De Hoek, Nuwedorp, De Keur, Kromfontein, Lindeshof, Fonteintjie, Helpmekaar, Rietfontein, Donker-bos, Leeukruis, Kalifornia, Uitsig, Knapdaar, Langrivier, Tandfontein, Weltevrede, Morester, Bronaar, Sneeu-kop, Odessa, De Erf, Driefontein andn Langkloof Plase (Prince Alfred Hamlet). Back along the same route.
F7	Ceres	Ceres	From taxi rank along Vos Street, Ceres, to pick up/drop off points within Ceres. Back along the same route.
G33	Wolseley	Wolseley	From Taxi Rank in Voortrekker Road Wolseley to points within the Residential Areas of Wolseley and return along the same route.
G42	Tulbagh	Ceres	From taxi stop at Spar Supermark Tulbagh, in Van Der Stel Street, left into R46 to Ceres, Voortrekker Street, left in Vos Street, right into taxi rank along Vos Street (Reeds). Return along the same route.
G43	Tulbagh	Ceres	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, right in Station Way, left in R46 to Ceres. Along Voortrekker Street, Ceres, left in Vos Street, righ to taxi stop (Reeds). Return along the same route.
G44	Tulbagh	Gouda	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, right in Station Way, continue to R46, right in R44 towards Gouda, right in Malva street, Gouda, to Onrus residential area (Gouda). Return along the same route.
G45	Tulbagh	Twee Jongezelen	From taxi stop at Spar Supermark, Tulbagh, along Van der Stel Street, links in T J D Road via Roodezand to Twee Jonge Gezellen. Return along the same route.
G47	Wolseley	Ceres	From taxi stop in Eeufees Street, Wolseley, right in Voortrekker Street, along voortrekker street to Kluitjieskraal Way, turn around in Voortrekker Street, right in Eeufees Street, right in R46. Continue along R46 to Voortrekker Street, Ceres. Left in Munnik Street to taxi stop. Return along the same route.
G48	Wolseley	Montana	From taxi stop in Eeufees Street, Wolseley, right in R46, along R43 to Whitebridge Farm and back along the R46, turn into White Street (Montana), Angelier Street, left in Vygie Street, Debora Street, right in Jakopregop Street, Vygie Street. Return along the same route.
G49	Wolseley	Plase Wolseley	From taxi stop in Voortrekker Street, Wolseley, left in Katzenellenbogen Way, left in Kluitjieskraal Way, right in Africa Street. Turn around at drop off point, turn right to Spean Farm, back to Kluitjieskraal Way, rigth in First Avenue, left in Fourth Avenue, back to First Avenue, left in Kluitjieskraal Way, turn right to farms Dij Kuiker, Versig, Verrekyker, Malanhoogte, Mooiplaas and Eilandkloof (Wolseley). Back along the same route.

Route Code	Origin	Destination	Route Description
G50	Wolseley	Plase Wolseley	From taxi stop in Eeufees Street, Wolseley, turn to R45 na Moreson. Back to the R43 to farms: Welgelee, Strathbrede, Platvlei, La Plaisante. Back to R43 to residential areas. Right at Romansrivier, left to wine cellar, back to R43, righ in R43 to Worcester turn off, left to De Brug and back along the same route.
G51	Wolseley	Plase Wolseley	From taxi stop in Eeufees Street, Wolseley, right in R46 to Rosyntjiebult (farm), turn into farm stall, Waverley School, back to R46, continue along R46 to Ou Stasie, right in R43 to Wolwekloof, Whitebridge Farm and Newmunter. Back along the same route.
G52	Wolseley	Artoisstasie	From taxi stop in Eeufees Street, Wolseley, left in Voortrekker Street, to R46, left to Boonjiesrivier, right at Artois School, to Artois Station and back along the same route.
H16	Nduli	Niewedorp (Ceres)	From taxi rank in Chris Hani Road Nduli, left Voortrekker, right Vos Street into Nieuwedorp taxi rank, Ceres and return along the same route.
H72	Ceres	Rosendal Distr. Ceres	From the taxi rank in Vos Street, Ceres to farms. Turn right into Vos Street, R310 Prince Alfred's Hamlet, Gydo Pass, left into Road 1468 to farms: Slagboom, Vastrap, Paardekloof, Die Eike, Strekwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen and Rosendal. Return along the same route.
H73	Ceres	Koue Bokkeveld	From the taxi rank in Vos Street, Ceres to farms. Turn right into Vos Street, R310 Prince Alfred's Hamlet, Gydo Pass, left into Road 1468 to farms: Slagboom, Vastrap, Paardekloof, Die Eike, Strekwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen and Rosendal. Return along the same route.
H74	Ceres	Warm Bokkeveld	From taxi stop in Vos Street, Ceres to farms. Left in Voortrekker Street, right in Road 1447 to farms Lorraine, Loxtonia, Dwarsberg, Kaalberg, Kweperfontein and Ezelfontein. Return along the same route.
H75	Ceres	Warm Bokkeveld	From taxi stop in Vos Street, Ceres to farms. Left in Voortrekker Street, right towards Swaarmoed, Skaaprivier, Klipfontein, Hoogland, Klondyke, Lakenvlei and Laastedrif. Return along the same route.
H76	Ceres	Wolseley	From taxi stop in Vos Street, Ceres, rigth in Voortrekker Street (R46) to R301. To Wolseley Railway Station and return along the same route.
J85	Ceres	Sterkspruit	From Ceres Nduli taxi rank, Chris Hani Street, left into Ceres until Worcester to N1, De Doorns, Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, right into R61, Aberdeen (N9), Graaff-Reinet, Bethesdaweg, along R61 until Queenstown, left into N6, along N6 until Aliwal North, right into Lady Grey, left to Sterkspruit and return to Aliwal North, right to R58, along R58 to Colesberg, left to N1, Beaufort West and return.
J86	Nduli	Sterkspruit	From Nduli taxi rank, left to Ceres into N1, Worcester to De Doorns, Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, right into R61, along R61, Aberdeen (N9), Graaff-Reinet, Bethesdaweg until Queenstown, left into N6, Kakkstown, Aliwal North, right into Lady Grey, left to Sterkspruit and return to Aliwal North, into R58 to Burgersdorp, Venterstad to Colesberg N1, Beaufort West and return.

Route Code	Origin	Destination	Route Description
K1	Nduli	Sterkspruit	From Nduli taxi rank Nduli, turn right into Chris Hani Drive, turn left into R46 then into Voortrekker Road, Ceres, then into R46, turn left into R301, turn left into R43, turn left into N1 (near Worcester), proceed with N1 through De Doorns, Touwsriver, Laingsburg, Prince Albert, Leeu-Gamka, via Beaufort West, turn right into R61, turn left into N9 (near Aberdeen), proceed on N9 via Graaff-Reinet, proceed on N9 via Bethesdaweg, turn right into R61 via Cradock, proceed on R61 through Tarkastad, proceed on R61 via Queenstown, turn left into N6 via Jamestown, Aliwal Noord, turn right into R58 via Lady Grey, turn left into R392 to Sterkspruit and return along the same route.
K96	Prince Alfred's Hamlet	Wolseley	From the taxi rank in Voortrekker Street, Wolseley to Pine Valley, Africa Street, turn left into Madiba Street, Right into Tsaka Street, Right into Loop Street, left into Church Street, right into Matroos Street, right into Zwelitcha Street and return along the same route to taxi rank in Voortrekker Street.
K97	Wolseley	Wolseley (Montana)	From taxi rank in Voortrekker Street Wolseley to Montana, left into Collard Street, right into White Street, left into Vygie Street, left into Malva Street, right into Azalia Street, right into Kerk Street, right into Albert Street and return the same route to taxi rank in Voortrekker Street.
K98	Wolseley	Tulbagh	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, to the R43, left into R46 to Tulbagh. Along Van der Stel Street, left into Station Way, right into SA Preserve Company, La Rhone and off-load passengers at Cirio Del Monte South Africa (Pty) Ltd. Return along the same route to Wolseley, taxi stop in Eeufees Street.
K99	Wolseley	Gouda	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, to the R43, left into R46, right into R44, left into Gouda railway station. Off load passengers and return along the same route to taxi stop in Eeufees Street, Wolseley.
L1	Wolseley	Worcester	From taxi stop in Eeufees Street, Wolseley. Turn right into Voortrekker Street, to the R43, right into R43, left in R43, left N1, right to railway station. Return along the same route.
L2	Wolseley	Wellington	From taxi stop in Eeufees Street, Wolseley. Turn left into Voortrekker Street, straight to the R43, left in R46 to Wellington railway staiton. Return along the same route.
L92	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, to the Tulbagh Railway Station and back along the same route.
L93	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, right in Van der Stel Street, left in road 1461 to farms: Mont Pellier, La Rhone, Waveren, Diggershome, Twee Jonge Gezellen, Roodezandt. Back along the same route.
L94	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh. Left in Station Way, righ in Van der Stel Street, left in Raod 1476 to farms: Kruisvallei, Drosdy, Kaalstraat, Vrolikheid, Bloukamp, Kleinfontein, Winterhoek, Misgund and Remhoogte. Back along the same route.

Route Code	Origin	Destination	Route Description
L95	Tulbagh	Tulbagh	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in Van der Stel Street to the taxi stop in Van der Stel Street. Back along the same route.
L96	Tulbagh	Gouda	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in R46, along R44, left to Gouda Railway Station. Back along the same route
L97	Tulbagh	Ceres	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street. Along the R46 through Wolseley. To Voortrekker Street, Ceres, left in Munnik Street to the taxi stop. Back along the same route.
L98	Tulbagh	Wolseley	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street, to the R46, left in Voortrekker Street, Wolseley. Right in Katzenellenboggen Street to the Wolseley Railway Station and back along the same route.
L99	Tulbagh	Worcester	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, left in Van der Stel Street, to the R46, left in Voortrekker Street, Wolseley. Right in R43 to the N1, left ot Worcester Railway Station. Back along the same route.
M1	Tulbagh	Wellington	From pick up/drop off point in residential area, Chris Hani, Tulbagh, left in Station Way, right in R46 to Wellington Railway Station and back along the same route
M98	Ceres	Sterkspruit	From Nduli Ceres Taxi Rank to Touwsriver, Laignsburg, Beaufort West, Three Sisters, Richmond, Hanover, Colesberg, Venterstad, Burgersdorp, Aliwal-North, Sterkspruit. Return along the same route.
N53	Tulbagh	Tulbagh	From car rental parking in Van der Stel Street, Tulbagh. Along Road 1476 to farms: Wakkerdraai, Theuniskraal, Vrolikheid, Muludi, Winterhoek-Wes. Back along the same route.
Q82	Wolseley	Elliot	From taxi stop in Eeufees Street, Wolseley, to the 4 way stop, continue to R46 intersection, turn right in R46 towards Elliot via Touwsriver, Laignsburg, Leeu Gamka, Beaufort West, Aberdeen, Graaff Reinet, Cradock, Trakastad, Queenstown, Lade Frere, Cala, Elliot. Back along the same routes.
Q99	Op-Die-Berg	Ceres	From taxi stop in Bergsig Street, Op-die-Berg, right in R303 to farms: Wadrif, De Hoek, Rocklands, Parys, Ebenezer, De Kruis, Molenrivier, Esperanto, Elandsfontein, Driefontein, Die Erf, Malabar Farm, Long Acres, Loch Lynne, Odessa, Winkelhaak, Appelkloof, Bokveldskloof, Nooitgedacht to taxi stop in Vos Street, Ceres. Back along the same route.
R1	Op-Die-Berg	Agter-Witzenberg	From taxi stop in Bergsig Street, Op-die-Berg, right in R303, right in road 1468 to farms: Slagboom, Sterkwater, De Vlakte, Welgemeen, Ebenhezer, Bokveldskwekery, Rosendalfontein, Klein Begin, Dennekruin, Die Eike, Panorama, Paardekloof, Wakkerstroom, Vastrap, Ou Plaas, Doringkraal, Visgat and back along the same route.

Route Code	Origin	Destination	Route Description
R2	Op-Die-Berg	Koue Bokkeveld	From taxi stop in Bergsig Street, Op-die-Berg, left in R303, right in R355 to farms: Remhoogte, Klein Fontein, Welbedag, Wesland, Ou Muur, Rotstuin, Bronaar, Bo-Plaas, Weltevrede, Morester, Sandrivier, Rosendal, Stargrow, Jonkershoek, Sneeukop, Grootrivier, Groenfontein, Rietvlei, Kagga Kamma and back along the same route.
R63	Ceres	Bellville	From minibus taxi rank in Vos Street Ceres, right into Voortrekker Street on the R46 to Wellington right on the R46 onto the N1 left onto the off - ramp to Durban Road, proceed along durban road left into Voortrekker Road, right into Charl Malan Street to Bellville Station transport interchange and return along the same route.
T77	Ceres	Sterkspruit	From Taxi Rank in Vos Street, Ceres right into Voortrekker Road, through Michells Pass, turn left onto R43 to Worcester, left onto the N1 to Worcester, Touwsriver, Laingsburg, Leeu Gamka, Beaufort Wes, right onto R61 to Aberdeen, Graaf Reinet, Cradock to Queenstown, left onto N6 to Aliwal North, Lady Grey onto the R58 until Sterkspruit. Return journey as follow: Onto the R58 to Aliwal North, Burgersdorp, Venterstad, Colesberg, left onto N1 to Hanover, Richmond, Three Sisters, Beaufort Wes, Laingsburg, Touwsriver right onto the R43 to Taxi Rank in Vos Street, Ceres.
T87	Ceres	Sterkspruit	From the Taxi Rank in Vos Street, Ceres, along the R46 through Theronsberg pass, onto the N1 towards Touwsriver, Laingsburg, Leeu Gamka, Beaufort West, Three Sisters, Richmond, Hanover, Colesberg, turn left with R58 to Venterstad, Burgersdorp, Aliwal North, Lady Grey to Sterkspruit and return along the same route.
T93	Ceres	Zastron	From Nduli Taxi Rank turn right into Chris Hani Drive, turn left into R46 then into Voortrekker Road Ceres, then into R46 turn left into R301, turn left into R43, turn into N1(Near Worcester) proceed with N1 through De Doorns, Touwsriver, Laingsburg, Prince Albert, Leeu - Gamka via Beaufort West to Three Sisters, Richmond, Hanover to Colesburg proceed to Venterstaat, Burgersdorp to Aliwal North cross Orange River to Rouxville to Zastron and return along the same route.
U93	Ceres	Wellington	From the taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Street, proceed along Voortrekker Street onto the R46, proceed on the R46 passing the towns of Wolseley, Tulbagh, Gouda, Hermon to Wellington Railway Station and return along the same route. Please note that this authority should not allow operators to deviate from the R46 to pick up passengers in the towns of Wolseley, Tulbagh, Gouda and Hermon. Thus operators must remain on R46 from Ceres to Wellington.
W54	Nduli	Wellington	From the taxi rank in Chris Hani Drive Nduli proceed in Chris Hani Drive, turn left on the R46 in the direction of Ceres, continue onto Voortrekker Street, Ceres, proceed on R46 through Michell's Pass, pass the towns of Wolseley, Tulbagh, Gouda and Hermon on the R46 to Wellington Railway Station and return along the same route. Subject to the following condition: The operator will not be allowed to deviate from the R46 to enter the towns of Wolseley and Tulbagh. Operator should remain on the R46.

Route Code	Origin	Destination	Route Description
W66	Nduli	Ceres	From the taxi rank situated on Chris Hani Drive, Nduli, proceed on Chris Hani Drive, across the R46 into the residential area of Vredebes, proceed through the residential area of Vredebes, turn right onto the R46, proceed on to Voortrekker Street, Ceres, turn left in Celliers Street in to the taxi rank of Ceres and return along the same route.
X10	Ceres	Agter-Witzenberg	From taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Road, turn right into Vos Street. Proceed onto the R303 towards Hamlet, proceed through Voortrekker Street, Hamlet onto the R303 through Gydo Pass, turn left on the R303 to the farms Slagboom, Vastrap, Paardekloof, Die Eike, Sterkwater, De Vlakte, Doornkraal, Dennekruin, Welgemeen, Rosendal and return along the same route.
X11	Ceres	Koue Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn left into Voortrekker Road, turn right into Vos Street. Proceed onto the R303 through the town of Prince Alfred, Hamlet, onto Gydo Pass, proceed straight onto the R303 to the farms Nooitgedacht, Bokveldskloof, Esperanto, Parys, Rocklands, De Keur, Kromfontein, Driefontein, Lochlyn, Winkelhaak, Fonteintjies, Rietfontein, Helpmekaar, Voorsorg, Wadrif, Morester, Remhoogte, Donkerbos, De Straat and return along the same route.
X12	Ceres	Warm Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn right into Voortrekker Road, proceed onto R46, turn right onto theEzelfontein Road to the farms Lorraine, Loxtonia, Dwarsberg, Kaalberg, Kweperfontein, Ezelfontein and return along the same route.
X13	Ceres	Warm Bokkeveld	From taxi rank in Voortrekker Street, Ceres, turn right into Voortrekker Road, proceed onto R46, turn right onto the Swaarmoed Road towards the farms Swaarmoed, Skaaprivier, Klipfontein, Hoogland, Klondyke, Lakenvlei, Grootvlak and Laastedrift and return along the same route.
X14	Nduli	Wolseley	From taxi rank in Chris Hani Drive, Nduli, proceed down Chris Hani Drive, turn left onto the R46, proceed through Voortrekker Road, Ceres, onto the R46 through Mitchell's Pass, proceed on R46, turn left into Wolseley, proceed through Euefees Street Wolseley, turn left into Voortrekker Road, turn right into Pine Valley Road to Wolseley Station and return along the same route.
X15	Nduli	Zastron	From taxi rank in Nduli, turn right into Chris Hani Drive, turn left on the R46, through Ceres Town, proceed on the R46, turn left on the R43, proceed towards Worcester, turn left on the N1, Worcester, proceed on the N1 through De Doorns, Touwsrivier, Laingsburg, Prince Albert, Leeu Gamka, Beaufort West, Three Sisters, Hanover, Colesburg, turn left to Bethule, Smithfield on the R701 to Rouxville onto the N6 to Zastron and rterun along the same route.
Y9	Prince Alfred's Hamlet	Ceres	From Taxi Rank Voortrekker Road Prince Alfred Hamlet, in Church Street, in Sarel Cilliers Road, along the R303, pass Jagerskraal Crossing, pass Fairfield Crossing, Boland Eier, Vreeland to Taxi Rank Ceres in Te Vos Street and return the same route.

2.2.1.2 Routes as identified by ranking facility.

The routes that were identified per facility is listed in Table 2-3. The route distances and trip times were obtained using Google Maps. The data from Google Maps provide the accurate distance estimation and time according to road speed limit allocated on the route to reach the destination.

Table 2-4: Routes as identified per facility (Table 3 as per minimum requirements)

Mode	Origin	Destination	Route Code	Route Distance (Km)	Trip Time (One Way) (min)	Turnaround Time (Cycle Time) (min)
	Name	Name				
MBT	Nduli	Ceres	822, 823	4,9	8	16
MBT	Tulbagh	Tulbagh Railway Station	875,876,877,878	6	8	16
MBT	Ceres	Bella Vista	898	5,4	7	14
MBT	Ceres	Agter Witzenberg Valley	C10	29,3	28	58
MBT	Tulbagh	Wllington	D46	53,1	39	78
MBT	Prince Alfred's Hamlet	Ceres	D65, D66, D67	11	14	28
MBT	Wolseley	Ceres	G33, G47	17,5	19	38
MBT	Wolseley	Wolseley Farms	G48-G51	4	6	12
MBT	Wolseley	Artois Station	G52	8,2	9	18
MBT	Nduli	Niewedorp (Ceres)	H16			
MBT	Ceres	Rosendal District, Ceres	H72	49,2	48	98
MBT	Ceres	Donkerbos District, Ceres	H73	65,9	56	112
MBT	Ceres	Ezelfontein District, Ceres	H74	11,8	12	24
MBT	Ceres	Laastedrif District, Ceres	H75	34,9	30	60
MBT	Ceres	Wolseley	H76	17,5	19	38
MBT	Wolseley	Tulbagh	K96-K99	17,5	18	36
MBT	Wolseley	Wellington	L1, L2	64,6	47	94
MBT	Chris Hani Tulbagh	Tulbagh Railway Station	L92-L96			
MBT	Chris Hani Tulbagh	Wolseley	L98	17,5	16	32
MBT	Chris Hani Tulbagh	Worcester	L99	60,3	47	94

Mode	Origin	Destination	Route Code	Route Distance (Km)	Trip Time (One Way) (min)	Turnaround Time (Cycle Time) (min)
	Name	Name				
MBT	Chris Hani Tulbagh	Wellington Railway station	M1	51,4	37	74
MBT	Nduli	Sterkspruit	M98			
MBT	Op-die-Berg	Ceres	Q99, R1-R2	45,5	40	80
MBT	Ceres	Bellville	R63	119	83	166

2.2.1.3 Rank utilisation of loading facilities

The highest utilasation is at highest on first Thursday, Friday, and Saturday of the month. For Witzenberg Local Municipality towns. The data obtained is shown in **Table 2-**5.

Table 2-5: Rank utilisation of loading/holding facilities (Table 6 as per minimum requirement)(This is also a list of all the ranking facilities in the municipality at the time of compiling the TR.)

Town	Facility Name				No Of Bays	Utilisation			% Utilisation
	Facility Name	Mode	Type Of Service	Loading/Holding Area		Days Of Max Utilisation	Max No Of Vehicles	Time Of Max Utilisation	
Ceres	Vos Street Informal Taxi Rank	MBT	Commuters	Combined	25	06/02/2020	21	14:35-15:35	84%
						07/02/2020	19	08:45-09:45	76%
						08/02/2020	20	10:30-11:30	80%
Ceres	Nduli taxi Rank	MBT	Commuters	Combined	32	06/02/2020	10	09:55-10:55	31%
						07/02/2020	18	12:10-13:10	56%
						08/02/2020	18	12:25-13:25	56%
Ceres	Vos Street On Street Parking	MBT	Commuters	Combined	4	06/02/2020	3	12:20-13:20	75%
						07/02/2020	4	10:20-11:20	100%
						08/02/2020	4	10:30-11:30	100%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	MBT	Commuters	Combined	5	06/02/2020	0	-	-
						07/02/2020	0	-	-
						08/02/2020	0	-	-
Nduli	Nduli taxi Rank	MBT	Commuters	Combined	13	06/02/2020	10	07:20-08:20	77%
						07/02/2020	5	15:20-16:20	38%
						08/02/2020	9	09:55-10:55	69%

Town	Facility Name				No Of Bays	Utilisation			% Utilisation
	Facility Name	Mode	Type Of Service	Loading/Holding Area		Days Of Max Utilisation	Max No Of Vehicles	Time Of Max Utilisation	
Op-die-Berg	Op-die-Berg Taxi Stop	MBT	Commuters	Combined	3	06/02/2020	4	11:00-12:00	133%
						07/02/2020	5	07:30-08:30	167%
						08/02/2020	4	09:55-10:55	133%
Tulbagh	Van der Stel on Street Parking	MBT	Commuters	Combined	4	06/02/2020	0	-	-
						07/02/2020	4	09:55-10:55	100%
						08/02/2020	7	12:15-13:15	175%
Wolseley	Wolseley Taxi Rank	MBT	Commuters	Combined	5	06/02/2020	2	14:35-15:35	40%
						07/02/2020	2	08:00-09:00	40%
						08/02/2020	0	0	0

2.2.1.4 Service Capacity and Capacity Utilization of Routes

Table 2-6 lists the routes per town, and describes them according to the following criteria:

- Origin and destination;
- Route Code;
- Period of highest utilization;
- No. of depatures during the period;
- Total capacity of departing vehicles;
- No. of passengers utilizing this service, during the period; and
- Utilisation of available seats, in a percentage value.

The following conclusion can be drawn drawn from the utilisation:

- Some routes were utilized at 100% according to the use of the route in different times.

Table 2-6: Service Capacity and Capacity Utilisation of Routes (Table 5 as per minimum req)

Town	Rank	Route Codes	Route Name	Period	No Of Depart	Service Capacity	Pax	% Utilisation
Nduli	Nduli Taxi Rank	822, 823, H16, W66	Ceres	06:30-07:30	40	600	438	73%
Ceres	Nduli Taxi Rank	898	Bella Vista	08:30-09:30	46	690	592	86%
Op-die-Berg	Op-die-Berg Taxi Stop	Q99, C10, X10, H72	Ceres	08:30-09:30	21	315	263	84%
Ceres	Vos Street on Street Parking	F7	Ceres	06:30-07:30	43	645	336	52%
Wolseley	Wolseley Taxi Rank	G47, H76	Ceres	06:30-07:30	22	330	121	37%
Tulbagh	Van der Stel on street Parking	G42, G43, L97	Ceres	06:30-07:30	2	30	14	47%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	D66, Y9	Ceres	08:30-09:30	31	465	334	72%
Ceres	Nduli Taxi Rank	U93	Wellington	07:15-08:15	2	30	10	33%
Ceres	Nduli Taxi Rank	X12, X13, H74, H75	Ezelfontein District Ceres	06:15-07:15	8	120	88	73%
Wolseley	Wolseley Taxi Rank	G33-G52, K96, K97	Wolseley	06:15-07:15	36	540	322	60%
Wolseley	Wolseley Taxi Rank	K98	Tulbagh	08:45-09:45	7	105	48	46%
Tulbagh	Chris Hani	L98	Wolseley	06:30-07:30	8	120	124	103%
Nduli	Nduli Taxi Rank	X14	Wolseley Station	06:15-07:15	10	150	85	57%
Wolseley	Wolseley Taxi Rank	L1	Worcester	06:15-07:15	10	150	95	63%
Wolseley	Wolseley Taxi Rank	K99	Gouda	-	2	30	18	60%
Wolseley	Wolseley Taxi Rank	L2	Wellington	11:30-12:30	-			

Town	Rank	Route Codes	Route Name	Period	No Of Depart	Service Capacity	Pax	% Utilisation
Tulbagh	Van der Stel on street Parking	876,877,N53, G45, L93	Plase Tulbagh	06:00-07:00	4	60	39	65%
Tulbagh	Van der Stel on street Parking	878, L95	Tulbagh	08:30-09:30	5	75	61	81%
Tulbagh	Chris Hani	L99	Worcester	06:00-07:00	3	45	28	62%
Tulbagh	Chris Hani	L92, 875	Tulbagh Spoonwegstasie	06:30-07:30	7	105	55	52%
Tulbagh	Van der Stel on street Parking	D46, M1, D44, L96	Wellington	10:45-11:45	4	60	25	42%
Prince Alfred's Hamlet	Prince Alfred's Hamlet Taxi Rank	D65, D66	Plase Prince Alfred's Hamlet	07:00-08:00	3	45	37	82%
Op-die-Berg	Op-die-Berg Taxi Stop	R1	Visgat Agter Witzenberg	07:45-08:45	4	60	60	100%
Op-die-Berg	Op-die-Berg Taxi Stop	R2	Kagga Kamma Koue Bokkeveld	07:15-08:15	3	45	45	100%
Nduli	Nduli Taxi Rank	W64	Wellington	12:15-13:15	2	30	37	123%

2.2.1.5 Description of Facilities

The location of all rank facilities within Witzenberg Local Municipality are shown in **Figure 2-2**.

Figure 2-2: Taxi ranking facilities in Witzenberg

- Op-die-Berg Informal Taxi Rank

Op-die-Berg does not have formal taxi rank, they use the existing parking as the taxi pick up spot. The area is unsurfaced, there are no demarcated bays or the infrastructure for the taxi facilitie, also there is no ablutions and electricity.

Table 2-7: Description of facility (Op-die-Berg)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Op-die-Berg Rank			x	No	Yes	Yes	Off Street	No	-	No	No	No	No

- Prince Alfred's Hamlet Taxi Rank

There is only one ranking facility at Prince Alfred's Hamlet town. The facility is a formal taxi rank that is located on church street and Voortrekker Road. The rank is in a good condition and well maintained.

Table 2-8: Description of facility (Prince Alfred)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Prince Alfred's Hamlet Taxi Rank	Prince Alfred's Hamlet	x		Yes	Yes	Yes	Off Street	Yes	-	Yes	Yes	Yes	No

- Ceres Taxi Rank

There are one formal and two informal taxi facilities in ceres. The formal facility is located in Voortrekker Street and the informal facility are located on Vos Street.

Table 2-9: Description of facility (Ceres)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Nduli Taxi Rank	Ceres	x		No	Yes	Yes	Off Street	Yes	-	Yes	Yes	Yes	No
Vos Street Informal Rank	Ceres		x	No	Yes	Yes	Off Street	Yes	-	Yes	No	Yes	No
Vos Street on Street Rank	Ceres		x	No	Yes	No	on street	Yes	-	No	No	No	No

- Wolseley

There is no formal ranking facility in Wolseley. They use existing municipal parking lot located on corner Eeufees Street and Voortrekker Street as a rank facility.

Table 2-10: Description of facility (Wolseley)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Wolseley Taxi Rank	Wolseley		x	No	Yes	Yes	Off Street	Yes	-	No	No	No	No

- Tulbagh

Tulbagh does not have a formal ranking facility. They use on-street parking that is located on Van Der Stel Street in front of Spar which in only used by minibus taxi.

Table 2-11: Description of facilities (Tulbagh)

FACILITY NAME	TOWN	STATUS		FACILITY TYPE			ON/OFF STREET	PAVING (YES/NO)	FACILITY CODE	ELECTRICITY (YES/NO)	ROOF STRUCTURE (YES/NO)	ABLUTION FACILITIES (YES/NO)	OFFICES (YES/NO)
		FORMAL	INFORMAL	TERMINUS FOR BUSSES	RANK FOR MINI-BUS TAXIS	HOLDING AREA							
Van Der Stel on-street Rank	Tulbagh		x	No	Yes	Yes	On-Street	Yes	-	No	No	No	No

2.2.2 Cordon Counts

To understand the travel characteristics of the travel patterns and traffic volumes in the municipality, cordon surveys were conducted at multiple locations in different towns as specified in the tender document. The surveys are done to obtain information on the trips originating outside, within and passing through the municipality study area by counting all vehicles and pedestrians passing at a point during the day.

Figure 2-3: Tulbagh Cordon Location

Table 2-12: Tulbagh Survey Summary 27/11/2022

Tulbagh Cordon Survey									
Inbound									
		Cars	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedistrian**	**Cycling**	**Other**
1	264	226	1	24	13	0	0	0	0
3	815	631	8	113	63	0	0	0	0
Total	**1079**	**857**	**9**	**137**	**76**	**0**	**0**	**0**	**0**

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	188	165	1	10	12	0	0	0	0
3	229	163	6	14	46	0	0	0	0
Total	**417**	**328**	**7**	**24**	**58**	**0**	**0**	**0**	**0**
2022 Total	**1496**	**1185**	**16**	**161**	**134**	**0**	**0**	**0**	**0**

Figure 2-4: Wolseley Cordon Location

Table 2-13: Wolseley Cordon Survey 27/01/2022

WOLSELEY CORDON SURVEY									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	1161	760	26	289	86	0	0	0	0
2	900	667	25	77	131	0	0	0	0
3	1045	655	148	231	11	0	0	0	0
Total	3106	1427	51	366	217	0	0	0	0

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	547	372	4	123	48	0	0	0	0
2	721	468	27	76	150	0	0	0	0
3	1219	838	17	341	23	0	0	0	0
Total	2487	840	31	199	198	0	0	0	0

2022 Total	**5593**	**2267**	**82**	**565**	**415**	**0**	**0**	**0**	**0**

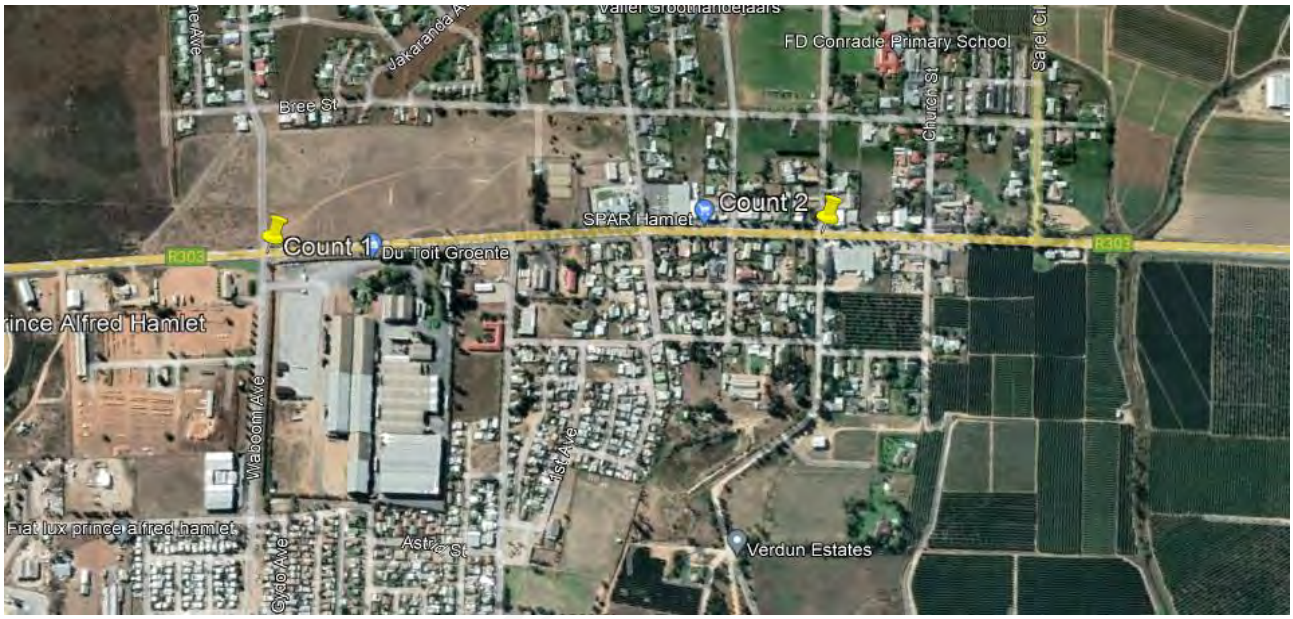


Figure 2-5: Prince Alfred Hamlet's Cordon Location

Table 2-14: Prince Alfred's Hamlet Cordon Survey 28/01/2022

Prince Alfred's Hamlet Cordon Survey									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	948	717	5	124	102	0	0	0	0
2	1890	1370	30	247	243		0	0	0
Total	2838	2087	35	371	345	0	0	0	0

Outbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
1	743	510	1	170	62	0	0	0	0
2	2198	1675	36	246	241	0	0	0	0
Total	2941	2185	37	416	303	0	0	0	0
2022 Total	**5779**	**4272**	**72**	**787**	**648**	**0**	**0**	**0**	**0**

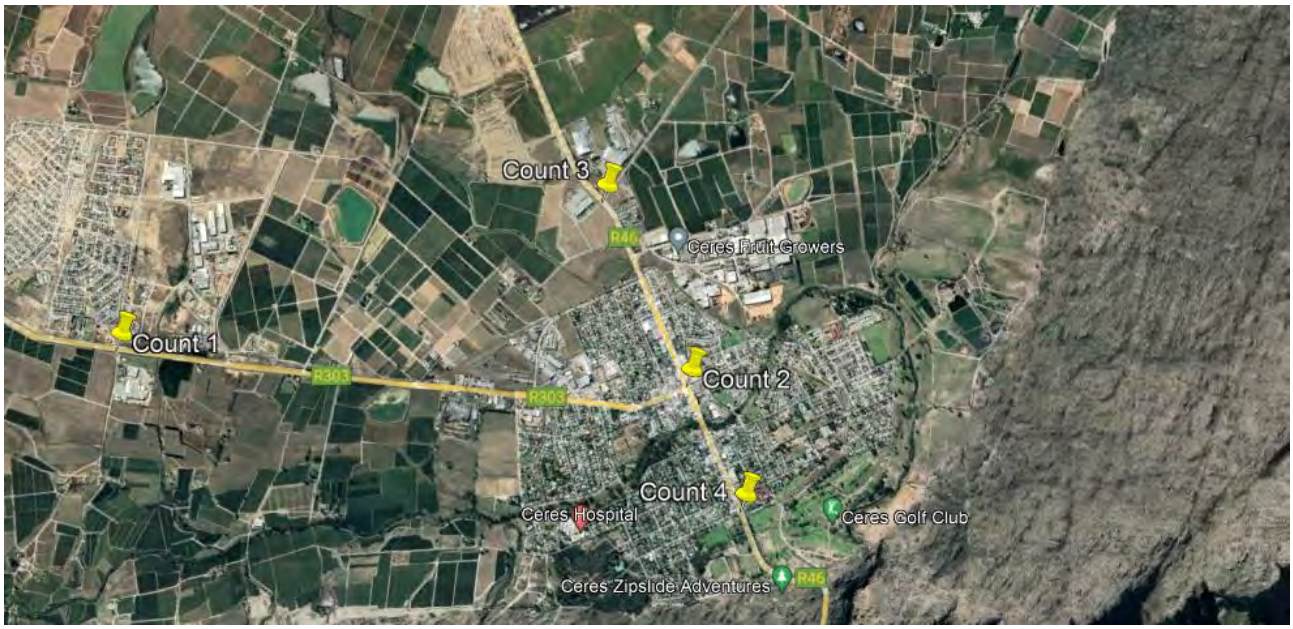


Figure 2-6: Ceres Cordon Count

Table 2-15: Ceres Cordon Survey Summary 28/01/2022

Ceres Cordon Survey									
Inbound									
Location	**Vehicles**	**Cars**	**Bus**	**Heavy**	**Taxi**	**NMT**	**Pedestrian**	**Cycling**	**Other**
2	2100	1705	25	166	204	0	0	0	0
3	3273	2843	7	212	211	0	0	0	0
4	1547	1063	8	289	187	0	0	0	0
Total	5373	4548	32	378	415	0	0	0	0

Outbound

Location	Vehicles	Cars	Bus	Heavy	Taxi	NMT	Pedestrian	Cycling	Other
3	2041	1426	49	142	424	0	0	0	0
4	3478	2682	16	573	207	0	0	0	0
Total	5519	4108	65	715	631	0	0	0	0
2022 Total	**10892**	**8656**	**97**	**1093**	**1046**	**0**	**0**	**0**	**0**

2.3 Commuter Rail

Currently Metrorail (a division of PRASA) provides limited commuter rail services through a portion of the Witzenberg L0cal Municipality, namely the Cape Town – Wellington – Worcester service. See **Error! Reference source not found.** showing a s chematic of the rail line and the respective rail stations. Stations within Witzenberg includes: Tulbagh Road, Artois, Wolseley, Romans River, Bree River and Botha. (Although called commuter rail, it is generally speaking too far for such a service and the correct description is regional rail services.)

Figure 2-7: Rail line and stations in Witzenberg LM

The table shows the timetables for the Worcester-Wellington-Cape Town Service in both directions. The rail stations provide access to the City of Cape Town, Drakenstein and Worcester. Three scheduled train services are provided per direction i.e. weekday service (trains 3510/3531), Saturdays (trains 3508/3523) and Sundays (trains 3506/3521). The travel time is extremely long, longer than via private vehicle or MBT. Average travel time between Wolseley and Cape Town via regional rail is approximately 2.5 – 3.0 hours.

Although rail offers accessibility to other municipalities, the number of trains available are limited and there is limited integration between rail and MBTs. The locations of MBT ranks are not in close proximity to the existing rail station. There has been an overall decline in rail across the country and Witzenberg will need to initiate talks with PRASA to get clarity on the intended plans for a rail service in this area. Continuing and improving the rail services needs to be lobbied.

Figure 2-8: New PRASA Rolling Stock

In the very near future the new PRASA rolling stock will be introduced in the Western Cape and this will allow new regional rail service opportunities, because of its higher speeds and acceleration/ deceleration capabilities. Something like an express Worcester- Paarl- Bellville- Cape Town service could drastically reduce the existing trip times, which is provided below:

Table 2-16: Timetables for the Worcester-Wellington-Cape Town Service and Return Direction

Worcester - Malmesbury - Cape Town			
	3510	3508	3506
	Mondays - Fridays	Saturdays	Sundays
Worcester	04:40	05:00	06:00
Chavonnes	express	express	express
Goudini	04:51	05:12	06:10
Botha	04:57	05:12	06:10
Breë river	05:03	05:24	06:21
Romans river	05:08	05:29	06:26
Wolseley	05:16	05:37	06:34
Tulbagh	05:32	05:54	06:52
Wellington	06:24	06:43	07:43
Paarl	06:43	07:03	08:04
Bellville	06:57	07:50	08:49
Cape Town	07:35	07:54	09:25
Total Travel time	02:55	02:54	03:25

Cape Town - Malmesbury - Worcester			
	3531	3523	3521
	Mondays - Fridays	Saturdays	Sunday s
Cape Town	16:41	14:05	16:28
Bellville	17:15	14:39	17:05
Paarl	17:57	15:21	17:48
Wellington	18:15	15:39	18:04
Tulbagh	19:04	16:29	18:53
Wolseley	19:25	16:48	19:13
Romans river	19:34	16:56	19:21
Breë river	19:39	17:01	19:26
Botha	19:46	17:07	19:32
Goudini	19:52	17:13	19:38
Chavonnes	express	express	express
Worcester	20:04	17:55	19:50
Total Travel time	03:23	03:50	03:22

Source: www.metrorail.co.za

2.4 Roads and Traffic

The Witzenberg Local Municipality has recently completed (June 2020) a Roads Master Plan that has also included a NMT section and information on the minibus-taxi facility requirements in the municipality. From this excellent document most of the information provided below has been sourced or has been adapted for the LITP:

2.4.1 Provincial road network within the municipality

The Provincial Roads form the backbone of the transportation system in the Witzenberg Municipality. The road network through Witzenberg Municipality consists of about 1 970 kilometres of provincial roads. Major provincial roads include MR310 (R301) from Ceres, past Op-die-berg towards Citrusdal, TR22/1 and TR22/2 (R46), and MR302 (R43). Provincial roads are classified into four categories according to function, and include trunk roads, main roads, divisional roads and minor roads. Trunk roads and main roads link larger towns and provide access to bordering districts. Divisional roads link rural areas to trunk and main roads, while minor roads provide local access. The table below provides a summary of the extent of the major road network.

Table 2-17: Road Network in the Witzenberg Municipality

Municipality	Functional Road Type					
	National	Trunk	Main	Divisional	Minor	Total
Witzenberg (km)	00.0	104.13	329.26	471.78	979.29	1884.46

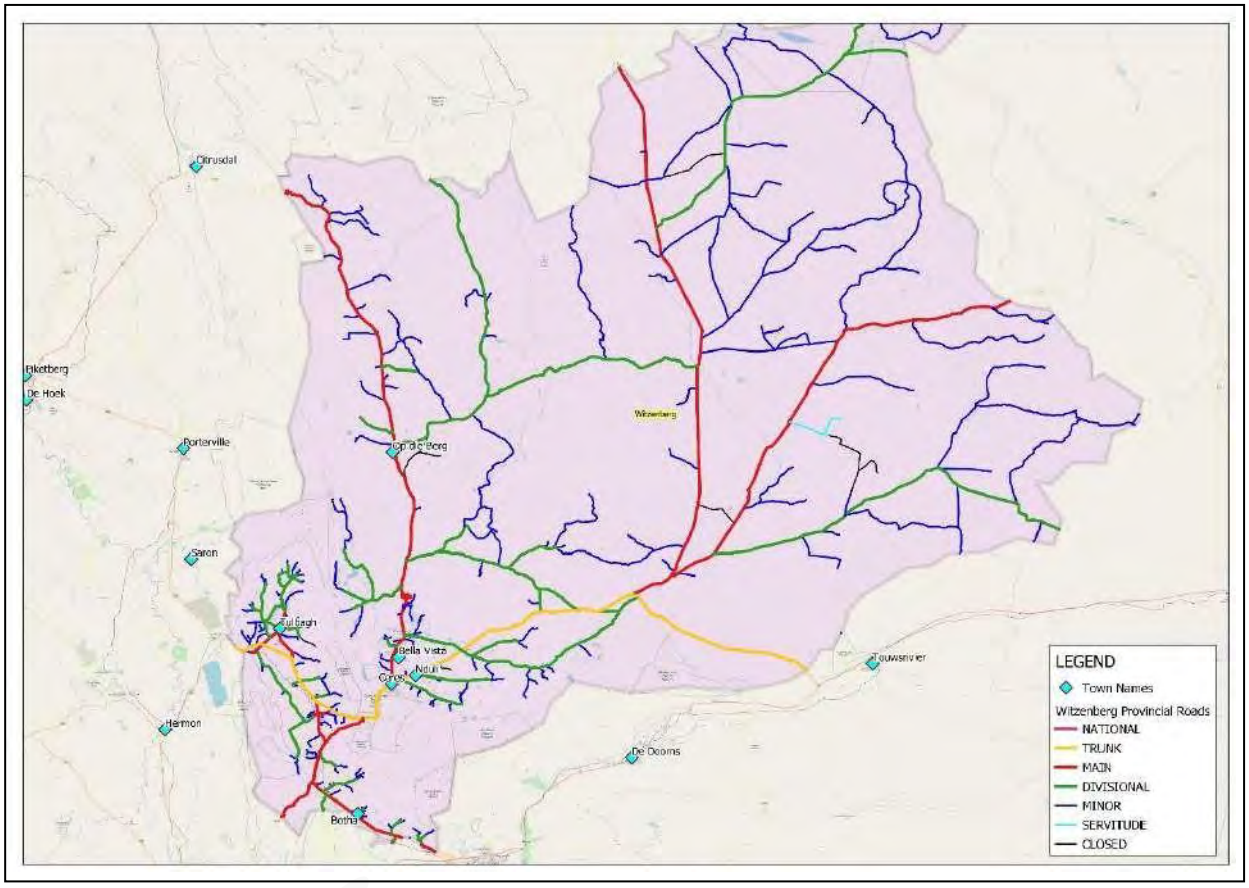


Figure 2-9: Provincial Road Network

2.4.2 Municipal Road Network

The municipal road network is mainly made up of Class 4 (Collectors) and Class 5 (Access Roads). The roads lengths were recorded per surface type, reflected in the table below. It shows that roughly 91% of the roads are covered with bituminous surfaces, 2% has a block paving surface and 7% are gravel road..

Table 2-18: Municipal Road Network

	Road Length (km)					
	Paved Flex	Paved Block	Paved Concrete	Gravel	Earth	Grand Total
Bella Vista	29.2	0.0	0.0	3.3	0.0	32.5
Ceres	55.6	0.3	0.0	1.0	0.0	56.9
Nduli	12.7	0.3	0.0	0.0	0.0	13.0
Op-die-berg	2.4	3.0	0.0	1.4	0.0	6.8
Prince Alfred Hamlet	19.0	0.1	0.0	3.3	0.0	22.4
Tulbagh	29.3	0.7	0.0	3.3	0.0	33.4
Wolseley	38.1	0.0	0.0	1.8	0.0	39.9
Total	**186.3**	**4.3**	**0.0**	**14.2**	**0.0**	**204.8**

2.4.3 Road Maintenance and upgrading needs

2.4.3.1 Condition of the Municipal Road Network (See section 4.3 for the methodology)

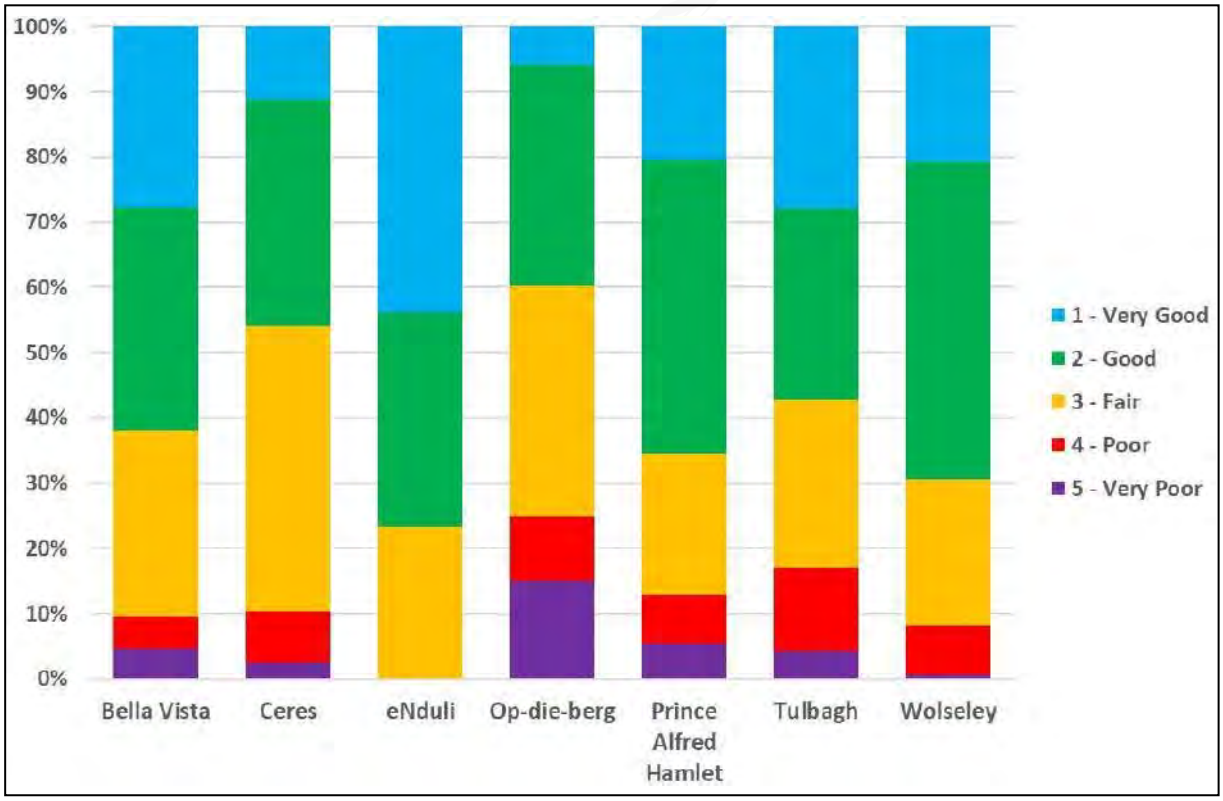


Figure 2-10: Municipal Road Network Conditions (Source: Witzenberg Road Master Plan)

2.4.3.2 The Road Maintenance Strategy

The following road maintenance strategy is defined in the Road Master Plan (2020):

Rejuvenation of old road surfaces is a high priority and treatment with diluted emulsion should receive a high priority. Thereafter, the roads in better condition should be patched and resurfaced with slurry to obtain a uniform texture and improve riding quality. Where the surface texture is already uniform a single seal can be applied. The surfacing on the higher order roads can be improved using micro-paving or thicker asphalt where required. This must be preceded with crack sealing and patching as well as investigations to ensure that the pavement has enough structural capacity to carry the traffic loads when it has an asphalt surface. Where access roads are excessively deformed or potholed, the existing pavement can be ripped up and recompacted as a subbase and a new block pavement constructed. The portion of unpaved roads requiring paving needs to be identified and attended to in a prioritised manner.

2.4.3.3 Proposed Road Maintenance Cost

The proposed maintenance cost was obtained by formalising a treatment strategy for the existing condition of municipal roads. The table below indicates the cost of the proposed maintenance, regarded that this proposed strategy is followed:

Table 2-19: Road Maintenance Cost

Local Municipality / Town	Maintenance Cost (Millions)								
	Diluted emulsion, minor patching and crack seal	Micro Paving ≥15mm	Slurry seal preceded with DE and crack sealing	Slurry seal preceded with DE and patching	Asphalt 25mm	Rehab	Replace with Block Paving	Block Reinstatement	Total
Witzenberg	R 10.1	R 5.5	R 2.4	R 5.9	R 1.7	R 6.4	R 10.3	R 0.0	R 42.4
Bella Vista	R 1.8	R 1.5	R 0.2	R 0.3	R 0.7	R 1.5	R 0.0	R 0.0	R 6.0
Ceres	R 2.9	R 0.7	R 0.9	R 2.5	R 0.1	R 1.6	R 5.2	R 0.0	R 14.0
Ndulí	R 0.4	R 0.4	R 0.2	R 0.3	R 0.0	R 0.0	R 0.0	R 0.0	R 1.2
Op-die-berg	R 0.2	R 0.3	R 0.1	R 0.0	R 0.1	R 0.0	R 0.0	R 0.0	R 0.7
Prince Alfred Hamlet	R 0.9	R 0.3	R 0.1	R 0.5	R 0.3	R 0.5	R 0.1	R 0.0	R 2.7
Tulbagh	R 1.6	R 0.6	R 0.4	R 1.0	R 0.3	R 2.5	R 3.6	R 0.0	R 10.0
Wolseley	R 2.3	R 1.6	R 0.6	R 1.3	R 0.2	R 0.3	R 1.4	R 0.0	R 7.8

The quantum identified for road surfacing rejuvenation, reseals and overlays is some R25m. Should the budget of R19m be allocated based on 2.5% of asset replacement and an amount of some R14m be allocated to periodic surfacing maintenance (rejuvenation and resealing), all the required maintenance treatments will be achieved over 2 to 3 years.

2.5 Freight Transport

2.5.1 Provincial Freight Strategy

The Western Cape Government of Transport and Public Works completed a Provincial Freight Strategy in January 2019. The 7 strategic focus areas in the plan are documented as below:

- Strategic Focus Areas 1: Freight, Planning, Coordination and Institutional Arrangements
- Strategic Focus Area 2: Freight Demand Management
- Strategic Focus Area 3: Modal Rebalancing
- Strategic Focus Area 4: Freight Infrastructure Capacity and Condition
- Strategic Focus Area 5: Freight Traffic Management
- Strategic Focus Area 6: Technology and Innovation
- Strategic Focus Area 7: Freight Data and Information Management

These strategic focus areas will lead to efficient movement of freight through the province and should be considered when looking at freight movement interventions at a local municipal level.

2.5.2 Regional Freight Context

The road network serving the Cape Winelands District includes National, Provincial and Municipal roads.

The N1 passes through Cape Winelands and links it to Cape Town in the west and the hinterland in the east.

The N2 lies just south of Cape Winelands and links it to Cape Town and to the Garden Route / East London, etc while the N7 is located to the west of the district.

Provincial roads are classified according to function as trunk roads, main roads, divisional roads and minor roads. Trunk and main roads link larger towns within the Cape Winelands and the Cape Winelands to adjacent districts. Divisional roads link rural areas to trunk roads and main roads. Minor roads provide local access within towns and rural areas. The R60, a trunk road, links Worcester to Robertson and provides access to the N2.

The R43 (south of the N1), also a trunk road, links Worcester to Villiersdorp and the N2.

The R45 links Paarl to Malmesbury, while the R44 links Wellington to Gouda and Porterville. Most of the road network in the southern portion of the Cape Winelands is paved.

The Provincial traffic data and NATMAP shows that the N1 carries most of the heavy vehicle traffic in the Cape Winelands area. The R60, R301 (between Paarl and Wellington) and the R44 also carry significant volumes of heavy vehicles. The 2005 Cape Winelands District ITP listed the freight routes in order of tonnage per route as shown in the table on the next page:

Table 2-20: Freight Routes

Route	Location	Annual Tonnes (M)
R43	Worcester – Villiersdorp	1.1
R44	Gouda	1.3
R45	Paarl – Malmesbury	1.5
R103	Du Toits Kloof Pass	1.6
R303	Prince Alfred Hamlet	2.5
R46	Ceres-East	2.6
R43	Worcester – Wolseley	2.9
R301	Paarl – Wellington	3.6
R60	Worcester	4.7
N1	Huguenot Tunnel Toll	11.7

2.5.3 Local Freight Context

The Witzenberg Local Municipality comprises the Warm and Koue Bokkeveld with the towns of Ceres, Prince Alfred Hamlet and Op-die-Berg to the east of the Witzenberg mountains and the Tulbagh valley with the towns of Tulbagh and Wolseley to the west of the Witzenberg mountains. Ceres is the seat of local government and lead town in terms of economic activity. According to the SDF, Ceres and Wolseley, will be the focus of growth for the municipality in the foreseeable future.

The economy of the Witzenberg local municipality is comparatively small in relation to the other local municipalities in the Cape Winelands and it is dominated by the agricultural sector. As a result, the local economy is vulnerable to external forces impacting on agriculture such as unseasonal weather patterns and fluctuations in international markets.

The major role players in the Witzenberg economy are all directly involved in the agricultural sector such as the Du Toit Group, Môrester Estate, Witzenberg Properties, Laastedrif, Erfdeel, ZZ2, Donkerbos, Helpmekaar, Langrivier and the Goosen and Carstens Farms who are major fruit and vegetables producers in the Koue Bokkeveld, Warm Bokkeveld, and Bo-Swaarmoed areas; Ceres Fruit Juices and Ceres Fruit Processors, who process fruit and vegetables at their plants in Ceres, and Ceres Fruit Growers, who pack, store and distribute fruit and vegetables. In the Tulbagh valley the economy is more diversified and major role players are private and co-operative wine cellars, with fruit production in the Winterhoek area. Other freight generators include Ceres Spring Water, bottled outside Ceres.

2.5.3.1 Ceres

The current freight routes through Ceres are the R46 and R303 (Towards Prince Alfred Hamlet). The Annual Average Daily Traffic in 2004 for heavy vehicles using these routes through Ceres is between 501 and 1000, with an estimated growth of 3% to between 1001 and 2500 by the year 2031. Most of this freight is generated by the agriculture industry of Ceres and the surrounding towns within the Witzenberg Municipality. Ceres currently has 4 agri-proccessing facilities including Ceres Fruit Processors/Juices. There is also a proposal for a Agri- Park to be developed.

It was previously reported that trucks would use the open parking space next to the Traffic Department in Voortrekker Street for overnight parking. WLM has since posted signage prohibiting this, with traffic officials patrolling the area to successfully discourage truck drivers from overnighting in the town. This however does not disqualify the need for an overnight facility for long distance trucks. The WLM is in discussion with a farmer who is willing to avail a piece of land on the corner of the R46 and Voortrekker Street in Wolseley, to possibly provide such a facility in future.

Figure 2-11: Truck exiting agri- processing plant in Ceres

Figure 2-12: Truck moving down the main road in Ceres.

2.5.3.2 Tulbagh

Previously the freight route through Tulbagh was the R46 (Which becomes Van Der Stel Street in Tulbagh). The Annual Average Daily Traffic in 2004 for heavy vehicles using this route through Tulbagh is between 0 and 500, with no estimated growth to the year 2031. Most of this freight is generated by the agriculture and wine industry of Tulbagh. It currently has 1 agri-proccessing facility and approximately 17 wine cellars including Del Monte which produces canned products such as peas and apricots.

More recently the Western Road link was constructed to give access to the industrial area and alleviate the truck movements from entering the town of Tulbagh. There are however no recent AADT figures available for this Western Road link.

2.5.4 Freight Route Conditional Assessment

It is essential that the condition of the roads on which freight is transported is kept in a good state of repair given the importance of transportation in the value chain. A road in good condition enables:

- Vehicles to operate at their desired speed so that travel times are predictable.
- Goods to be transported without damage that would reduce selling price (e.g. fruit) or breakages.
- Vehicle maintenance costs to be minimised (especially tyre wear) and downtime for repairs reduced.

The road authority for the existing road network that is used to transport freight is a combination of the Provincial Government: Western Cape and the relevant Local Municipality.

The general freight network comprises a primary strategic road network which can be broadly stated to be the R44 / R46 loop linking Somerset West – Klapmuts – Wellington – Tulbagh – Ceres – Touwsrivier, the R60 linking Worcester (N1) – Robertson – Ashton – Swellendam (N2) and the R43 (Wolseley – Worcester). The primary network is supported by a secondary network comprising R44 (Gouda – Saron), R303 (Ceres – Citrusdal) and R43 (Worcester – Caledon).

The roads forming these two networks are constructed from asphalt surfaced pavements that were generally built between 1955 and 1970 with the oldest being reported to have been built in 1935. All the roads have been resealed at least once in their life. Roads that do not form part of the strategic freight network are a mixture of asphalt and gravel construction.

The roads in the primary network are classified as Class 2 roads except for the R43 (Worcester – R301) which is Class 3. They are predominantly two-lane rural cross-sections with a nominal lane width of 3.4 m and 1.5 m shoulders. The roads in the secondary network are generally Class 3 roads. There are some short sections of dual carriageway within the networks especially through towns (e.g. Robertson).

The Visual Condition Index (VCI) gives a good indication of the condition of a road based upon a non- destructive inspection of its surface and its distress features. The VCI's reported within the Province's RNIS database indicate that the R60 is assessed to be in a good condition (where data exists), R44 / R46 loop to vary from fair to good whilst the R43 (Worcester – R301) is reported as being only fair. In contrast, the roads that form the secondary network are on the lower extreme of fair tending towards a poor condition.

2.6 Non-Motorised Public Transport

2.6.1 Background

In the recently completed Witzenberg Road Master Plan, a section of the study was dedicated to non- motorised transport (NMT) and this information is provided here:

Non-Motorised Transport (NMT) is defined as all means of transport which does not require or rely on a motor or engine for movement. This includes modes of transport such as walking, cycling, animal-drawn carts, skating, rollerblading and even wheelchair travel. The benefits of improving the NMT facilities within the Municipal area includes, but is not limited to the following:

- Improved health and fitness;
- Increased liveability;
- Environmental benefit as it reduces carbon emissions and air pollution; and
- Safe mobility of residents whether it be for part of a trip or a full trip.

In the Witzenberg area, walking and cycling are the main modes of NMT, especially within the lower income residential areas. Residents walk or cycle great lengths to either school, work or to a city centre for weekly shopping, therefore the need to provide suitable NMT facilities for the specific needs of these communities. The Witzenberg Integrated Development Plan (IDP) 2018-2019 mentions that the average walking trip time (one-way) is 28 minutes, with Nduli, Wolseley and Bella Vista residents walking 30 minutes or more to work.

The high percentage of residents making use of NMT as a means of daily transport to education facilities and places of employment warrants the need to invest in adequate NMT facilities. . By improving the NMT facilities, more residents who use public transport or private vehicles might be encouraged to use NMT as their primary mode of transport as well.

2.6.2 NMT Status Quo

2.6.2.1 Bella Vista

Bella Vista is a small Township situated approximately 5km North of Ceres. Residents from this Community frequent Ceres town for work, school, shopping and the like. There is a mini-bus taxi service which operates daily between Bella Vista and Ceres, many residents prefer to use NMT as a mode of transport between the two towns due to various reasons, especially as

some cannot afford to use the minibus taxi every day. The R303, commonly known as Vos Street is the main road which joins the two towns, and it has a surfaced pathway situated at ±3m offset along the road, which is used as a shared facility between pedestrians and cyclists. Figure 2-13 below shows the designated NMT sidewalk along the R303. The entire distance between Ceres and Bella Vista is serviced with street lighting, improving the safety of pedestrians and cyclists. The sidewalk should be regularly maintained, as overgrown vegetation reduces the width of the surfaced sidewalk.

Figure 2-13: Sidewalk between Ceres and Bella Vista

Bella Vista being a small community, residents prefer to use NMT as their primary mode of transport while commuting in and around the area. Entrance into Bella Vista is gained via either Panorama Road or Buiten Street which are class 4 collector roads. Both these roads have paved sidewalks for NMT movement.

2.6.2.2 Ceres

Ceres being the biggest Town in WLM, it is regarded as the main economic hub of the Witzenberg municipal area. The Town has the highest NMT movements, especially on weekends, as the residents of neighbouring towns travel to Ceres for weekly shopping and other amenities. The town centre is situated along Voortrekker Street, which is classified as a Class 2 arterial road. Safe pedestrian sidewalks exist along this road, as well as on Vos Street, which is a Class 3 distributer road in Ceres. It should however be noted that although adequate sidewalks exist along the higher order roads, a common occurrence is that the width of the sidewalk is taken up by either trees or road signs. See Figure 2-14.

Figure 2-14: Sidewalks along Voortrekker Street

Pedestrians, cyclists and wheelchair bound commuters can easily cross the higher order intersections in the town, as there are dropped kerbs on the sidewalks and islands. Wheelchair bound commuters will however have difficulty moving easily all the way down Voortrekker road, as not all the lower order intersections have dropped kerbs. This is a common occurrence throughout the town, Figure 2-15 shows one such occurrence where the intersection has painted pedestrian crossing lines, but no dropped kerb.

Figure 2-15: Voortrekker and Munnik Street Intersection

There are painted cycling lanes in some residential parts of Ceres, however, in areas where there are none, cyclists will either use the sidewalks as a shared facility with pedestrians, or cycle in the roadway with motorists. The residential streets in Ceres where cyclists are frequently spotted are wider than normal, averaging at 10.3m. This makes it safe for cyclists to ride in the roadway without getting in the way of moving vehicles.

The pedestrian crossing in Voortrekker Street at Charlie Hofmeyr High School has been flagged as an unsafe crossing. The crossing is un-signalised, with only the pedestrian painting across the road. It has been observed that motorists rarely stop to give pedestrians an opportunity to cross the road safely. Students are often found taking a chance by running across the road.

2.6.2.3 Nduli

Nduli is a small low-income community just ±3km East of Ceres. Given the income group, there is very low car ownership in Nduli, resulting in NMT being the dominant mode of transport for everyday commute. The R46 has a 2.7m wide sidewalk between Ceres and Nduli, where pedestrians and cyclists are continuously seen making use of this sidewalk to and from Ceres. The sidewalk has overhead lighting for the entire length between Ceres and Nduli and is protected by guardrail for the first ±890m from Ceres.

Figure 2-16: R46 sidewalk between Ceres and Nduli

The existing surfaced sidewalk stretches from Ceres and ends at the very first entrance into Nduli (Chris Hani Avenue). Figure 17 shows how the sidewalk surface deteriorates as it approaches Chris Hani Drive, and eventually starts blending in with the gravel shoulder. It has previously been discussed that continuity of the sidewalk is essential, as the journey for many people continues far beyond where the sidewalk currently ends. The new housing development under construction opposite Nduli along the R46 will also require the sidewalk to be extended.

Figure 2-17: Sidewalk along R46 at Nduli

Chris Hani Drive is a class 4 collector road within Nduli and has surfaced sidewalks on either side of road, whereas Eluxolweni Avenue, which later becomes 2nd Street is also classified as a class 4 collector road, but does not have any surfaced sidewalks.

2.6.2.4 Op-die-Berg

Op-die-Berg is a low-income settlement situated approximately 44km North of Ceres and ±34km North of Prince Alfred Hamlet. With a small population in the region of 1500 people, the town does not have much shopping stores and other amenities. Residents of this town generally travel to either Prince Alfred Hamlet or Ceres for weekly shopping, but because of the distance and mountainous terrain, this is usually done by means of public transport instead of NMT. Very little NMT movement is observed along the R303 at Op-die-Berg.

NMT is however the preferred mode of transport by residents for travel in and around the town. This is especially true for children walking to and from school along Kerk Street. A surfaced walkway exists at the southern end of Kerk Street which leads through an open field towards the schools situated along the R303. Although a portion of Kerk Street does have a paved sidewalk, it does not extend to where the abovementioned "school walkway" starts. Figure 2-18 shows school kids who've used the walkway through the open field and now walking in the roadway down Kerk Street.

Figure 2-18: Pedestrians in Op-die-Berg

2.6.2.5 Prince Alfred Hamlet

Situated ±10km North of Ceres, Prince Alfred Hamlet is home to over 6000 people. The town is divided into two income groups which is separated by the R303, commonly known as Voortrekker Road in the town. The provision of sidewalks along Voortrekker Road is satisfactory, allowing commuters to walk out of the way of moving vehicles.

Although Prince Alfred Hamlet is situated quite a distance from Bella Vista and Ceres, the surfaced sidewalk along the R303 allows for persons who wants to walk or cycle this long distance to do so safely on a designated path. The sidewalk however does not have any overhead lighting.

Pedestrians are seen walking (Figure 2-19) along the Class 4 collector roads in Prince Alfred Hamlet towards Voortrekker Road or other parts of the town, but the provision of surfaced sidewalks along these roads are not continuous, specifically along Waboom Avenue.

Figure 2-19: Waboom Avenue pedestrian movement

2.6.2.6 Tulbagh

Tulbagh is located approximately 17km North of Wolseley and 30km north-west of Ceres. It is one of the bigger towns in Witzenberg and Van Der Stel Street is the main road in the town where most of the NMT traffic will be experienced on any given day. Van Der Stel Street has a designated sidewalk on the eastern side of the roadway, which separates NMT movements from moving vehicles. The western side of the main road does not have a formalised sidewalk, resulting in pedestrians walking between parked cars or wherever they find a gap. An open stormwater channel also exists on the western side of Van Der Stel Street, making it a safety hazard for NMT movement. There is only one painted pedestrian crossing across Van Der Stel Street at the Spar, however, many pedestrians are seen crossing at various positions where no pedestrian crossings are available. This is unsafe, as there are motorists who travel this road at high speeds, due to the excessive width and lack of traffic calming measures. See Figure 2-20.

Figure 2-20: Van der Stel Street in Tulbagh

There is a fair amount of class 4 collector roads throughout the residential area with regular NMT movement, however, the surfaced sidewalks are inconsistent along these roads. The class 4 roads connecting to Van Der Stel Street has surfaced sidewalks for the first portion of the road and it later diminishes into gravel sidewalks. Other frequently used class 4 roads such as Steinthal Street (Figure 2-21) has high NMT volumes and is also part of the mini-bus taxi route. The gravel shoulder along the road is used as both an NMT sidewalk and a stopping area for mini-bus taxis. This makes it unsafe for NMT movement. The same is true for Obiqua- and Olifant Street.

Figure 2-21: Steinthal Street with gravel shoulders

2.6.2.7 Wolesley

Wolesley is a small town situated approximately 16km south-west of Ceres. Most shops, banks and other places of interest are positioned along Voortrekker- and Eeufees Streets. Both roads have ample sidewalks on either side of the roadway, which is used as a shared facility between pedestrians and cyclists.

The provision of surfaced sidewalks long the class 4 collector roads are inconsistent in the town. The highest NMT movements originates from the lower income settlements of the Wolseley, which is situated to the far South and West of the town centre. With very few roads directly connecting these settlements to the centre of the town, NMT movements are predominantly across fields, which shortens the distance travelled. The desire lines can be seen from aerial footage as shown in Figure 2- 22 below. The desire lines cross large areas of open field, with bushes along the way making it unsafe for obvious reasons. In respect to the above, a formal pedestrian walkway, which is frequently used for NMT movement to and from the settlement to the west of Voortrekker Street has been provided. The walkway is situated alongside the cemetery and has overhead lighting, which contributes to the safety of the facility.

Figure 2-22: Pedestrian Desire Lines

The desire lines referred to above crosses the railway line at various positions, all of which are level crossings. It was noted that the railway line is under the authority of Transnet, but the line is currently not used for the transportation of Freight. The railway line is however used for tourism by Ceres Rail Company. The steam train travels at low speeds, and it is accompanied by flagmen who goes ahead of the train and cautions pedestrians at all level crossings.

2.7 Learner Transport

The Western Cape Education Department (WCED) provides learner transport. A summary of the service is tabulated below:

WCED Admin	Total Return Distance (KM)
Witzenberg Local Municipality	1296
Devolved	
Witzenberg Local Municipality	211,2
All Learner	
Witzenberg Local Municipality	1507,2
WCED Admin	**Total number of Benefiting Schools**
Witzenberg Local Municipality	56
Devolved	**Total number of Benefiting Schools**
Witzenberg Local Municipality	5
All Learner Routes	**Total number of Benefiting Schools**
Witzenberg Local Municipality	61
All Leaners	**Total number of Approved Mainstream Learners**
Witzenberg Local Municipality	2363

2.8 Transport for Tourism

Figure 2-23: An excursion train of Ceres Rail on the route between Ceres and Wolesley

Ceres Rail operate primarily scheduled excursion trains as day trips. The scheduled trips that it currently operates is from the Cape Town Waterfront to the Elgin Railway Market over St Lowry s' Pass. Some of the other trips that it offered previously was Ceres to Cape Town or Ceres to Wolesley. Part of Ceres Rail Company's mission is to help preserve and promote South African Rail Heritage , which involves restoring and refurbishing old locomotives and coaches. The company also offer charter trips for company events and other corporate functions.

On Wednesday the 2nd of June 2021, Ceres Rail Company in conjunction with Transnet Freight Rail relaunched the freight service on the Wolesley- Ceres – Prince Alfred Hamlet branch line. The 26 km long branch line is rated to handle loads at a maximum of 16 tons per axle. The core freight at present is fruit, exported in refrigerated containers (reefers) and frozen fruit concentrate. The line moves mainly containerised traffic and contributes to the migration of rail friendly traffic from road to rail.

Unfortunately, the dilapidated station buildings do not help the rail tourism sector at all and a redress of these facilities are very much required. Only then, can the potential of utilising rail to transport tourists to weddings and other events and linking to the local catering and B&B's be considered.

Figure 2-24: Ceres Rail can boast of beautifully restored 19D and 19B steam engines.

2.9 Air Travel

There are no airports or municipal landing strips in the Witzenberg Municipality.

3 Chapter 3: Transport Needs Assessment

3.1 IDP Identified Transport Needs

In the current IDP of the Witzenberg Local Municipaity the following references have been included as to transport needs and these have been included in the LITP to align these documents:

3.1.1 Transport Management and Road Maintenance

3.1.1.1 Integrated Transport Planning

This transport field is responsible for transport planning, road planning, traffic engineering and implementation of the Integrated Transport Plan (ITP) with the streets and stormwater infrastructure that include the upgrade, rehabilitation and maintenance of road infrastructure, stormwater drainage and the adequacy of traffic signage and road markings and public transport infrastructure.

The Witzenberg Local Integrated Transport Plan 2010-2015 was adopted on 14 December 2010, with the Witzenberg Local Integrated Transport Plan (LITP) 2016-2021 prepared as part of the review of the Cape Winelands District Integrated Transport Plan (DITP) 2016- 2021. (This new LITP will obviously replace the previous plans mentioned here.)

3.1.1.2 Roads Master Planning

A new Roads Master Plan was approved by Council in February 2021.

The Witzenberg area has been experiencing urban development growth in the recent years. It is essential that all development planning be guided by a predetermined Roads Master Plan.

The Vision for Witzenberg LM Roads Master Plan was formulated to be “To provide a safe, reliable, effective and efficient road and transport system to serve the public of Witzenberg Municipality”.

The municipal road network is in good condition, 59% of road network being in a very good to good condition, 30% being in fair condition with 11% being poor and very poor. Out of the 204.8km of road, 91% is black top roads, 2% is block paved and 7% is gravel roads. The proposed maintenance cost over 2-3years is R42.4 mil.

Five bridges and 3 major culverts were assessed as part of the RRAMS project. The maintenance cost of these structures without professional fees were estimated to be R1.59 mil.

Traffic counts were done on 108 intersections. The AM & PM peak hours were extracted, and operational analysis were done for the current scenario and geometry. Only six intersections operated with an approach lower than LOS D.

Potentially dangerous intersections on Vos Street (R303) and Voortrekker Street (R46) were identified by others and further investigated.

Minibus taxis is the main source of public transport within Witzenberg LM, in the absence of a public bus service. There is a need to consolidate the various taxi ranks in Ceres.

A host of new pedestrian walkways were identified as well as the required maintenance on existing facilities. In the town of Ceres, kerbs at pedestrian crossings must be dropped to improve universal access.

New spatial plans from the 2020 SDF were used to assess new roads to be developed. Various new bridge connections were also identified in Ceres and Tulbagh.

The six intersections which previously exceeded LOS D, were further analysed at a 3.7% traffic growth over the next 5 years. Some proposal is made in terms of the upgrading of these intersections. An additional two intersections in Nduli which did not exceed the LOS D were also analysed with a growth of 3.7% over the next 5 years, as these intersections are expected to see a rapid growth in traffic volumes upon completion of the Vredebes development.

The site for the new taxi rank has been identified and should be pursued within the short to medium term. Negotiations with the property owner must precede any formal planning.

Pedestrian and cycle facilities should be a requirement up to Class 4 roads which are generally bus or taxi routes. Class 5 roads may however be fitted with walkways or cycling lanes, if it serves public land- uses like schools, hospitals or community buildings.

Freight routes and by-pass routes were identified by previous studies. The initial survey, planning and environmental approvals should be sought in the short to medium term. Mention is made of a Petroport truck stop facility outside Ceres. This would give the trucks a place to overnight and eliminate the current illegal parking within the Witzenberg LM towns.

Master Planning is key to provide long term steering of projects, with the SDF and IDP planning for a shorter term. Municipal Grants like MIG is key to the sustainability of municipal projects. Developer contributions should be used to augment the bulk infrastructure where required.

The strategy for prioritising projects would be;

- All maintenance and repair actions should happen over the short and medium term;
- All small to medium size capital projects should happen over the short and medium term;
- All project likely to fall outside of this scope should happen over the long term;
- The initial work for the long-term projects (survey, planning and environmental), should be done over the short to medium term.

3.1.2 Housing Developments within the Witzenberg Local Municipality

The following maps indicate the locations and extent of the proposed housing developments planned in the Witzenberg Local Municipality as detailed in the SDF:

The western portion of the Witzenberg Municipality is characterised by an agrarian landscape with a cluster of urban settlements located adjacent to the main transportation routes (the southern portion falls within the Breede River Valley Major Regional Development Corridor as per the Western Cape PSDF). The eastern part of the Municipal area is a typical Karoo landscape, characterised by undeveloped natural veld, mostly used for extensive agriculture.

Ceres, Tulbagh and Wolseley, all settlements located in the northern settlement cluster, have relatively broad economic bases primarily based on agriculture, with agri-processing, retail and financial services, tourism and transport as supporting driving forces. This area is however faced with a stagnant population and the need and demand for improved residential infrastructure facilities.

According to the 2010-Town Study the Witzenberg Municipality has a low development potential with medium social needs. It has a low performance in the economic, infrastructure and institutional indexes, while the physical environment index's performance was of medium standard. This current situation could be problematic since most of the settlements located in the Municipality have medium to high social needs. It is unlikely that a municipality with low development potential will be able to address the social needs of the settlements without some form of intervention from provincial government or partnerships with the public sector.

Current challenges facing the Witzenberg Municipality are likely to remain, if not increase in severity. Even with the best of intentions, the local authority will not be able to address the issues of poverty, unemployment, etc. given its own staff and resource limitations.

To ensure sustainability of the urban environment, it is important that development should enhance the quality of life in the communities. Requirements for sustainable urban development include the following:

- Integrate urban and rural planning (align urban land-use planning with bioregional planning principles).
- Contain urban sprawl (urban sprawl implies higher per capita cost of providing essential services and loss of valuable agricultural or natural land).

- Restore and maintain specific character (urban areas must reflect the historical character of the area and its people and unique local land-uses).

Public land within Witzenberg is a primary resource with unrealised value and this value should be unlocked in a sustainable manner. Such public land inter alia holds the key to achieving the vision, goals and objectives set for Witzenberg as it relates to social integration and eradication of poverty and inequality. Public land is categorized into the following three categories:

- Vacant: Properties which have not been subject to any form of infrastructural development.
- Partially Developed: Properties which have been partially subjected to either informal or formal development or infrastructural development and investment below ground level (e.g. service infrastructure).
- In-Process: Properties which are in the process of being developed and/or in terms of which a rezoning application has been submitted and/or approved.

The public land in the Municipality comprises a significant number of portions and subdivisions most of which fall into the category of vacant. The largest singular unit of public land is the municipal commonage. This land has been subdivided and re-subdivided into a plethora of portions, the majority of which is vacant, while several portions have been categorized as Partially Developed and In-Process. The images below show the division of land within the municipality; blue areas represent vacant land, yellow areas represent partially developed and magenta represents in process:

Figure 3-1: Ceres & Nduli

Figure 3-2: Bella Vista

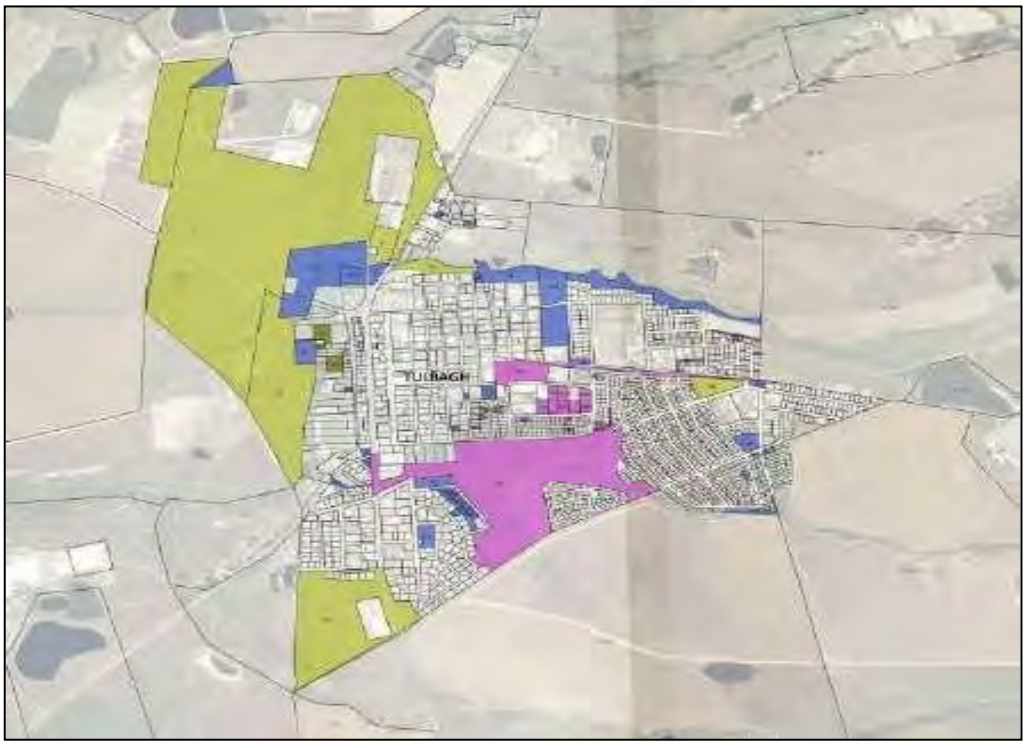


Figure 3-3: Tulbagh

Figure 3-4: Wolesley

Figure 3-5: Prince Alfred Hamlet

Figure 3-6: Op-die-Berg

The following maps indicate the locations and extent of the proposed housing developments planned in the Witzenberg Local Municipality as detailed in the new MSDF (April 2020):

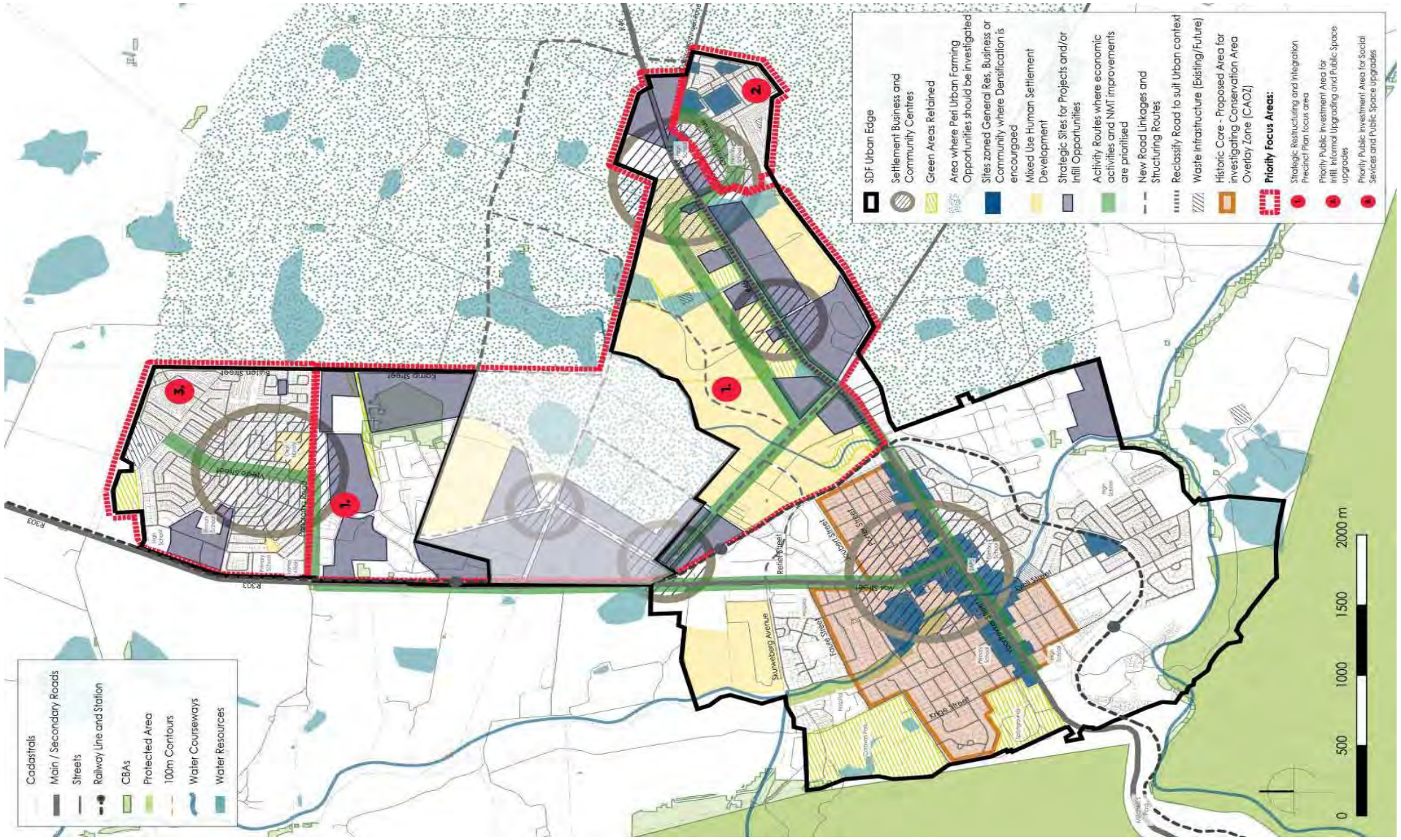


Figure 3-7: Ceres Development Framework

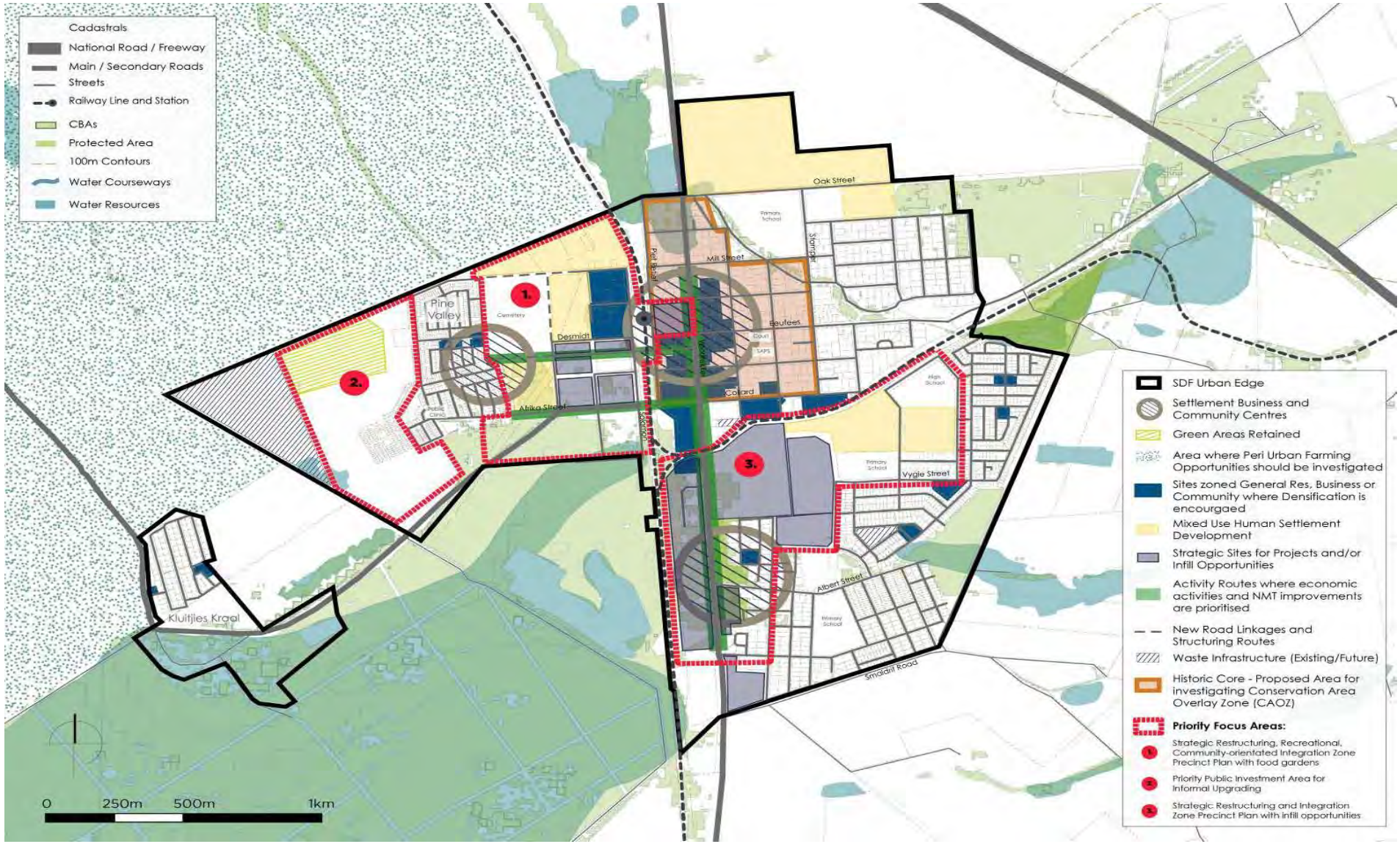


Figure 3-8: Wolesley Development Framework

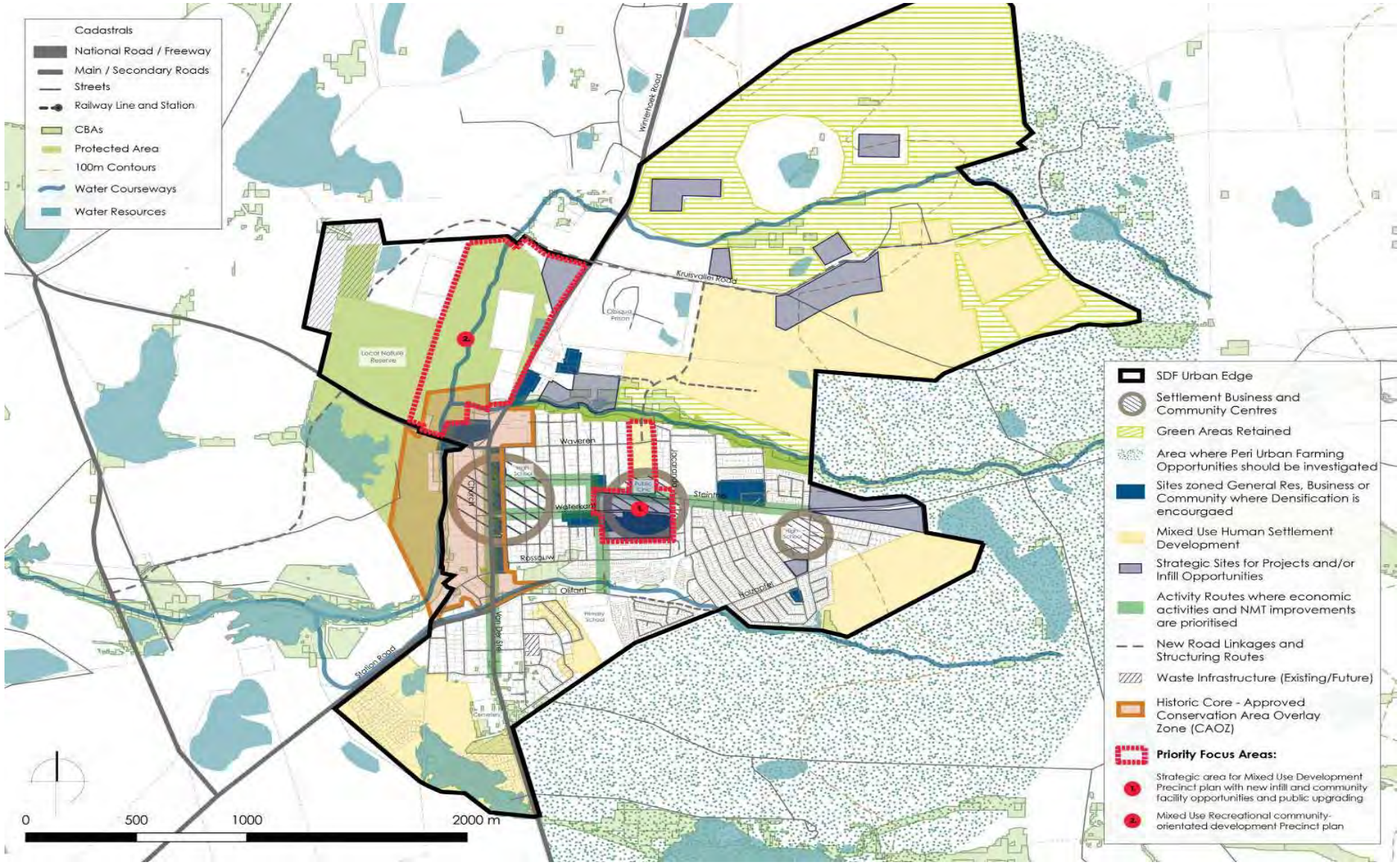


Figure 3-9: Tulbagh Development Framework

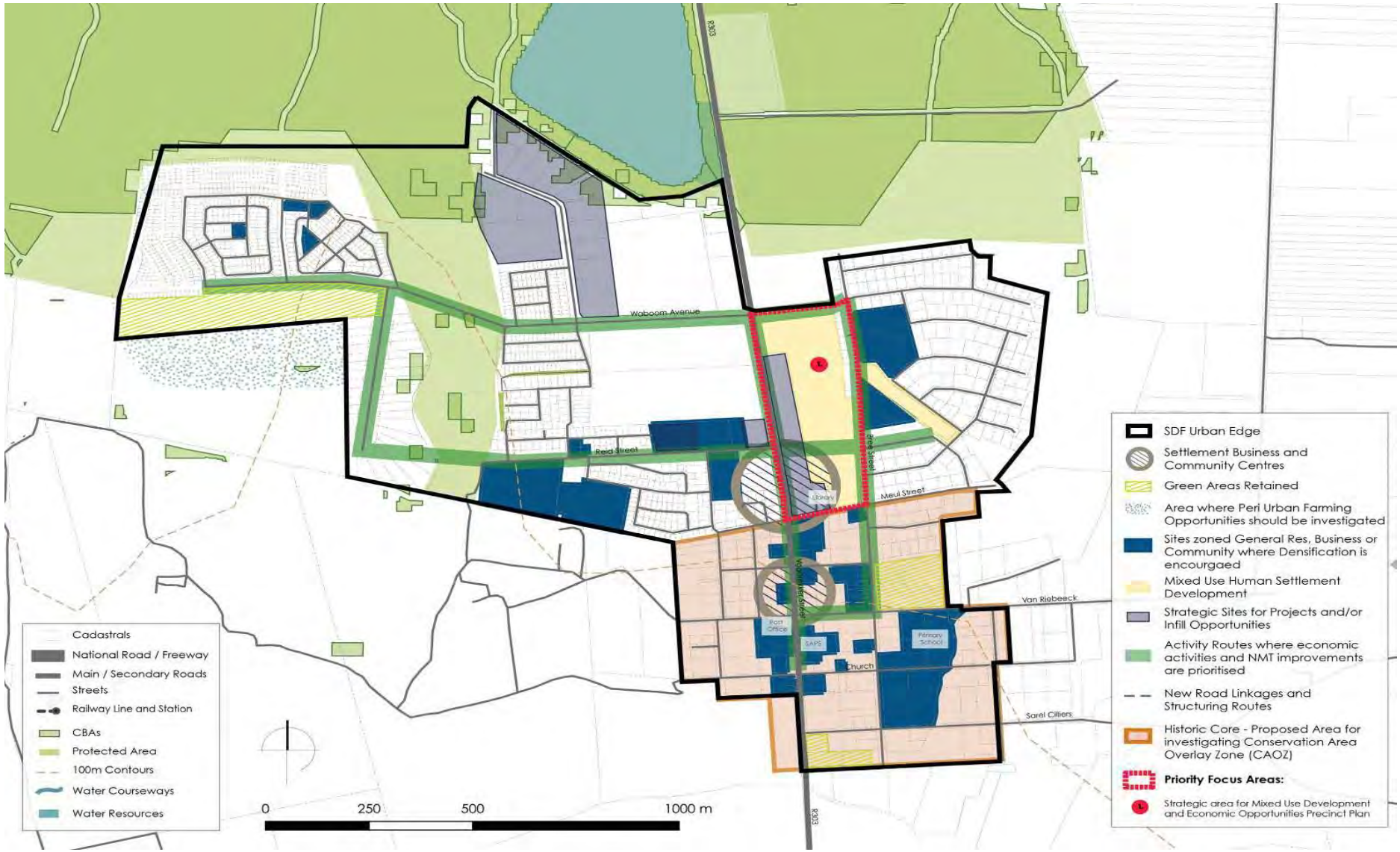


Figure 3-10: Prince Alfred Hamlet Development Framework

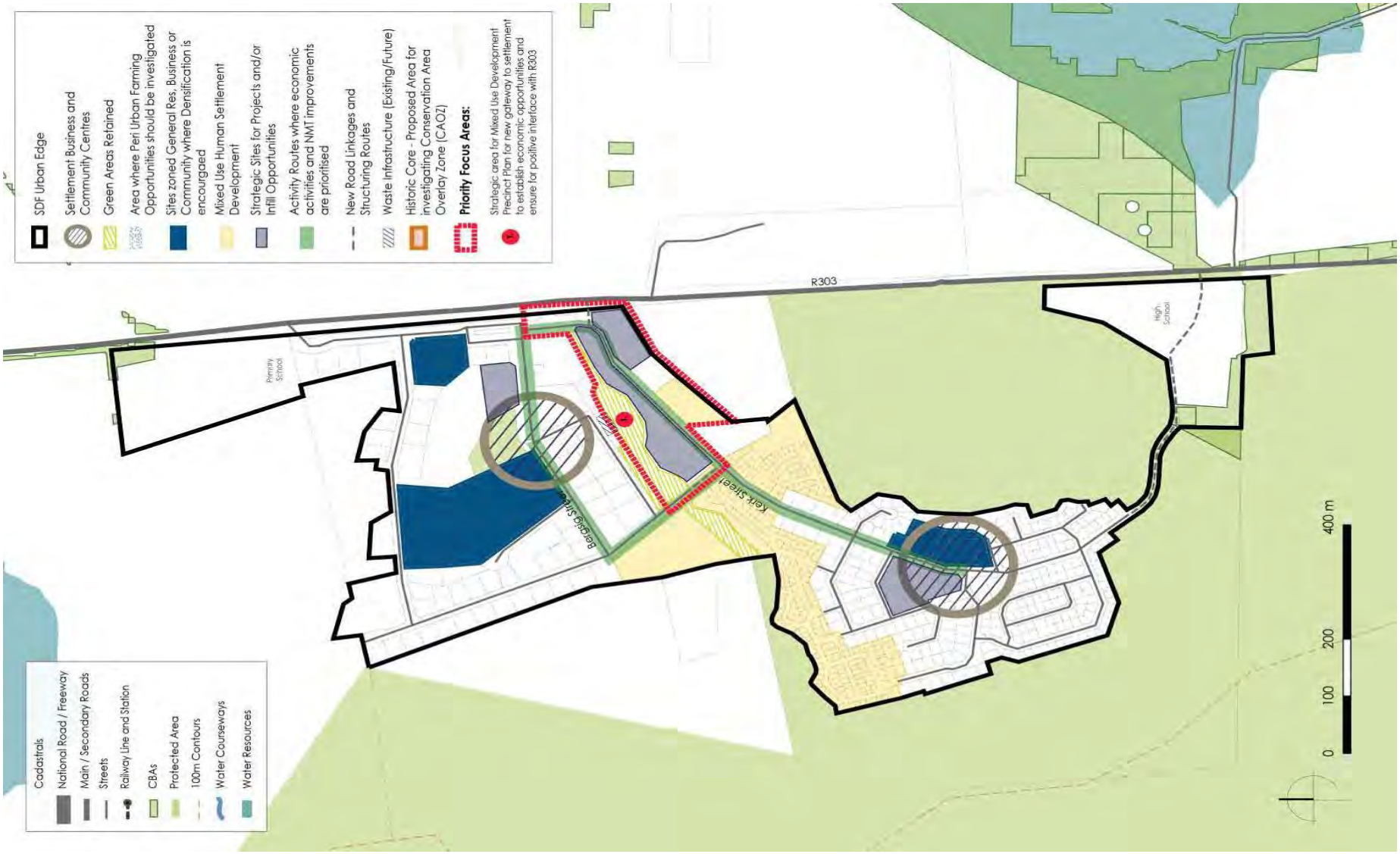


Figure 3-11: Op-die-Berg Development Framework

The road and transport implications of the proposed developments are summarised below:

- Ceres: Three areas are envisaged for concerted, priority intervention:
  - The areas between Ceres, Bella Vista, Vredebes, and Nduli earmarked for strategic restructuring, integration and significant future development.
  - Ongoing informal settlement upgrading in Nduli, including the upgrade of public space and increased commercial opportunity on the R46.
  - The upgrading of public space in Bella Vista.

- Ceres: The most critical new routes are envisaged in the area between Ceres, Bella Vista, Vredebes, and Nduli. These routes should integrate the area with surrounding opportunity and enable maximum exposure of the area for settlement and economic development. Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The R303 and R46 are the most significant routes, with the opportunity to establish new activity routes linking communities and activity in the area between Ceres, Bella Vista, Vredebes, and Nduli. R303 and R46 are currently prioritised for NMT improvements.

- Wolesley: Three areas are envisaged for concerted, priority intervention:
  - The area south of the rail line in the vicinity of Voortrekker Road contains substantial tracks of well-located underdeveloped and undeveloped land.
  - Strategic infill in the area between Pine Valley to the west and the rail line to the east.
  - Upgrading and infill development in Pine Valley.

- Wolesley: Strategic crossings of the railway line must be investigated to improve pedestrian permeability and access through the town. New routes are identified around the areas identified for strategic infill and development to create more accessible movement patterns. Activity routes carry the most significant movement of vehicles and people and should be prioritised for the intensification of economic opportunity, NMT improvements, and landscaping. The most significant route requiring reinforcement with development is the connection between Pine Valley and Voortrekker Road.

- Tulbagh: The area envisaged for concerted, priority intervention is situated north of the river and town's current built edge. Opportunity for further housing and mixed-use development exists, with due consideration to making a positive edge to built development and sensitive river edge.

- Tulbagh: Routes to be emphasised for upgrading are Market Street, Waterkant Street and Steinthal Street, all linked to Van der Stel/ Church Street.

- Prince Alfred Hamlet: The area envisaged for concerted, priority intervention is bounden by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue possible expanded to include the area bounded by Voortrekker Road north of Olienhout Street. Locationally, it is ideally situated for higher density housing and associated public facilities.

- Prince Alfred Hamlet: Should the area bounded by Voortrekker Road, Mill Street, Bree Street, and Olienhout Avenue be developed, consideration should be given to linking Reif Street and Hugo Street. The most important streets remain Voortrekker Road and Olienhout Avenue.

- Op-die-Berg: The area between Kerk Street and development to the north could be explored in more detailed planning.

It is very important to take cognisance of these developments in the LITP as new urban areas must be integrated with the existing roads network and new public transport infrastructure and operations need to be planned and budgeted for.

3.1.3 Economic Sectors linking into community development

3.1.3.1 Local economic development/ business sector

	SECTOR	GDPR: Trend 2015 – 2019	GDPR: Real GDPR growth 2020e	Employment: Average annual change 2015 – 2019	Employment: Net change 2020e
PS	**Primary Sector**	**-3.1%**	**12.2%**	**413**	**-786**
	Agriculture, forestry & fishing	-3.1%	12.3%	413	-785
	Mining & quarrying	3.2%	-15.5%	0	-1
SS	**Secondary Sector**	**2.4%**	**-11.4%**	**214**	**-672**
	Manufacturing	2.2%	-8.9%	67	-199
	Electricity, gas & water	1.5%	-4.9%	8	-3
	Construction	3.0%	-19.1%	139	-470
TS	**Tertiary Sector**	**3.8%**	**-3.4%**	**1 459**	**-1 354**
	Wholesale & retail trade, catering & accommodation	2.9%	-9.0%	606	-648
	Transport, storage & communication	2.2%	-11.9%	60	-54
	Finance, insurance, real estate & business services	5.7%	-0.5%	314	-215
	General government	2.6%	2.6%	157	186
	Community, social & personal services	3.7%	-0.5%	323	-623
	Total Witzenberg	**2.2%**	**-2.9%**	**2 087**	**-2 812**

Figure 3-12: Witzenberg GDPR and employment performance per sector, 2020

The Witzenberg municipal area achieved an average growth rate of 2.2 per cent between 2015 and 2019. The tertiary sector had the highest average growth rate (3.8 per cent) during this period, followed by the secondary sector (2.4 per cent). The primary sector had a contraction of 3.1 per cent owing to the contraction in the agriculture sector. The contraction can be atributed to the drought experienced in the region, as well as low commodity prices. The finance sector and community services sector drove GDPR growth in the municipal area between 2015 and 2019, with average annual growth rates greater than the local average. Although the mining sector achieved a noteworthy growth rate of 3.2 per cent in 2019, this sector's contribution to the overall GDPR is very small and is unlikely to contribute substantially to the region's economy.

The estimates for the Witzenberg municipal area in 2020 show that the economy contracted by 2.9 per cent. The large contraction of 9.0 per cent for the municipal area's largest economic sector, trade, impacted the total economy significantly. The contraction in this sector can be related to the decline in the tourism industry owing to the travel restrictions and lockdowns imposed by COVID-19.

With limited movements and less use of transport facilities for both personal and business purposes, the transport sector was also negatively impacted by the lockdown restrictions and contracted by 11.9 per cent. The agriculture sector is estimated to have had a significant increase of 12.3 per cent in 2020. The agriculture sector's strong performance helped the total municipal area's economy not to contract as significantly as anticipated in 2020. The main commodities in the municipal area are wheat, apples and pears. The growth in this sector is related to the price increase in wheat owing to the high exchange rate in 2020.

Apples and pears are two of the top five most popular fruits in the country, and consumption is expected to increase by 25.0 per cent in the next decade. This will have a positive impact on purchasing power for local consumption, resulting in positive growth.

In terms of employment, the Witzenberg municipal area created an average of 2 087 jobs per annum between 2015 and 2019. Employment creation was mainly driven by employment opportunities in the tertiary sector, which experienced an average annual increase of 1 459 jobs during this period. Between 2015 and 2019, the primary and secondary sectors experienced an annual average increase of 413 and 214 jobs respectively. The largest growth experienced for individual sectors was in the trade sector (606 jobs), followed by the agriculture sector with 413 jobs.

The municipal area is estimated to have lost 2 812 jobs in 2020 owing to the significant impact of COVID-19 on the local economy. Most of the jobs lost were in the tertiary sector (1 354 jobs), with the trade sector shedding 648 jobs. The agriculture sector is estimated to have contracted by 785 jobs, the largest portion of the total number of jobs lost within the municipal area. The potential explanation for the decline in jobs despite the positive economic growth is that agriculture employment could be related to endogenous labour. Some agricultural operations have been affected by the COVID-19 regulations, for example the wine industry was not able to operate under level five regulations. The other possible explanation is that the increase of the minimum wage from R18.68 to R21.69 per hour might have driven job losses in the sector. Also, Witzenberg's importance as a functional region within the broader agricultural space economy and its role as a primary regional service center has been recognized through the identification of a possible Agri-park in Ceres. Through the Cape Winelands Rural Development Plan, opportunities for subsistence farmers to benefit and participate more actively in this sector are being unlocked.

3.1.3.2 Tourism sector

Witzenberg Municipality manages local tourism in the form of a service level agreement (SLA) with three local tourism organisations, which conduct marketing of the municipal area and local established businesses in order to draw investment and trade to the area.

Local businesses join as members of the local tourism authorities to participate in the marketing initiative. Membership holds businesses accountable to ethical norms and standards for the industry, and to a code of conduct. Tourism aims to market Witzenberg Municipality as an affordable holiday destination with activities for the entire family. Tourism liaises with district, provincial and national stakeholders to develop the Witzenberg brand through the atraction of tourists, awareness campaigns, roadshows, expos, events and festivals.

Tourism further aims to train and skill local entrepreneurs to meet tourism-related demands, and provide the requisite services and products necessary to promote local trade and economic development.

Their functions include:

- Marketing the area, events and activities.
- Creating opportunities for transformation, niching, diversification and support of new stakeholders.
- Ensuring that tourism development remains on trend.
- Promotion and development of Accessible Tourism.
- To enlist new members and plan for the growth of both operations and market.

As per the SLA with Witzenberg Tourism, which is an external entity to Witzenberg Municipality, they have the following strategic priorities:

- Promotion of our towns as travel destinations and as film and photoshoot locations (with attractive scenes in farm and desert areas,mountains, snow and skylines).
- Promotion and protection of the local towns, events and the municipal brand.
- Promotion of conservation and Green Tourism.
- Provision of statistical research and data outputs.
- Promotion of Agri-Tourism.
- The growth and expansion of tourism.

Witzenberg Tourism runs educational packages with schools, front of house staff, and local stores to promote clientele service. The entity also sources courses such as first aid training, communication, administration and hospitality to help local businesses improve their output and skill levels.

Part of the municipality's agreement with Witzenberg Tourism is to expand the broad demographic of tourism to encompass culture, heritage, diversity and transformation. We aim to develop two new travel routes within Witzenberg to promote social cohesion as well as introduce formal trade to township and rural areas.

Witzenberg Tourism has produced tear-off maps which are distributed to points of sale with high traffic, providing location and contact details of local tourist atractions. They have also produced a joint brochure called the Witzenberg Meander, covering activities throughout the municipality. Tourism bureaus for Wolseley, Ceres and Tulbagh also created their own brochures with niche marketing of their sectors in conjunction with social media promotion through Facebook and websites.

Witzenberg Tourism has been successful in marketing the destination to visitors within South Africa as an affordable and picturesque location for weddings, snow tourism, heritage tourism, agri-tourism, wine tourism, adventure tourism, cultural tourism, sports tourism and rural tourism.

3.1.3.3 Small, micro and medium enterprises

Most current economic research data indicate that SMMEs play major role in creation of jobs at a local level. The Witzenberg SMME sector has been organised into an active business forum that meets regularly to develop new projects and shares business challenges. The municipality has organised a number of training sessions with this sector around mentoring and coaching, business skills, business plan writing, budgeting and financial planning etc. These programmes were organised through the Red Door, IDT, Seda, Provincial Economic Unit, DTI etc. These programmes will be expanded and specific attention will be given to the promotion of this sector through the municipal procurement supply chain.

Local contractors were capacitated with contractor development training, as well as Western Cape Department Supply Chain workshops, where they could also access information on SARS and the Construction Industry Development Board (CIDB). Mentoring projects for contractors are planned for the new financial year.

Arts and crafts entrepreneurs were capacitated with tourism awareness training and creativity workshops. Entrepreneurs were also connected with organisations in Cape Town such as the Cape Craft Development Institute (CCDI), where they were assisted with business services and product enhancement. Access to markets were provided to entrepreneurs by means of an arts and crafts expo and craft market.

A Tulbagh arts and crafts programme were also launched for youth in Tulbagh where training in products such as recycling, painting and mosaic were conducted by a local entrepreneur, thereby also empowering local artists to impart their skill. The youth were also connected with festivals where they could sell their products to tourists.

Tourism projects planned for the new financial year include increased efforts for entrepreneurs to access markets and business capacity building.

3.1.3.4 Agricultural sector

Focus: Protect food security while supporting sustainable diversification of the agricultural sector.

Key Development Implications:

- Support private sector led institutional arrangements to enable joint planning and development of agriculture related activities.
- Avoid the subdivision of agricultural land or changes in land-use to minimise the loss of agricultural activities, while also avoiding the creation of uneconomical agricultural units.
- Enable the diversification of farmer income through enabling complimentary uses on farms in a manner which does not discourage more efficient methods and models and detract from the functionality and integrity of farming areas and landscapes.
- Develop incentives for smarter/ green agricultural practices and technologies.
- Make municipal commonages and land on the edges of settlements close to communities available for small/ emerging farmers and/or community gardens.
- Support alternative farming models, such as the possibility of transforming unused and uncontaminated industrial land into community gardens.
- Support private initiatives to provide in the housing needs of agri-workers and the provision and management of associated social services.

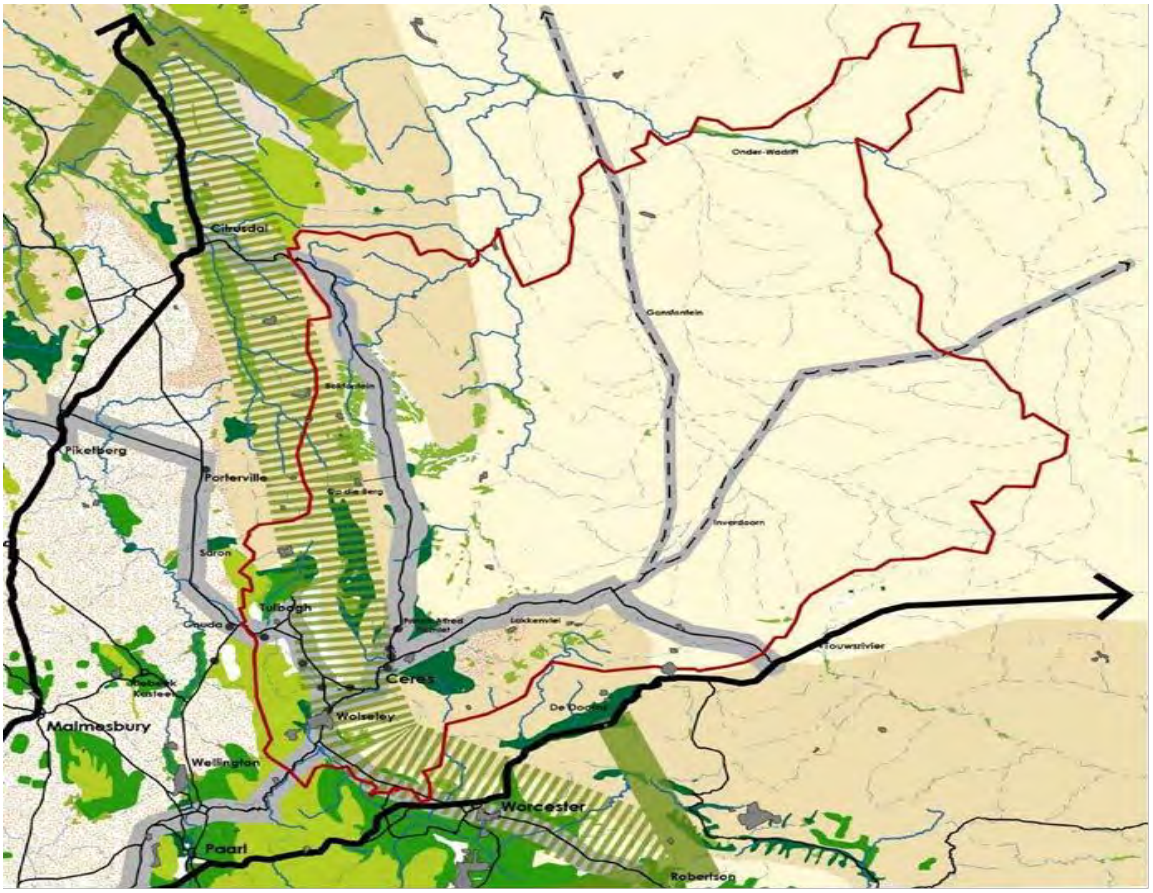


Figure 3-13: Agricultural concept for Witzenberg showing key farming areas and supporting infrastructure.

1. Primary Economic industries:
   - i. Deciduous: Apples, Pears, Nectarines, Peaches, Plums, Apricots
   - ii. Onions
   - iii. Potatoes
   - iv. Cattle and sheep
   - v. Butternuts
   - vi. Wheat
   - vii. Forestry
   - viii. Horses
2. Secondary Economic industries:
   - i. Cold storage
   - ii. Packing houses
   - iii. Concentrates and Puree
   - iv. Single Strength Products
   - v. Dried fruit products
   - vi. Logistics

vii. Agri Chemical

viii. Agri Mechanical

ix. Technical, admin and financial services

x. Plant material (nurseries)

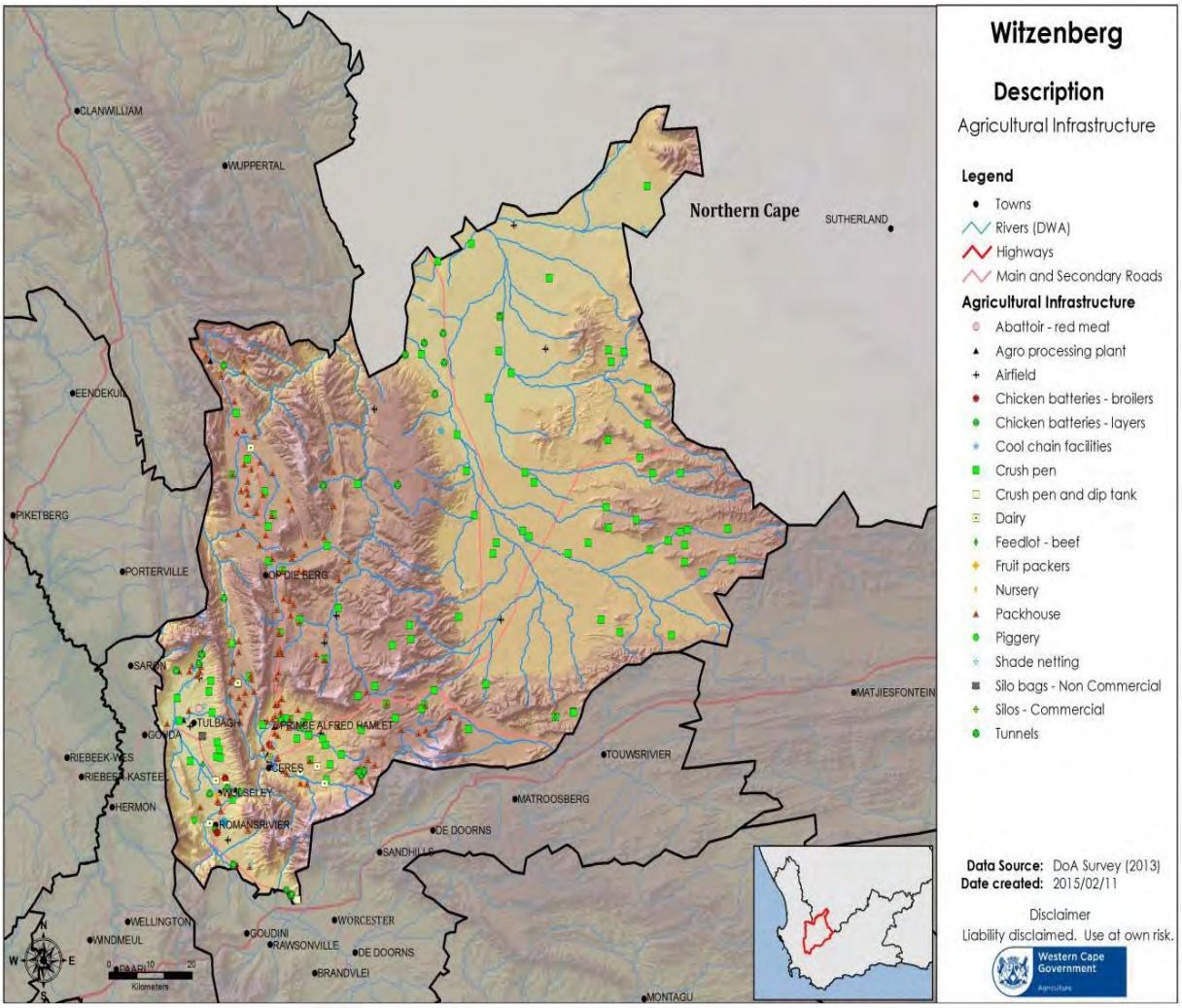


Figure 3-14: Agricultural infrastructure

In the IDP (March 2022) it is stated that agriculture in the Witzenberg Area anticipates a growth per year for next five years – Primary: 5% - 8% ±, Secondary and Processing: 10% ±. This has certainly got specific implications for the freight and ultimately road infrastructure provision in the Witzenberg Local Municipality as is detailed in the Table 3-1.

Table 3-1: Specific implication for freight and road infrasture provision in WItzenberg Local Municipality

Factors influencing anticipated 5% - 8% growth per year for next five years
1. *Water*
  i. *Permits*
2. *World Economy – exports*
  i. *Exchange rates*
  ii. *Economic growth, specially Africa*
  iii. *New markets*
  iv. *Market access*
  v. *Access to affordable finance*
3. *Climate change – expect more records!*
4. *Switching to higher income product lines*
  i. *Vineyards to pears and plums*
  ii. *Apples to cherries and berries*
5. *Mechanisation*
6. *Stable and effective government*
7. *Consolidation of Agri businesses*
8. *Research and Development*
  i. *New cultivars*
  ii. *Internet of things*
	Exciting new Agri opportunities may stimulate extra growth
	1. *Agriculture in Western Cape is high priority – and well positioned*
	  i. *Right products*
	  ii. *Good location*
	  iii. *Investor confidence*
	  iv. *Expect government support*
	2. *New technology*
	  i. *Faster breeding of better products*
	  ii. *New growing techniques*
	  iii. *Use of IT and Apps*
	  iv. *Internet of things*
	3. *Covered production*
	  i. *Security for investor and supply chain*
	  ii. *Sunburn and hail*
	4. *PALS initiative – a community in harmony*
	  i. *Strategic high importance*
	  ii. *Support from the state*
	  iii. *Transformation through growth*
	  iv. *Turnaround of under-performing schemes*
	  v. *Working together with the municipality: "a comprehensive rural development desk" – a shared vision*

Main factors that put anticipated growth at risk
1. *Electricity: Stability of network and access for new projects*
2. *Infrastructure*
  i. *Roads for sensitive high value products – plan for increase flow!*
  ii. *Maintenance of existing irrigation schemes*
  iii. *New irrigation schemes*
3. *Labour/civil unrest*
  i. *Services – Specially waste management and risk to health and contamination*
  ii. *Housing for agriculture workers - NB*
  iii. *Code of best practice*
4. *Training and development of labour*
  i. *Productivity levels*
  ii. *Minimum wage*
  iii. *Working smarter with new equipment and new products*
5. *Too much red tape and slow processes dealing with authorities*
6. *Thread to Land as security*
7. *Investor confidence*	

4 Chapter 4: Transport Improvement Proposals

4.1 Project Proposals from the IDP

A number of key capital projects have been funded for the financial years between 2021 and 2024. These projects are listed in Table 4-1 and are reflected in the IDP:

Table 4-1: IDP Projects

Infrastructure Investment			
Project Name	***Area***	***Budget***	***Year***
Upgrade Van Breda bridge	***Ceres***	***R50m***	***2021/2022, 2022/2023***
Pedestrian Sidewalks Rooikamp	***Ceres***	***R0.5m***	***2022/2023***
Nduli Infill Internal Roads	***Vredebes***	***R2.82m***	***2022/2023***
Nduli Infill Internal Storm water	***Vredebes***	***R2.82m***	***2022/2023***

4.2 Projects Identified through IDP Needs Assessment

The needs identified during the community needs assessment mainly focus on the upgrading of existing roads, improvement of NMT facilities and traffic calming as captured below:

Table 4-2: IDP Stakeholder Projects

Ward	Priority Description	Department
1&12	Provide street/security lights in unsafe areas.	Engineering Services
1&12	Safe "walk way" / bridge between Nduli and Vredebes	Community Services / Engineering Services
1&12	Mini CBD to be developed in Nduli	Engineering Services
1&12	Combat erosion on sidewalks and streets (rehabilitation)	Community Services / Engineering Services
1&12	Maintenance of roads	Engineering Services
1&12	Information signage along gravel roads in Tankwa	District Municipality
1&12	Rest areas on rural roads, maintenance, district to stop cutting down trees	District Municipality
1&12	District Municipality to rehabilitate rest areas along farming main routes	District Municipality
2&7	Drop-off and pick-up points at die Bossie, as you enter Wolseley	Engineering Services
2&7	Upgrading of the Wolseley entrance landscape/signage	Engineering Services
2&7	Taxi rank placements to be investigated	Community Services
3&5	Better/more speed calming efforts	Engineering Services
3&5	Street signage to be upgraded	Community Services
3&5	Mainmast light/ high-beam floodlights to be installed at parks and walk way areas	Engineering Services
3&5	Sidewalks to be tarred or paved	Engineering Services
3&5	Walkway bridge over railway line dilapidated and unsafe	Engineering Services

Ward	Priority Description	Department
3&5	Owen Street unsafe due to poor street lighting	Engineering Services
3&5	Owen Street walkway to be developed, as this has become a main taxi route, unsafe for pedestrians	Engineering Services
3&5	Walkway to be developed from the nature reserve, past the pine forest	Engineering Services
3&5	Walkway and lights from Egoli to Albert Crescent behind houses	Engineering Services
3&5	Weekends the Town Main Roads have too much traffic	Engineering Services
3&5	Beter lighting needed along walkway to the Hospital	Engineering Services
3&5	Bus shelters for scholars on the outside rural roads	Community Services
4&6	Business hub/ mini-CBD for Kliprug area	Planning Department
4&6	Ongoing speed control programmes	Community Services
4&6	Business hub/ mini-CBD for Bella Vista	Planning Department
4&6	Bus and taxi shelters for scholars	Community Services
4&6	Danger of heavy vrhicle transport in Panorama St	Community Services
4&6	Off-ramp lanes at Bella Vista entrances	Engineering Services
4&6	Need a walkway around Jakaranda, Vrede Street and Mooi Uitsig School	Engineering Services
4&6	Walkway needed from Mooi Uitsig School to Vrede Street	Engineering Services
8,9&10	Bus and taxi shelters along main routes	Community Services
8,9&10	Speed calming still a problem	Engineering Services
8,9&10	There are still streets that need tarring; Grond, Bokveld Street, etc.	Engineering Services
8,9&10	Upgrading of the R303 Gydo Pass	WC Province

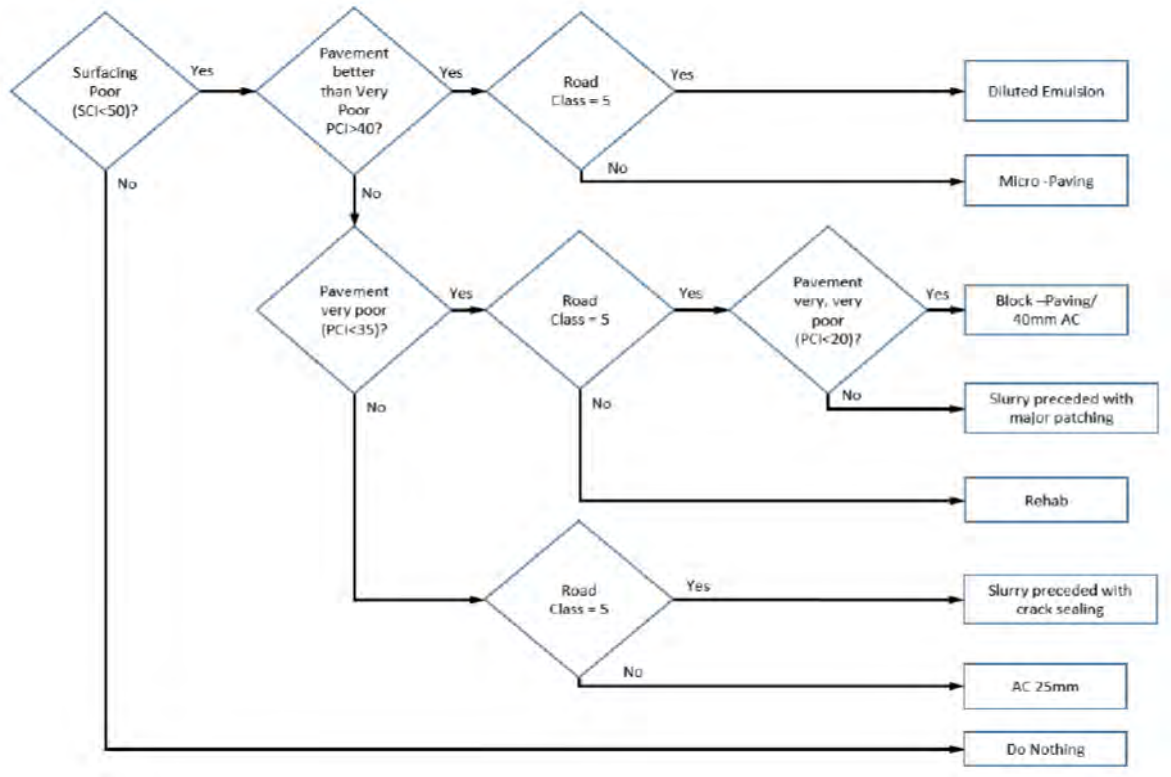
Ward	Priority Description	Department
8,9&10	No pavement curbs along main CBD routes	Engineering Services
8,9&10	Tarring of CBD open spaces and sidewalks	Engineering Services
8,9&10	Beter quality street/security lights	Engineering Services
8,9&10	Spotlights floodlights needed at walkway over the foot bridge	Engineering Services
7&11	Replacement and maintenance of roads	Engineering Services
7&11	Traffic Services for Tulbagh	Community Services
7&11	Upgrading of streetlights	Engineering Services
7&11	Storm water network in Tulbagh needs to be maintained regularly	Engineering Services
7&11	Speed calming needed along main street	Engineering Services
7&11	Walkway routes	Engineering Services
7&11	Scholar road safety to be looked at, school road/street crossings, traffic signage to be put up	Community Services

From the identified projects the following trends have been identified:

- All of the identified road maintenance and upgrading projects are to be addressed in terms of the Road Asset Management System.
- Traffic calming is a common problem in many wards and a comprehensive Traffic Calming Policy document is required for the whole of the municipality, including implementation specifications.
- NMT infrastructure is also a requirement in many wards and a comprehensive NMT Study and Policy Document needs to be compiled for the municipality.

4.3 Roads Master Plan Strategy and Plans

A treatment algorithm was prepared for the analysis of the road defects as detailed in the Roads Master Plan. This plan was devised as follows:



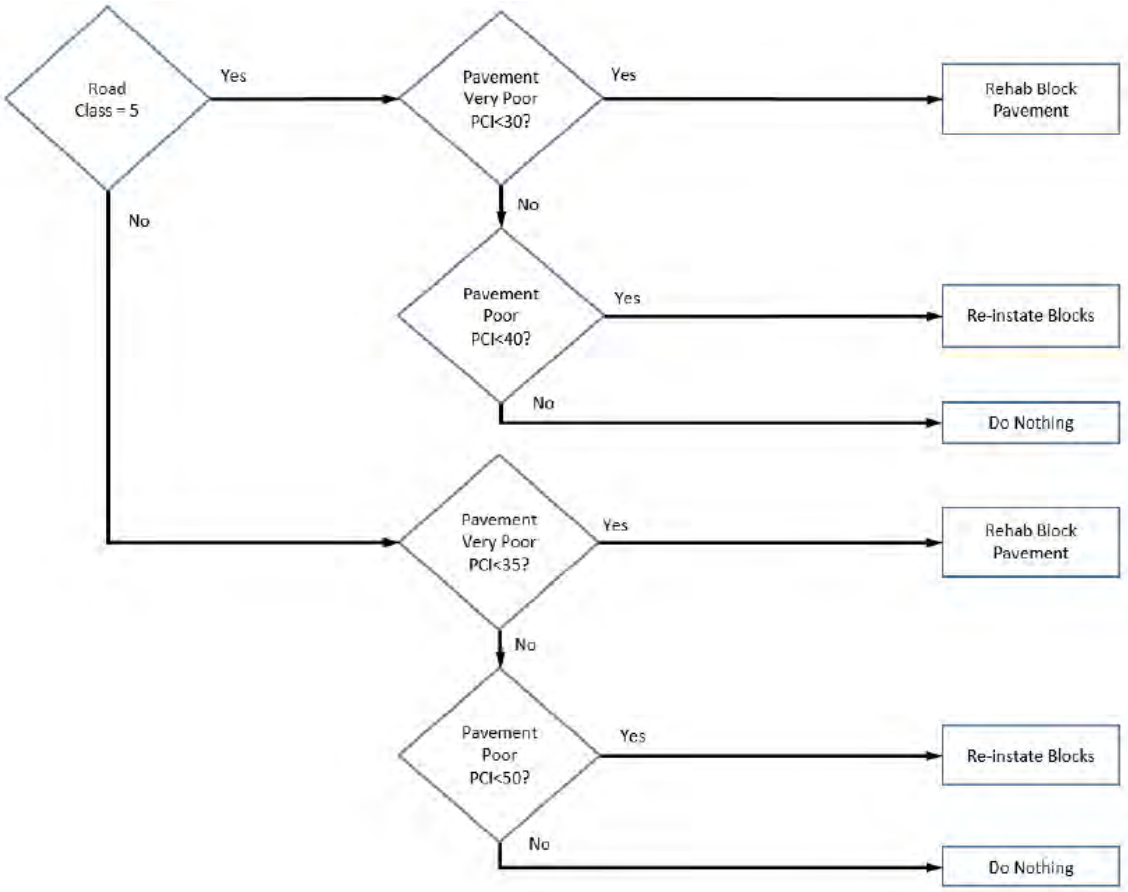


Figure 4-1 The Witzenberg Roads Master Plan projects and their costing

4.3.1 Witzenberg Precinct Plans

In the Witzenberg Roads Master Plan (2020) some very specific precinct proposals have been defined for Ceres and Tulbagh

4.3.1.1 Ceres Precinct Plan

Ceres, the biggest town in the Witzenberg Municipality. It is therefore regarded as the administrative and commercial node to the surrounding towns within Witzenberg. Ceres' spatial form is labelled as fragmented, because of its two dormitory suburbs which are located on its periphery. These suburbs are known as Bella Vista and Nduli, which are however referred to as towns within the Witzenberg Municipality context. During Apartheid, so called coloured and black people were placed in Bella Vista and Nduli respectively, resulting in the partially developed towns that they are today.

Ceres, Bella Vista and Nduli are separated by productive agriculture and high order mobility routes. The routes referred to are Vos Street (R304) and Voortrekker Street (R46). Significant through traffic (including freight traffic) is experienced through Ceres because of these higher order roads being an alternative route to the N1 from the West Coast.

Three key concepts have been identified in the Ceres CBD Transport Plan for the conceptual approach for future growth and expansion in the Greater Ceres area:

- Supporting connectivity and linkages;

Creating a sense of continuity and shared identity between Bella Vista, Nduli and Ceres. This can be achieved by continuity of the sidewalks with tree planting between the towns and all three towns having the same palette of materials for landscaping. This can be shown in the agri- processing node between Ceres and Nduli in the Figure 4-2.

Figure 4-2: Connectivity of nodes (Ceres to Nduli)

In line with the above-mentioned conceptual approach, three activity nodes are identified along Voortrekker Street, each with its own function and character. The nodes are identified as follows:

- Civic node;

Existing node situated on the intersection of Voortrekker Street and Owen Street. This mixed-use node is defined by the clustering of civic amenities and heritage buildings.

- CBD Node; and

This node currently has a wide range of retail and commercial land uses on the intersection of Voortrekker Street and Vos Street. It is envisaged that the primary transport interchange will also be situated within this node.

- Agri-processing Node

This is a proposed node on the intersection of Voortrekker Street and Retief Street. Retief Street being a direct link to the industrial area north of Ceres, a large component of agri-processing land uses is therefore proposed at this node.

The figure below shows this concept graphically:

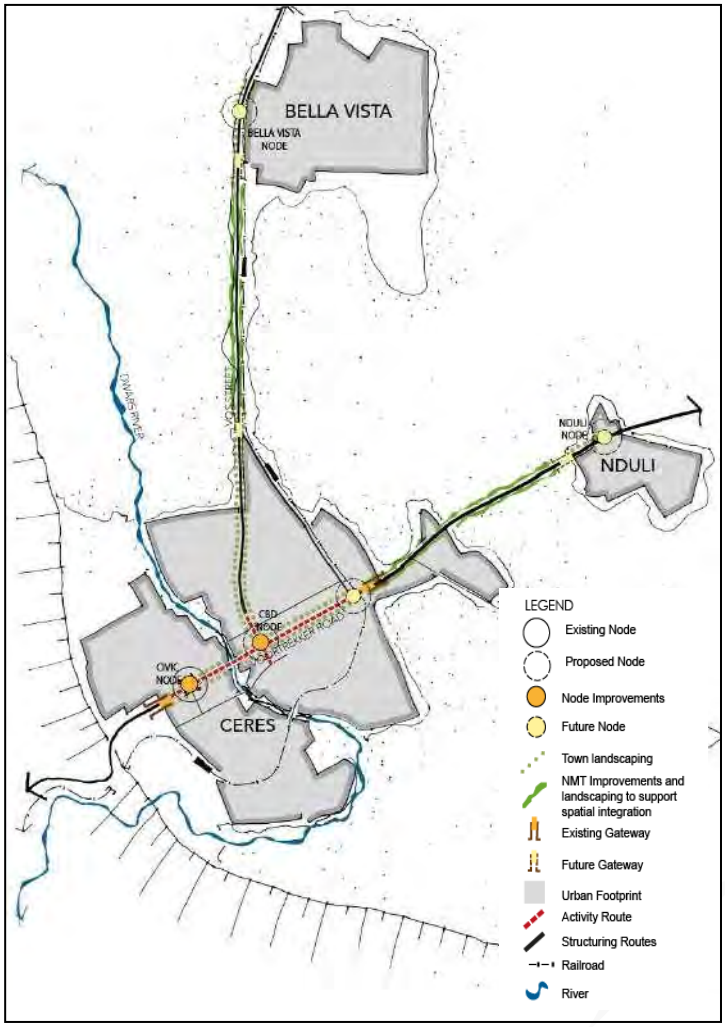


Figure 4.3: Ceres conceptual approach

Table 4-3 shows the transport plan project cost.

Table 4-3: Road Master Plan Costing

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
1	**Sidewalk (including cycling path) along Voortrekker Road (both sides) between Nduli and Ceres CBD, 2.5 km**		**R18 060 129,00**
1.1	Landscaping and sidewalk provision along Voortrekker Street		
1.1.1	Sidewalk (3m wide) on northern side	R5 464 800,00	
1.1.2	Sidewalk (3m wide) on southern side	R5 464 800,00	
1.1.3	Trees on Northern side	R1 805 764,50	
1.1.4	Trees on Southern side	R1 805 764,50	
1.2	Streetlighting	R345 000,00	
1.3	Signage and Road markings	R69 000,00	
2	**Intersection upgrade of Nduli access on Voortrekker Road**		**R4 374 600,00**
2.1	Assume lump sum amount	R4 140 000,00	
2.2	Landscaping	R69 000,00	
2.3	Accommodation of services	R138 000,00	
2.4	Road signs and markings	R27 600,00	
3	**Sidewalk widening along Voortrekker Road between Cilliers Street and Munnik Street, Including brick paving of Voortrekker and Vos intersection**		**R4 228 145,00**
3.1	Sidewalk widening with new kerbs and channels	R1 092 960,00	
3.2	Brick paving of Voortrekker/Vos intersection	R1 062 600,00	
3.3	Landscaping within the CBD node	R1 175 585,09	
3.4	Road signs and markings	R69 000,00	
3.5	Accommodation of services	R690 000,00	
3.6	Urban Furniture	R138 000,00	
4	**Sidewalk widening along Vos Street between Orange and Voortrekker Street**		**R869 400,00**
4.1	Sidewalk widening with new kerbs and channels	R455 400,00	
4.2	Landscaping	R69 000,00	
4.3	Road signs and markings	R27 600,00	
4.4	Accommodation of services	R276 000,00	
4.5	Urban Furniture	R41 400,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
5	**Improvements along Vos Street between Orange and Voortrekker Street**		**R279 036,00**
5.1	Sidewalk widening with new kerbs and channels	R154 836,00	
5.2	Landscaping	R27 600,00	
5.3	Road signs and markings	R13 800,00	
5.4	Accommodation of services	R40 000,00	
5.5	Urban Furniture	R13 800,00	
5.6	New premix in parking areas	R29 000,00	
6	**Improvements along Pretorius Street between Muunik Street and Fabrick Street**		**R817 650,00**
6.1	New brick paving in limited sections	R334 650,00	
6.2	Raised pedestrian crossing	R96 600,00	
6.3	Raised intersection	R276 000,00	
6.4	Landscaping	R69 000,00	
6.5	Road signs and markings	R13 800,00	
6.6	Accommodation of services	R27 600,00	
7	**New taxi facility at the corner of Vos and Orange Street (excluding purchase price of property)**		**R4 776 180,00**
7.1	Sidewalks, including kerbs and channels	R182 160,00	
7.2	Sidewalks, including kerbs and channels	R910 800,00	
7.3	Paving in taxi area	R1 366 200,00	
7.4	New offices and ablution facilities	R207 000,00	
7.5	Landscaping (soft)	R69 000,00	
7.6	Urban furniture	R138 000,00	
7.7	Road signs and markings	R13 800,00	
7.8	Accommodation of services	R138 000,00	
7.9	Brick paving of taxi rank access	R53 130,00	
8	**Signalisation of Vos and Orange Street, including brick pavingof intersection**		**R169 800,00**
8.1	Signalisation of intersection	R966 000,00	
8.2	Brick paving of intersection	R690 690,00	
8.3	Landscaping	R0,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
8.4	Road signs and markings	R13 800,00	
8.5	Accommodation of services	R27 600,00	
9	**Sidewalk (including cycle path) along Vos Street from BellaVista to Skurweberg Street, 2.9 km**		**R10 268 580,00**
9.1	Landscaping and sidewalk provision along Vos Street		
9.1.1	Sidewalk (3m wide) on southern side	R6 147 900,00	
9.1.2	Tree planting (southern side)	R49 680,00	
9.2	Streetlighting	R4 002 000,00	
9.3	Signage and road markings	R69 000,00	
10	**Intersection upgrade of Bella Vista intersection on Vos Street**		**R43 746 000,00**
10.1	Assume lump sum amount	R4 140 000,00	
10.2	Landscaping	R69 000,00	
10.3	Accommodation of services	R138 000,00	
10.4	Road signs and markings	R27 600,00	
11	**Universal access upgrades at various intersections**		**R1 035 000,00**
11.1	Intersection improvements	R1 035 000,00	
12	**Landscaping improvements to existing parking area**		**R276 000,00**
12.1	Assume lump sum amount	R276 000,00	
13	**Improvements to existing taxi rank in Voortrekker Street**		**R1 380 000,00**
13.1	Assume lump sum amount	R1 380 000,00	
14	**Brick paving of Voortrekker Road between Retief and Bon Chretien**		**R2 456 400,00**
14.1	Re-surfacing of intersection	R1 062 600,00	
14.2	Landscaping	R0,00	
14.3	Accommodation of services	R276 000,00	
14.4	Urban furniture	R27 600,00	
14.5	Road signs and markings	R27 600,00	
15	**Brick paving of Voortrekker Road/Cilliers Street intersection**		**R1 159 200,00**
15.1	Re-surfacing of intersection	R1 062 600,00	

TRANSPORT PLAN FOR CERES CBD, WITZENBERG MUNICIPALITY			
High-level cost estimates of proposed projects (based on conceptual design only)			
	PROJECTS	**ESTIMATED PROJECT COSTS**	**ESTIMATED PRECINCT COSTS**
15.2	Landscaping	R0,00	
15.3	Accommodation of services	R69 000,00	15.3
15.4	Urban furniture	R13 800,00	15.4
15.5	Road signs and markings	R13 800,00	15.5
16	**Optimization of signal plans for Voortrekker/OwenIntersection**		**R70 000,00**
16.1	Optimisation of signal plans	R70 000,00	
17	**Converting existing pedestrian crossing at Voortrekker/Krige intersection to a signalised crossing**		**R210 000,00**
17.1	Conversion of pedestrian crossing	R210 000,00	
18	**Public transport embayments at Spar in Voortrekker Road**		**R27 600,00**
18.1	Road markings and signage	R27 600,00	
	TOTAL		**R56 360 610,00**

4.3.1.2 Tulbagh Precinct Plan

Tulbagh has a rich heritage culture and is a major tourist attraction.

A CBD is normally characterised by its balance between commercial, financial and transport elements, however Tulbagh lacks this, particularly the transportation element. The main accessibility corridor in Tulbagh is Van Der Stel Street, however, this street lacks on-street parking, sidewalks and access to business premises.

For Tulbagh to become a fully functional CBD, the Witzenberg Municipality will improve the pedestrian interface and provide additional parking along Van Der Stel Street. This will however be done in such a manner that it does not undermine the heritage resources within Tulbagh. A contextual analysis report previously conducted for the WLM has found the following primary concerns and issues within Tulbagh town:

- Excessive Street Width

The street proportions can be improved by including features such as medians and turning lanes in conjunction with sidewalks, dropped kerbs and pedestrian crossings.

- Pedestrian Safety and Access

Hard and soft landscaping can be used to improve the pedestrian interface

- Insufficient Parking

Additional parking bays can be provided once the roadway is narrowed. Surface treatment of the parking bays is also recommended.

- Cadastral Encroachments

The cadastral boundary needs to be formalised in order to avoid encroachments. A tree planting incentive is an achievable way of approaching this problem.

- Stormwater

Furrows and channels are not operating efficiently and prove a safety hazard for pedestrians and motorists. Diverting runoff and creating sub-surface and USDS drainage systems will dramatically improve safety and aesthetics.

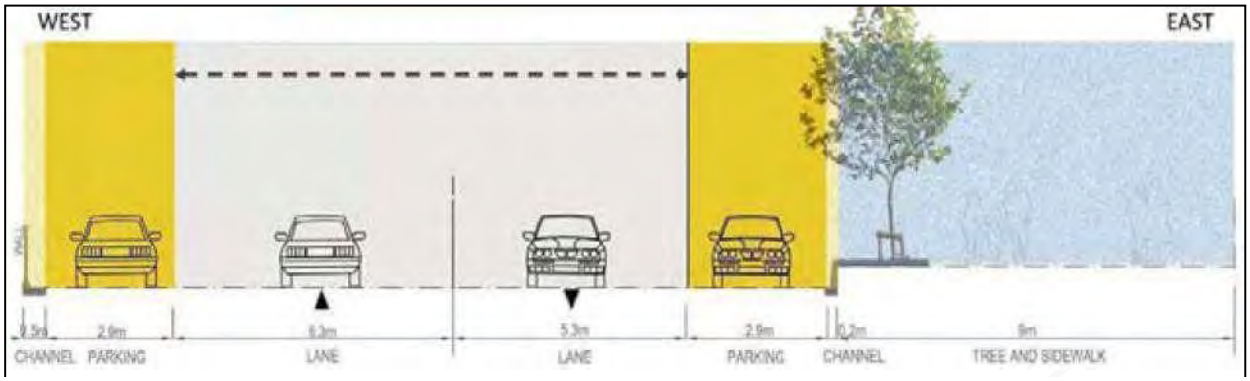


Figure 4-4: Current cross section of Van der Stel Street

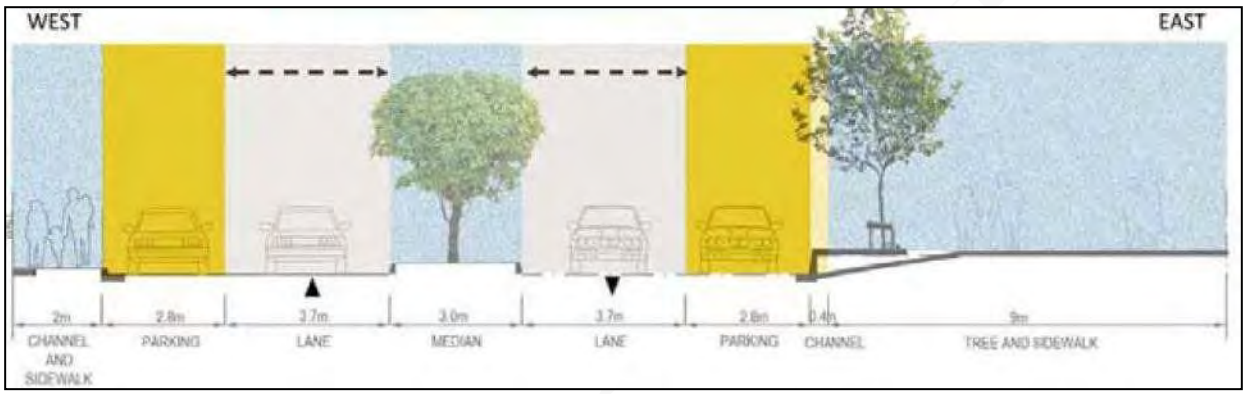


Figure 4-5: Proposed cross section of Van der Stel Street

A summary of the cost of the proposed project in Tulbagh is listed in the table below:

Table 4-4: Projects Costing

Item	Description	Quantity	Unit	Rate	Total
1	**Pre-Construction**				
1.1	**Preliminaries:**				
1.1.1	Preliminary and General items as a fixed percentage of the valueof work done in items 1 and 2	4901322	% of	17%	R833 224.79
	TOTAL				**R833 224.79**
	SCHEDULE SUMMARY				
1	**CIVILS**				
1.1	Clear Site				R116 341.50
1.2	Segmented Paving				R1 181 333.50
1.3	Kerbing and Channelling				R1 099 622.71
1.4	Road Markings				R23 510.30
1.5	Stormwater				R845 600.00
2	**LANDSCAPING**				
2.1	Pre-Construction				R121 104.76
2.2	Site Works				R292 947.50
2.3	Soil Improvement				R289 909.00
2.4	Irrigation				R244 400.00
2.5	Planting				R576 573.00
2.6	Maintenance Post-Practical Completion				R109 980.00
			CONTRACT VALUE		**R6 734 647.06**
			10% Contingency		R573 454.71
			SUBTOTAL		**R6 308 001.76**
			14% VAT		R883 120.25
			GRAND TOTAL		**R7 191 122.01**

4.3.2 NMT Recommendations in the Roads Master Plan

Towns within the Witzenberg Municipal area have a large NMT presence, where more than half of the population rely on NMT transport for daily commute. This highlights the need for safe and adequate NMT facilities.

It is noted that due to budget constraints and lack of human resources, NMT projects are rarely implemented, as road rehabilitation and maintenance projects are regarded as higher priority projects (Cape Winelands ITP Update 2014).

The following recommendations should be considered in conjunction with the outstanding projects, which is discussed further on in the report.

Table 4-5: NMT Recommendations

Town	Recommendation
Bella Vista	Maintenance of the existing surfaced sidewalk along the R303 to Ceres -Overgrown vegetation.
	Construct sidewalks on at least one side of Jakaranda Street.
	Provide rest areas and shade along the surfaced sidewalk on the R303.
Ceres	Dropped kerbs to be installed at all the intersections along Voortrekker Street.
	Extending the bicycle route network.
	Widening of sidewalks along Voortrekker Street (trees and road signs takes upsome of the width).
	Apply to have the pedestrian crossing along Voortrekker Str at Charlie Hofmeyr H.S signalized.
Nduli	Continuation of the existing surfaced sidewalk along the R46 up to Onder-Swaarmoed Road.
	Provide rest areas and shade along the surfaced sidewalk on the R46.
	Construct surfaced sidewalks along Eluxolweni Avenue.
Op-die-Berg	Continue paved sidewalk along Kerk Street to where the school kids' walkway starts.
Prince Alfred Hamlet	Lighting of the surfaced sidewalk along the R303 to Bella Vista.
	Continuation of the existing surfaced sidewalk to the West along Waboom Avenue.
	Surface the portion of gravel sidewalk along Waboom Avenue from Voortrekker Street.
Tulbagh	Construct surfaced sidewalks in Steinthal Street.
	Construct surfaced sidewalks in Obiqua Street.
	Construct surfaced sidewalks in Olifant Street.
Wolseley	Construct surfaced sidewalks in Hope Street.
	Investigate possibility of a formal walkway with lighting across the open fields in the southern part of Wolseley, similar to the one at the cemetery.

4.4 Current Capacity of Roads

As part of the comprehensive Witzenberg Roads Master Plan (2020) a detailed analysis were executed of a 108 intersections in the Witzenberg Municipality. It was rightly deduced that it is the intersections that determine the capacities of roads in urban areas and that these should be optimised to increase road capacity in general.

4.4.1 Traffic counts

12-Hour weekday traffic counts were done at selected intersections within WLM boundary.

- Bella Vista – 16 intersections
- Ceres – 30 intersections
- Nduli – 5 intersections
- Op-die-Berg – 4 intersections
- Prince Alfred Hamlet – 10 intersections
- Tulbagh – 24 intersections
- Wolseley – 19 intersections

Traffic was split into light vehicles, heavy vehicles, buses and mini bus taxis. Morning (AM) and Afternoon (PM) peak hour traffic volumes were extracted from the 12-hour counting data.

4.4.2 SQ Operational Analysis

The operational analysis has been done with the "SIDRA INTERSECTION 8" computer software that is suited for traffic engineering capacity analysis. When elements of a road network such as intersections are analysed, their operating conditions are described in terms of Level of Service (LOS). The six letters from A to F are used to indicate the different LOS. LOS A indicates very low traffic flows with correspondingly low delays, LOS E reflects capacity conditions, with high delays and unstable flow. LOS F reflects conditions where traffic demand exceeds capacity and traffic experiences congestion and delays. Generally, LOS A to D are considered acceptable in accordance with international standards. LOS E and F on the other hand are unacceptable.

The Average Delay is the delay in seconds that a motorist is likely to experience on an approach to the junction, while waiting for the junction to clear or other vehicles to manoeuvre. A further measure of the operating conditions prevailing at any point in a road network is the volume to capacity ratio (v/c). As the name implies, it is the traffic demand volume divided by the available capacity of the road element. Generally, ratios of up to approximately 0.9 are internationally considered acceptable. Values exceeding 1.0 implies saturation of the facility.

4.4.3 Results of SQ Intersection Operations

The operational analysis for the existing AM and PM peak hours has been done for each of the intersections. The results provide an indication of the service levels at which these intersections are performing. A more in-depth look will be given to any approach exceeding a LOS > D or capacity > 1:

4.4.3.1 Bella Vista

Table 4-6: Intersections LOS

Intersection Number	Road 1	Road 2	LOS	Capsity	Avg. Delay	LOS>D	LOS	Capsity	Avg. Delay	LOS>D
1	Vos St	Buiten St	B	0.327	3.7	No	C	0.27	3.5	No
2	Friesland	Buiten St	A	0.081	2.3	No	A	0.10	2.1	No
3	Vrede St	Buiten St	B	0.297	17.3	No	C	0.25	17.0	No
4	Jakaranda	Magnolia St	B	0.139	16.4	No	C	0.10	15.8	No
5	Vrede St	Oleander St	C	0.192	16.6	No	C	0.24	16.7	No
6	Japonika	Vygie Cres	B	0.019	2.2	No	A	0.01	3.5	No
7	Jakaranda	Jasmyn St	A	0.018	3.6	No	A	0.01	3.3	No
8	Panorama	Angelier St	A	0.034	3.4	No	A	0.04	1.6	No
9	Vrede St	Tulip St	A	0.044	2.6	No	A	0.06	2.6	No
10	Panorama	Vrede St	C	0.242	17.4	No	C	0.43	19.5	No
11	Panorama	Poplar Rd	A	0.081	2.7	No	A	0.12	3.0	No
12	Panorama	Forel St	B	0.100	1.3	No	B	0.13	0.6	No
13	Panorama	Long St	B	0.118	2.5	No	B	0.17	1.8	No
14	Panorama	Vos St	F	0.645	6.5	Yes	F	0.27	3.6	Yes
15	Boerneef	Vreeland St	A	0.046	5.4	No	A	0.05	5.4	No
16	Vos St	Vreeland St	E	0.403	1.8	Yes	E	0.36	1.1	Yes

1. Panorama / Vos Intersection (AM & PM Peak Hour)

The 4-legged intersection has priority on the main road with stop control on the side streets. The longer than expected delay (up to 70 seconds) on the Panorama & Blouberg approaches result in the LOS > D on the right turn lanes. This is This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Good sight distance exists from the side street approaches onto the main road. This intersection was also flagged as a hazardous location. Action is required in the short term to make the intersection safe.

2. Vos/ Vreeland Intersection (AM Peak Hour)

The 3-legged intersection has priority on the main road with stop control on the side streets. The longer than expected delays (up to 43 seconds) on the Vreeland approach results in the LOS > D on the right turn lane. This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Good sight distance exists from the side street approaches onto the main road. This intersection was also flagged as a hazardous location under item 7.5 in this report. Action is required in the short term to make the intersection safe.

4.4.3.2 Ceres

Table 4-7: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Alheitstraat	Krige St	A	0.01	4.5	No	A	0.02	3.4	No
2	Alheitstraat	Plantation	C	0.14	15.7	No	C	0.26	16.8	No
3	Riverside St	Keet St	A	0.22	6.9	No	A	0.07	6.2	No
4	Owen St	Oak St	D	0.80	30.1	Yes	C	0.41	19.6	No
5	Voortrekker	Krige St	B	0.26	5.2	No	B	0.24	5.4	No
6	Voortrekker	Owen St	B	0.78	15.5	No	B	0.71	14.1	No
7	Voortrekker	Lyell St	D	0.37	4.8	No	D	0.41	4.0	No
8	Mountainvie	Van	C	0.16	16.0	No	C	0.15	16.0	No
9	Mountainvie	Lyell St	C	0.69	24.8	No	C	0.51	20.7	No
10	Die St	Jupiter St	A	0.03	0.6	No	A	0.02	0.4	No
11	Eiland St	Lyell St	A	0.04	2.1	No	A	0.05	1.6	No
12	First Ave	Umzumaai	A	0.02	5.1	No	A	0.01	2.5	No
13	Vos St	Retief St	F	1.38	105.	Yes	F	1.11	65.7	Yes
14	Retief St	Cilliers St	B	0.19	1.6	No	B	0.13	2.2	No
15	Vos St	Hugostraat	C	0.25	2.5	No	C	0.17	1.8	No
16	Vos St	Joubert St	C	0.17	1.1	No	C	0.16	1.5	No
17	Joubert St	Cilliers St	C	0.17	16.3	No	C	0.17	16.7	No
18	Vos St	Porter St	D	0.27	5.3	No	D	0.26	5.6	No
19	Orange St	Munnik St	A	0.06	5.1	No	A	0.09	5.5	No
20	Orange St	Fabrick St	C	0.09	15.6	No	C	0.23	16.7	No
21	Vos St	Voortrekke	B	0.70	14.1	No	B	0.88	17.8	No
22	Voortrekker	Fabrick St	A	0.32	1.0	No	A	0.31	1.5	No
23	Pretorius St	Vos St	C	0.47	19.7	No	C	0.62	24.1	No
24	Pretorius St	Fabrick St	C	0.25	17.3	No	C	0.37	18.4	No
25	Joubert St	Retief St	A	0.09	1.0	No	A	0.12	0.6	No
26	Porter St	Retief St	A	0.09	0.4	No	A	0.12	0.4	No
27	Voortrekker	Albert St	E	0.97	45.4	Yes	E	0.92	41.1	Yes
28	Voortrekker	Retief St	B	0.19	2.8	No	C	0.28	3.4	No
29	Voortrekker	Bon	B	0.15	2.1	No	C	0.25	4.5	No
30	Voortrekker	Unnamed	B	0.16	1.0	No	B	0.18	0.3	No

1. Owen / Oak Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS D in the AM peak hour. In the AM peak hours, the Owen approach from the North have higher flows than the rest of the approaches. This results in a longer than expected delays (up to 43 seconds) and an average queue length of 46m, resulting in LOS > D. The western Oak Street approach has been fitted with a yield sign in conjunction with the Stop-sign, to ease the peak hour queue formation on the approach. Since these low service levels are as a direct result of the type of control and the surrounding schools generating traffic, it is acceptable for the current situation. No action is proposed in the short term.

2. Vos / Retief Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS F in both the AM & PM peak hours. The two Vos Street approaches are both exceeding LOS D in the peak hours. This is to be expected since Vos Road is a regional corridor carrying high traffic volumes. Retief Street is also the access to an industrial cluster generating heavy vehicles using the intersection. It is recommended that this intersection be further investigated to possibly upgrade the control to a signalised intersection with some turning lanes in the short term. The signals could rest in the green phase on Vos Street when the demand is lower from the side street outside the peak hour.

3. Voortrekker / Albert Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is overall operating at LOS D in both peak hours. It gives access to the Shopping Centre to the North. Due to the traffic volumes, double lane configuration and the current control measure, most of the approaches are operating on LOS > D in the peak hours. It is recommended that the upgrade of this intersection be further investigated in the short term.

4.4.3.3 Nduli

Table 4-8: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Voortrekker St	Unnamed	B	0.182	2.7	No	B	0.241	1.4	No
2	Voortrekker St	Chris Hani Dr	C	0.121	2.9	No	B	0.211	3.7	No
3	Chris Hani Dr	Langabuya Ave	C	0.247	17.2	No	C	0.292	17.4	No
4	1st St	3rd St	A	0.051	3.0	No	A	0.044	3.6	No
5	Voortrekker St	Onder-Swaarmoed Rd	A	0.104	4.8	No	A	0.108	3.7	No

None of the intersection analysed in Nduli had an approach exceeding LOS D in the peak hours.

4.4.3.4 Op-die-Berg

Table 4-9: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Vos St	Bergsig St	A	0.050	4.9	No	A	0.034	4.9	No
2	Kerk St	Bergsig St	A	0.058	6.0	No	A	0.079	6.8	No
3	Kerk St	Unnamed	A	0.025	2.1	No	A	0.029	2.1	No
4	Kerk St	Sonkruin	A	0.013	3.2	No	A	0.019	2.8	No

None of the intersection analysed in Op-die-Berg had an approach exceeding LOS D in the peak hours.

4.4.3.5 Prince Alfred Hamlet

Table 4-10: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Waboom	Tintinkie St	C	0.19	16.8	No	C	0.27	17.5	No
2	Waboom	Gydo Ave	C	0.30	18.0	No	C	0.31	17.7	No
3	Voortrekke	Olienhout	B	0.18	5.5	No	B	0.16	3.6	No
4	Bree St	Olienhout	C	0.11	15.5	No	C	0.10	15.5	No
5	Reid St	Astrid St	A	0.02	4.2	No	A	0.01	5.0	No
6	Voortrekke	Reid St	A	0.11	1.2	No	B	0.18	0.9	No
7	Voortrekke	Mill St	D	0.63	25.3	No	E	0.88	39.8	Yes
8	Bree St	Mill St	C	0.24	16.7	No	C	0.19	16.3	No
9	Voortrekke	Van	B	0.20	1.3	No	B	0.21	1.0	No
10	Voortrekke	Sarel	B	0.21	1.5	No	B	0.21	0.7	No

1. Voortrekker / Mill Intersection (AM & PM Peak Hour)

This intersection is currently 4-way stop controlled and is operating at an overall LOS E in the PM peak hour. The southern Voortrekker approach is having an average delay of 55 seconds, resulting in an average queue length of 68m and hence the low service level. Since the 4-way stop is strategic in traffic calming and lowering the speeds on the corridor, the lower service levels within the PM peak is tolerable. No action is proposed in the short term.

4.4.3.6 Tulbagh

Table 4-11: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Waveren	Drostdy Ave	A	0.03	1.5	No	A	0.03	1.9	No
2	Waveren	Church St	B	0.03	3.3	No	B	0.04	1.4	No
3	Waveren	Van Der	C	0.35	17.2	No	C	0.44	18.1	No
4	Waveren	Piet Retief	A	0.03	2.0	No	A	0.05	1.3	No
5	Market St	Van Der	A	0.07	2.8	No	A	0.09	2.7	No
6	Market St	Piet Retief	B	0.05	2.1	No	A	0.04	2.0	No
7	Waterkan	Church St	A	0.00	4.1	No	A	0.00	2.5	No
8	Waterkan	Van Der	A	0.11	1.6	No	A	0.11	1.6	No
9	Waterkan	Piet Retief	C	0.21	16.7	No	B	0.25	17.1	No
10	Church St	Van Der	A	0.11	0.1	No	A	0.11	0.1	No
11	Station Rd	Van Der	B	0.11	4.6	No	B	0.12	4.6	No
12	High St	Van Der	A	0.07	2.1	No	A	0.05	1.9	No
13	Market St	Buitekant St	C	0.25	17.0	No	C	0.17	16.3	No
14	Waveren	Marais St	A	0.02	2.9	No	A	0.01	2.9	No
15	Steinthal	Marais St	A	0.13	6.8	No	A	0.07	6.1	No
16	Waterkan	Marais St	A	0.04	4.5	No	A	0.03	5.0	No
17	Waveren	Jacaranda	A	0.02	5.5	No	A	0.02	5.0	No
18	Jacaranda	Steinthal St	B	0.07	2.1	No	A	0.05	2.2	No
19	Steinthal	Karee St	C	0.24	17.1	No	C	0.25	16.7	No
20	Obiqua St	1st Ave	A	0.01	2.8	No	A	0.01	3.3	No
21	Olifant St	Unnamed	C	0.14	16.0	No	C	0.04	15.4	No
22	Holzapfel	1st Ave	C	0.07	15.5	No	C	0.05	15.3	No
23	Holzapfel	Zahn St	C	0.10	15.8	No	B	0.03	14.9	No
24	Steinthal	Obiqua St	C	0.16	16.4	No	C	0.13	15.8	No

None of the intersections analysed in Tulbagh had an approach exceeding LOS D in the peak hours.

4.4.3.7 Wolesley

Table 4-12: Intersections LOS

Intersection Number	Intersection of:		AM Peak				PM Peak			
	Road 1	Road 2	LOS	Capacity	Avg. Delay	LOS>D	LOS	Capacity	Avg. Delay	LOS>D
1	Mill St	Voortrekker	A	0.069	0.8	No	A	0.07	1.2	No
2	Mill St	White St	C	0.118	15.7	No	C	0.09	15.3	No
3	Eeufees	Voortrekker	C	0.579	22.9	No	C	0.63	24.3	No
4	Unnamed	Voortrekker	B	0.154	3.5	No	B	0.19	3.3	No
5	Eeufees	White St	A	0.075	2.9	No	A	0.07	2.8	No
6	Eeufees	Stamper St	A	0.080	1.7	No	A	0.07	1.4	No
7	Eeufees	Wieners	A	0.085	1.8	No	A	0.09	1.9	No
8	Afrika St	Unnamed	A	0.065	5.7	No	B	0.12	7.4	No
9	Collard St	Voortrekker	A	0.137	2.4	No	B	0.15	2.0	No
10	Collard St	White St	A	0.065	4.4	No	A	0.07	5.0	No
11	Vygie St	Angelier St	C	0.197	17.2	No	C	0.14	16.3	No
12	Vygie St	Deborah St	A	0.018	1.9	No	A	0.02	1.3	No
13	Vygie St	Paradys St	B	0.025	5.9	No	A	0.02	5.4	No
14	Albert St	Voortrekker	A	0.093	3.2	No	A	0.12	1.9	No
15	Albert St	Raman St	C	0.158	16.1	No	C	0.16	15.9	No
16	Kerk Sint	Angelier St	A	0.049	6.1	No	A	0.03	6.3	No
17	Petunia St	Angelier St	A	0.032	3.2	No	A	0.02	2.1	No
18	Albert St	Angelier St	A	0.039	6.2	No	A	0.01	4.8	No
19	Eeufees	Voortrekker	A	0.167	4.7	No	B	0.16	3.5	No

None of the intersections analysed in Wolseley had an approach exceeding LOS D in the peak hours.

4.4.4 Hazardous Road Locations

4.4.4.1 Access from the R303

Multiple intersections along the R303 have been identified as hazardous locations based on accident statistics of the Witzenberg Municipality. Traffic counts were also done at these intersections and used as motivation for the proposed upgrades of the intersections.

(a) Proposed Upgrades to (Vos) R303 / Panorama Road

The upgrade to the (Vos) R303 / Panorama Road intersection in Bella Vista will aid in the relief of the LOS from Panorama road onto the (Vos) R303 toward Ceres by including a proposed second lane to allow traffic to safely build up speed before merging with traffic on the (Vos) R303. This will be aligned with a proposed turning lane which will allow traffic to safely decelerate before turning into Panorama Road. Action is required in the short term to make the intersection safe.

Figure 4.6: Proposed upgrades to (Vos) R303/Panorama Rd

(b) Proposed Upgrades to (Vos) R303 / Buiten Street

The upgrade to the (Vos) R303 / Buiten Street intersection in Bella Vista will aid in the relief of the LOS from Buiten Street onto the (Vos) R303 toward Ceres by including a proposed second lane to allow traffic to safely build up speed before merging with traffic on the (Vos) R303. This will be aligned with a proposed turning lane which will allow traffic to safely decelerate before turning into Buiten Street. A third proposed lane to the left of the (Vos) R303 will allow for traffic to safely pass cars waiting to turn onto Buiten Street from the (Vos) R303. Action is required in the short term to make the intersection safe.

Figure 4.7: Proposed Upgrades to (Vos) R303/Buiten Street

(c) Proposed (Vos) R303 / By-pass roads intersection

The upgrade to the (Vos) R303 / By-pass roads intersection in Ceres will replace the existing eastern gravel by-pass road with a paved road. The right side of the R46 where the eastern by-pass intersects the R46 will include additional lanes to allow for traffic to safely turn onto and off the R46. There is no existing western by-pass at the intersection, and it will be built from scratch. No action is required at this stage at this intersection as some taper islands were put in place to protect turning vehicles into the current T- junction.

Figure 4.8: Proposed Upgrades to (Vos) R303/ By-pass Road

There is currently a need to upgrade intersection along the Vos (R303) corridor. At posted speeds of 100km/h accidents will almost always be fatal. At some intersections part of the safety measures were already done, with mostly the widening of the road cross section still absent.

4.4.4.2 Access from the R46

Multiple intersections along the (Voortrekker) R46 (to Ezelfontein / Crispy Coolers, Du Toit Vrugte packaging facility and Southern and Northern access of Nduli), with unprotected turns, have been identified as hazardous locations based on accident statistics of the Witzenberg Municipality.

(a) Proposed Upgrades to (Voortrekker) R46 / Ezelfontein Road Intersection

The upgrade to the (Voortrekker) R46 / Ezelfontein road intersection will replace the existing north- eastern gravel by-pass road with a paved road. It will also have an additional left turning approach lane. The right side of the R46, where it intersects Ezelfontein, will remain mostly unchanged besides the addition of a shoulder.

Figure 4.9: Proposed Upgrades to (Voortrekker) R46/Ezelfontein Rd

(b) Proposed Upgrades to (Voortrekker) R46 / Chris Hani Drive Intersection

The upgrade to the (Voortrekker) R46 / Chris Hani Drive intersection will widen Chris Hani drive and add an additional approach lane for left turns. A by-pass road will be constructed opposite Chris Hani Drive. The by-pass will have the same specifications as Chris Hani Drive. The (Voortrekker) R46 will be widened to allow a right only lane and a passing/left turning lane to improve LOS and safety when turning off the R46.

Figure 4.10: Proposed Upgrades to (Voortrekker) R46/ Chris Hani Drive

(c) Proposed Upgrades to (Voortrekker) R46 / Onder Swaarmoed Road Intersection

The upgrade to the (Voortrekker) R46 / Onder Swaarmoed road intersection will widen the R46 on both sides to include shoulders and a left only lane and a passing lane (from Touwsriver) to improve LOS and safety when turning off the (Voortrekker) R46. The approach from Onder Swaarmoed onto the (Voortrekker) R46 will be widened to allow traffic to safely build up speed before merging with traffic on the (Voortrekker) R46.

Figure 4-11: Proposed Upgrades to (Voortrekker) R46/ Onder-Swaarmoed Road

4.5 Transport Planning Projects

The transport needs assessment processes have identified a number of planning projects, that can provide the scientific backing for other categories of projects that the Roads Master Plan has done for the whole field of road maintenance. These projects and their approximate costing are as follows:

4.5.1 Micro-simulation modelling of the Ceres CBD

Although the Ceres CBD area and the arterials feeding it are not yet prone to heavy peak hour traffic congestion, as was ascertained in the Witzenberg Roads Master Plan, it is certainly busy enough to warrant the commissioning of a modelling study to ensure maximum efficiency out of the existing road infrastructure and traffic signal set settings. By making use of software packages, such as PTV VISSIM, as much as 25% additional road capacity can be achieved by optimising traffic signal settings for the different peak hours of a normal work week. Projects, such as the proposed freight by-pass route, that have already been budgeted for, can also be tested as part of the road network and its potential down-stream effects quantified. The massive traffic impact of excessive heavy vehicle flows on certain streets will also be quantified.

Cost: R1 000 000.

4.5.2 Witzenberg Non- motorised Transport Plan

As part of the needs assessment exercise, pedestrian safety and comfort have been at the forefront of a large number of the ward projects identified. It is at present however a very haphazard process with hardly any scientific backing (apart from the ad- hoc proposals of the Roads Master plan, for either the locations of the projects nor for the extent thereof. What is required to start with, are counts to identify and quantify pedestrian streams, along all the major corridors in the municipality. Then infrastructure must be designed up to concept design level to accommodate the identified pedestrian streams including elements such as footbridges, pedestrian underpasses, walkways, pedestrian crossings (signalised and un-signalised), raised crossings, scholar patrols, etc.

Pedestrian accident information should also be acquired to identify "blackspots". Infrastructure that can minimise pedestrian safety concerns such as barrier kerbing and safety rails can then be designed to concept design level.

A proper traffic calming measures design plan can be part of the NMT Plan instead of the ad-hoc speedhumps that are being implemented currently.

A NMT Plan also needs to include cycling infrastructure identification for both the commuter mode as well as recreational movements. Especially around secondary schools, cycling movements can be very important.

Cost: R800 000

4.5.3 Witzenberg Information Signage Study

Numerous requests have been made during the needs assessment phase of the IDP for road name signs and other information signs in the CBD's of all the towns. A comprehensive information sign study will start with a hierarchy of national, provincial and local destinations that are identified in all the towns of the municipality. This can include specific local tourism destinations. The positions of these signs are also linked to the road hierarchy within the municipality, especially the numbered national and provincial routes. The study should include all the road sign faces and its costing of manufacture.

Cost: R750 000

4.5.4 Witzenberg Comprehensive Taxi Rank Surveys

The previous Transport Register that was completed for the Witzenberg Local Municipality did not include surveys for the Bella Vista informal taxi rank nor for the Prince Alfred Hamlet informal taxi rank or for the Tulbagh informal taxi rank as these informal ranks only recently started having operations. However, to get the correct taxi image for the present a comprehensive survey of all taxi operations in the municipality will have to be executed to finalise the TR and OLS.

Cost: R1 000 000

5 Chapter 5: Implementation budget and Programme

5.1 Budgets detailed in the Draft Budget Report 2022/2023-2024/2025

Although still in draft form this document does provide an indication of the planned expenditure of the Witzenberg Municipality and the projects that is provided for:

5.1.1 Budget Summary for 2022/ 2023

5.1.1.1 Capital Budget

The capital budget for the next financial year amounts to R77,4 million of which R 23 million is from own revenue. The rest of the capital budget is financed from Grants of R44,4 million and a proposed external loan of R10 million.

As can be seen from the aforementioned, the municipality is too reliant on Grants to fund its capital expenditure. That said we are thankful for the Grants allocated to Witzenberg Municipality.

The bulk of the proposed capital expenditure is in respect of service delivery and infrastructure.

5.1.1.2 Operating Budget

The operating revenue budget for next year amounts to R 811 million of which R 606 million is from own revenue. The rest of the operating budget is financed from Grants.

5.1.2 IDP Projects 2021/2022 to 2025/2026

The amended IDP (March 2022) has the following budgets for the planning period: (Only those with transportation projects are shown here.)

5.1.2.1 Strategic Objective: Sustainable provision and maintenance of basic infrastructure

Table 5-1: IDP Basic Infrastructure Projects

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Electricity Adminis	MV Substation Equipment	CRR	All	500 000	1 000 000		1 500 000	1 500 000
Electricity Adminis	Upgrade of LV Network Cables	CRR	All		1 000 000		1 000 000	1 000 000
Electricity Adminis	MV Network Equipment	CRR	All		1 000 000		1 000 000	1 000 000
Electricity Adminis	Upgrade of MV Cables	CRR	All		1 000 000		600 000	600 000
Electricity Adminis	Tools & Equipment	CRR	All				150 000	150 000
Electricity Streetli	Upgrade of Streetlights	CRR	All				350 000	350 000
Roads	Network streets	CRR	All		2 000 000		2 500 000	3 000 000
Sewerage	Aerator replacement programme	CRR	All				500 000	
Sewerage	Refurbishment WWTW	CRR	All				750 000	
Sewerage	Sewer Pumps-replacement	CRR	All				250 000	500 000
Sewerage	Sewer Network Replacement	CRR	All		1 500 000		2 000 000	1 500 000
Sewerage	Security upgrades	CRR	All				300 000	
Solid Waste Disp	Transfer stations & related infrastructure (	CRR	3	5 817 400				
Storm Water	Network - Storm Water Upgrading	CRR	All				450 000	500 000
Water Distribution	Infrastructure Management System	CRR	All				200 000	
Water Distribution	Plant & Equipment	CRR	All				50 000	
Water Distribution	Security upgrades	CRR	All				450 000	
Water Distribution	Network- Water Pipes & Valve Replacem	CRR	All		1 500 000		2 000 000	2 500 000
Water Distribution	Tulbagh Dam	RBIG	7, 11	17 391 304	16 729 565			
Electricity Adminis	Electrical Network Refurbishment	CRR	All				1 500 000	1 500 000
Roads	Vredebes Ph1 Public Transport Routes	MIG	5				210 436	
Solid Waste Disp	New Material Recovery Facility/Drop Off	MIG	All	11 164 767				
Fleet Managemen	Vehicle Replacement Program	Loans	All	1 000 000	1 000 000	1 000 000		
Water Distribution	Grey Water System	CRR	All				1 500 000	1 500 000
Roads	Tools & Equipment	CRR	All				50 000	50 000
Roads	NMT Sidewalks Ceres	CRR	3,5				500 000	500 000
Solid Waste Rem	Drop-offs Transfer stations	CRR	All				2 000 000	4 000 000
Water Distribution	Op-Die-Berg Reservoir	MIG	8	2 854 582				
Water Distribution	Tulbagh Reservoir	MIG	7,11			7 000 000		
Water Distribution	Tierhokskloof bulk pipeline	MIG	2,7		8 026 177			

5.1.2.2 Strategic Objective: Provide for the needs of Informal Settlements through improved services

Table 5-2: IDP Projects for Informal Settlements

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Electricity Adminis	Vredebes Electrical Network	INEP	5	11 097 391				
Electricity Adminis	Nduli infill Electrical Network	INEP	12		2 714 783	3 478 261		
Storm Water	Vredebes New Storm water Channel & De	MIG	5	107 609				
Roads	Nduli Infill Internal Roads	IHHSDG	1,12		2 820 000			
Sewerage	Nduli Infill Internal Sewerage	IHHSDG	1,12		2 820 000			
Water Distribution	Nduli Infill Internal Water	IHHSDG	1,12		2 820 000			
Storm Water	Nduli Infill Internal Storm water	IHHSDG	1,12		2 820 000			
Roads	Vredebes Access Collector	MIG	5		1 390 435	8 085 217		
Roads	Vredebes Phase H Internal Roads	IHHSDG	5	889 371				
Water Distribution	Vredebes Phase H Internal Water	IHHSDG	5	889 371				
Storm Water	Vredebes Phase H Internal Storm Water	IHHSDG	5	889 371				
Sewerage	Vredebes Phase H Internal Sewerage	IHHSDG	5	889 371				
Electricity Streetli	Vredebes Phase H Streetlights	MIG	5	1 565 217				

5.1.2.3 Strategic Objective: Support Institutional Transformation and Development

Table 5-3 IDP Development Budget

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Dir Corp	Office Equipment	CRR	All				50 000	
Dir Comm	Office Equipment	CRR	All				30 000	
Dir Tech	Office Equipment (Director)	CRR	All				30 000	
Information Techn	IT Equipment	CRR	All	200 000	600 000		650 000	700 000
Municipal Manage	Office Equipment	CRR	All				30 000	30 000
Municipal Manage	Office Equipment	MIG	All			20 000		
Roads	Traffic Calming	CRR	All				200 000	250 000
Administrative & C	Council chambers furniture	CRR	All	600 000				

5.1.2.4 Strategic Objective: Create an enabling environment to support local economy

Table 5-4: IDP LED Budget

Department	Description	Funding Source	Ward	Budget 2021_ 2022	Budget 2022_ 2023	Budget 2023_ 2024	Budget 2024_ 2025	Budget 2025_ 2026
Roads	Upgrade Van Breda Bridge	Prov Grant	3,5	20 547 826	6 200 000	152 174		
LED	Hamlet Economic Hub	RSEP	4,1	695 652				
Roads	Rehabilitation - Streets Tulbagh	CRR	11				3 500 000	2 500 000
Resorts	Chalet Furniture	CRR	3				450 000	
Roads	Upgrade Van Breda bridge (own contribut	CRR	3,5	4 909 565	1 240 000			

5.1.2.4 Provincial Infrastructure Projects in the Witzenberg Municipality for the MTEF Period 2022/23-2024/2025

Table 5-5: Provincial Infrastructure Budget

Department	Nature of Investment	Project ID	Project Name	MTEF Total (Rand)
Health	Rehabilitation, Renovations & Refurbishment	203652	Ceres - Ceres FPL - Rehabilitation to accommodate dissecting area	R197 000
Health	Non-Infrastructure	184446	Ceres - Ceres Hospital - HT - New Acute Psychiatric Ward	R363 000
Health	Non-Infrastructure	184491	Tulbagh - Tulbagh Clinic - HT - Structural repair	R372 000
Human Settlements	Infrastructure Transfers - Capital	200282	Tulbagh Erven 1366 and 1435-1443 (225 sites) IRDP	R900 000
Human Settlements	Infrastructure Transfers - Capital	200515	3463 - ISSP Ceres Nduli Infills ESS (188 sites) UISP	R1 000 000
Health	Non-Infrastructure	184445	Ceres - Ceres CDC - HT - Enabling work for Hospital OPD	R1 650 000
Health	Non-Infrastructure	196126	Ceres - Ceres Hospital - HT - Hospital and Nurses Home Repairs and Renovation	R2 000 000
Human Settlements	Infrastructure Transfers - Capital	200283	Wolseley Montana Farm Workers Housing (700 sites) IRDP	R2 805 000
DEA&DP (Cape Nature)	Upgrading and Additions	205894	Wolwekloof Day Visitor Upgrade	R3 500 000
Health	Upgrading and Additions	51070	Ceres - Ceres Hospital - New Acute Psychiatric Ward	R3 501 000
Education	New or Replaced Infrastructure	195287	Ndluli PS	R7 000 000
Transport and Public Works	Maintenance and Repairs	203765	Job Creation-Clearing of Erven	R9 856 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	196668	C1116 Reseal Wolseley - Ceres - Touwsrivier Wolseley Ceres	R10 000 000
Human Settlements	Infrastructure Transfers - Capital	200281	Ceres Vredebes Phase H (529 services) IRDP	R10 600 000
Human Settlements	Infrastructure Transfers - Capital	200516	3463-xx01 - ISSP Ceres Nduli Infills ESS (188 services) UISP	R11 280 000
Health	New or Replaced Infrastructure	206014	Ceres - Ceres Clinic - Acquisition of building	R13 225 000
Health	Rehabilitation, Renovations & Refurbishment	51169	Ceres - Ceres Hospital - Hospital and nurses home repairs and renovations	R21 885 000
Education	New or Replaced Infrastructure	4171	Waveren SS	R50 000 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	206158	C1216 Reseal/rehab Ceres-Opdie Berg-Citrusdal	R154 000 000
Transport and Public Works	Maintenance and Repairs	51727	Routine Maintenance CW DM	R192 030 000
Transport and Public Works	Rehabilitation, Renovations & Refurbishment	194697	C1116 PRMG Reseal Wolseley - Ceres - Touwsrivier	R258 000 000
Grande Total				**R754 164 000**

Source: Provincial Budget: Vote 10

5.2 Project Costing in the Witzenberg Roads Master Plan

In the Roads Master Plan a large number of projects have been costed and budgets have been proposed over short medium and long term. These are provide here as an implementation goal for this LITP.

5.2.1 Projects and Costing for Roads, Bridges & Intersections

ROADS, BRIDGES & INTERSECTIONS (Page 1 of 2)															
					Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
			Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
ROAD MAINTENANCE	Road Maintenance	Bella Vista			R2 000 000	R2 000 000	R2 000 000	R2 500 000	R2 500 000					
	Road Maintenance	Ceres			R4 000 000	R5 000 000	R5 000 000	R6 000 000	R6 000 000					
	Road Maintenance	Nduli			R400 000	R400 000	R400 000	R500 000	R500 000					
	Road Maintenance	Op-die-Berg			R200 000	R200 000	R300 000	R400 000	R400 000					
	Road Maintenance	PAH			R800 000	R900 000	R1 000 000	R1 100 000	R1 100 000					
	Road Maintenance	Tulbagh			R3 000 000	R3 000 000	R4 000 000	R5 000 000	R5 000 000					
	Road Maintenance	Wolseley			R2 000 000	R2 800 000	R3 000 000	R3 500 000	R3 500 000					
TOTAL FOR ROAD MAINTENANCE					**R12 400 000**	**R14 300 000**	**R15 700 000**	**R19 000 000**	**R19 000 000**					
NEW BRIDGES AND BRIDGE MAINTENANCE	Upgrade Van Breda Bridge	Ceres	IDP 2019-2020			R5 027 826	R41 549 565	R2 593 043						
	Maintain bridges	All Towns	CWDM RRAMS 2019			R2 000 000		R2 000 000		R2 000 000				
	Upgrade low water bridges Hugo & Pretorius	Ceres	2020 RMP			R1 000 000	R18 000 000		R1 000 000	R20 000 000				
	New bridge crossing Dwars River tributary	Tulbagh						R1 000 000	R18 000 000					
	New bridge connecting Retief Street to New Eastern developments as per SDF	SDF	2020 RMP			R1 000 000	R20 000 000	R10 000 000						
TOTAL FOR NEW BRIDGES AND BRIDGE MAINTENANCE						**R9 027 826**	**R79 549 565**	**R15 593 043**	**R19 000 000**	**R22 000 000**				
TRAFFIC CALMING & SIGNS	Traffic Calming	All Towns	IDP 2019-2020	R850 000	R170 000	R170 000	R170 000	R170 000	R170 000					
	Road signs	All Towns	2020 RMP		R150 000	R150 000	R150 000	R150 000	R150 000					
TOTAL FOR TRAFFIC CALMING AND ROAD SIGNS					**R320 000**	**R320 000**	**R320 000**	**R320 000**	**R320 000**					
NEW SDF ROADS & ROAD UPGRADES	New SDF 2020 Roads (class 3 & 4 roads)*	Ceres	2020 SDF		R10 459 028	R10 459 028	R13 945 370	R27 890 740	R48 808 796	R48 808 796				
	New SDF 2020 Roads (class 3, 4 and 5 roads)*	Tulbagh	2020 SDF						R4 577 666	R4 577 666	R12 207 109	R24 414 218	R21 414 218	
	Gravel to Block paved roads	All Towns			R8 000 000	R8 000 000	R8 000 000	R8 000 000	R8 000 000					
TOTAL FOR NEW SDF ROADS AND NEW UPGRADED ROADS					**R18 459 028**	**R18 459 028**	**R21 945 370**	**R35 890 740**	**R61 386 462**	**R53 386 462**	**R12 207 109**	**R24 414 218**	**R21 414 218**	

5.2.2 Projects and Costing for Roads, Bridges & Intersections

ROADS, BRIDGES & INTERSECTIONS (Page 2 of 2)														
Item	Description	Town	Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
PRECINCT PLANS	Ceres CBD Main Road Upgrading	Ceres	Ceres Precinct Plan		R10 000 000	R10 000 000	R10 000 000	R10 000 000	R10 000 000					
	Tulbagh CBD Main Road Upgrading	Tulbagh	Tulbagh Precinct Plan	R8 564 741		R4 564 741	R4 000 000							
TOTAL FOR PRECINCT PLANS					**R10 000 000**	**14 564 741**	**R14 000 000**	**R10 000 000**	**R10 000 000**					
INTERSECTION UPGRADES	Intersection Upgrades Vos/Panorama	Bella Vista				R4 000 000								
	Intersection Upgrades Vos/Freesalnd	Bella Vista					R3 000 000							
	Intersection Upgrades Vos/Buitekant	Bella Vista						R4 000 000						
	Intersection Upgrades Vos/Retief	Ceres				R2 500 000								
	Ceres CBD Drop kerbs at pedestrian crossings	Ceres			R50 000	R50 000	R50 000							
TOTAL FOR INTERSECTION UPGRADES					**R50 000**	**R6 550 000**	**R3 050 000**	**R4 000 000**						
BY-PASS ROUTES & ONE-WAY ROAD SYSTEM	By-Pass route North (Survey, Design, EIA)	Ceres						R3 821 144	R3 821 144	R5 094 859	R10 189 717	R17 832 005	R17 832 005	
	By-Pass routes South (Survey, Design, EIA)	Ceres								R4 079 958	R4 079 958	R5 439 944	R24 479 748	R24 479 748
	One-Way Roads system (Investigation)	Ceres					R650 000							
TOTAL FOR PLANNING							**R650 000**	**R3 821 144**	**R3 821 144**	**R9 174 817**	**R14 269 675**	**R23 271 949**	**R42 311 753**	**R24 479 748**
TOTAL FOR ROADS, BRIDGES AND INTERSECTIONS					**R41 229 028**	**R63 221 595**	**R135 214 935**	**R88 624 927**	**R113 527 606**	**R84 561 279**	**R26 476 784**	**R47 686 167**	**R63 725 971**	**R24 479 748**

5.2.3 Projects and Costing for Public Transport

PUBLIC TRANSPORT FACILITIES (1 OF 1)														
Item	Description	Town	Reference Document	Total Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
UPGRADES TO PUBLIC TRANSPORT FACILITIES	New Taxi Facility (Cnr Vos Str. and Orange Str.) – excluding purchase price of property	Ceres	IDP 2019-2020	R7 000 000		R3 500 000	R3 500 000							
	Improvements to existing taxi rank in Voortrekker Street	Ceres	Ceres CBD Transport Plan, *Draft 1*	R1 742 218	R1 742 218									
	Public Transport embayment's at Spar (Voortrekker Str.)	Ceres	Ceres CBD Transport Plan, Draft 1	R34 844	R34 844									
	Feasibility study for a Taxi Facility at the Clinic	Nduli	Cape Winelands NMT		R300 000									
TOTAL FOR UPGRADES TO PUBLIC TRANSPORT FACILITIES					**R2 077 062**	**R3 500 000**	**R3 500 000**							

5.2.4 Projects and Costing for Non-motorised Transport

NON-MOTORISED TRANSPORT (Page 2 of 2)														
Item	Description	Town	Reference Document	Project Cost (Escalated to 2019 @ 6% per annum)	Short Term (0 to 2 years)		Medium Term (3 to 5 years)			Long Term (6 to 10 years)				
					2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
	Provide paved shoulder along Steinthal way	Tulbagh	Cape Winelands NMT MPlan Framework,			R1 000 000	R1 000 000							
	Provide sidewalk on western side of Van der Stel street where it is non-existent	Tulbagh	Cape Winelands NMT MPlan Framework,	ALREADY INCLUDED										
	Paint shoulders on Waterkant and Obiqua Streets	Tulbagh	Cape Winelands NMT MPlan Framework,		R25 000									
	Provide continuous paved sidewalks on Angelier Street	Wolseley	Cape Winelands NMT MPlan Framework, 2015		R600 000	R600 000								
	Provide a sidewalk on White Street to improve the north-south pedestrian movement	Wolseley	Cape Winelands NMT MPlan Framework,		R1 000 000	R1 000 000								
	Provide a pedestrian link from the residential settlement along Kerk Street in the west to the school on the south	Op-die-Berg	Cape Winelands NMT MPlan Framework, 2015		R600 000									
	Provide a new link across the perennial stream	Op-die-Berg	Cape Winelands NMT MPlan Framework,			R250 000								
	TOTAL FOR UPGRADES TO NON-MOTORISED TRANSPORT				R6 760 000	R50 572 620								

6 Chapter 6:Operating Licence Plan

An Operating Licence Plan Review has recently (July 2020) been completed for the Witzenberg Local Municipaliy. All of the information in this chapter has been sourced from this document.

6.1 Minibus Taxi Facilities

Formal taxi facilities have specific infrastructure such as shelters and ablutions that have been constructed. Informal facilities include areas that are used by public transport without any kind of "betterment" or surfaced parking areas that have been constructed but not specifically as a taxi rank.

The existing minibus taxi facilities in Witzenberg are summarised in the table below:.

Table 6-1: Public Transport Facilities in Witzenberg

Town	Facility Name	Facility Type	Comment
Ceres	Vos Street	Informal Taxi Rank	Private Property
Ceres	Vos Street	Informal Taxi Rank	On-street parking
Ceres	Voortrekker Street TaxiRank	Formal Taxi Rank	
Nduli	Nduli Taxi Rank	Formal Taxi Rank	
Wolseley	Wolseley Rank	Informal Taxi Rank	Existing Parking Lot
Tulbagh	Tulbagh Rank	Informal Taxi Rank	On-street parking
Op-die-Berg	Op-die-Berg Rank	Informal Taxi Rank	Existing Parking Lot
Prince Alfred's Hamlet	Prince Alfred's HamletTaxi Rank	Formal Taxi Rank	

6.1.1 Op-die Berg

Op-die-Berg does not have a formal taxi rank; the existing parking area across from Agri Mark is used as an informal taxi stop. The area is unsurfaced, there are no demarcated parking bays or any other facilities such as ablutions, shelter or lighting.

Op-die-Berg Taxi Stop	
Number of Bays	4
Access to the rank	Church Street
Shelter for passengers	None
Seating	None
Restrooms	None
Lighting	Good
Surfacing	Gravel
Comment	This is an informal, unmarked parking area across from Agri Mark. This area is adjacent to another parking area which is available toaccommodate the overflow.

Op-die-Berg Taxi Stop	
Gravel parking area used as informal taxistop	**Parking area adjacent to informal taxi stop**

6.1.2 Prince Alfred Hamlet

The town of Prince Alfred's Hamlet currently has one formal taxi rank located on the corner of Church Street and Voortrekker Road.

Prince Alfred's Hamlet Taxi Rank	
Number of Bays	5
Access to the rank	Off Church Street
Shelter for passengers	Yes - Limited
Seating	Yes
Restrooms	Yes
Lighting	Good
Surfacing	Paved
Comment	This rank is in a good condition and well maintained.
Prince Alfred's Hamlet Taxi Rank (1)	**Prince Alfred's Hamlet Taxi Rank (2)**

Prince Alfred's Hamlet Taxi Rank	
Facilities at Prince Alfred's Hamlet taxi rank	**View of the taxi rank from across the road**

6.1.3 Ceres

There are one formal and two informal taxi facilities in Ceres:

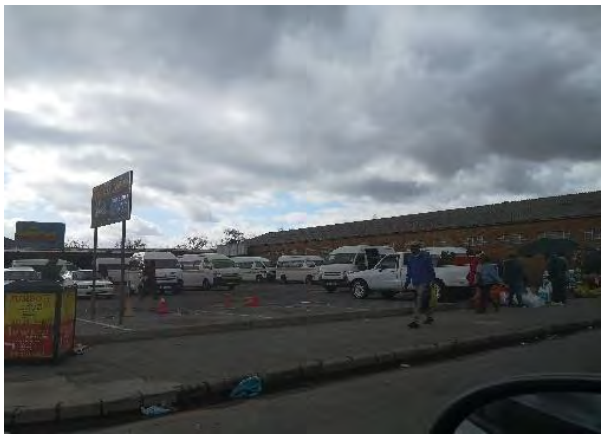
- Ceres Nduli formal taxi rank
- Vos Street informal taxi rank
- Vos Street on-street parking bays used as taxi stops

All of these facilities are shown below:

Ceres Nduli Formal Taxi Rank (Voortrekker Street)	
Number of Bays	32 (8 lanes, 4 vehicles per lane)
Destination Signage	None
Access to the rank/parking	Voortrekker Street
Shelter for passengers	Yes
Seating	Yes
Restrooms	Yes
Lighting	Good
Surfacing	Paved
Comment	The condition of this facility is good and appears well maintained.

Ceres Nduli Formal Taxi Rank (Voortrekker Street)	
Ceres Nduli Taxi Rank	**Ceres Nduli Taxi Rank**
Shelter provided at the Ceres Nduli Taxi Rank	**Ceres Nduli Taxi Rank view from Voortrekker Street**

Ceres Vos Street Informal Taxi Rank (Informal)	
Number of Bays	25 (estimated)
Destination Signage	None
Access to the rank/parking	Orange Street
Shelter for passengers	None
Seating	None
Restrooms	Yes
Lighting	Fair
Surfacing	Gravel
Comment	This facility is located on private property. Bays are not marked and taxis share the parking with private vehicles using the parking bays when visiting businesses in the vicinity.

Ceres Vos Street Informal Taxi Rank (Informal)	
Vos Street Taxi Rank	 **Vos Street Taxi Rank**
Vos Street Taxi Rank	**Facilities provided at the Vos Street Taxi Rank**

Vos Street on street parking bays used by Taxis (Informal)	
Number of Bays	3
Destination Signage	None
Access to the rank/parking	Vos Street
Shelter for passengers	None
Seating	None
Restrooms	None
Lighting	Good
Surfacing	Paved
Comment	These parking bays are parallel on-street parking bays along Vos Street. Bays aren't reserved forminibus taxis and the parking bays are shared with private vehicles visiting businesses in the vicinity.

Vos Street on street parking bays used by Taxis (Informal)	
Vos Street on-street parking bays usedby taxis	**Vos Street on-street parking bays usedby taxis**

6.1.4 Nduli

Nduli has one formal taxi rank on the corner of Chris Hani Drive, Ndzishe Avenue and Gill Avenue.

Nduli Taxi Rank	
Number of Bays	14
Destination Signage	None
Access to the rank/parking	Access off Ndzishe Avenue, exit onto Gill Avenue
Shelter for passengers	Limited
Seating	None
Restrooms	Yes
Lighting	Fair
Surfacing	Paved
Comment	Overall, the condition of the facility is good. It appears to be functioning well. Additional rubbish bins may be necessary as the area was littered withrubbish.

Nduli Taxi Rank	
Nduli Taxi Rank	**Nduli Taxi Rank**

6.1.5 Wolesley

Wolseley does not have a formal taxi rank. Although not demarcated as such, the existing municipal parking lot on the corner of Eeufees Street and Voortrekker Street is used as a rank facility.

Wolseley Taxi Rank	
Number of Bays	90 bays provided, assume 5 bays are used by taxis
Access to the rank/parking	Off Eeufees Street and Vincent Street
Shelter for passengers	None
Facilities Provided	None
Lighting	Good
Surfacing	Paved
Comment	Minibus taxis share this parking with visitors to the municipal buildings adjacent to the parking area. Although parking bays are marked, there are no road marking or signage reserving bays for minibus taxis.
Wolseley Taxi Rank	**Wolseley Taxi Rank**

It is vital that bays allocated to minibus-taxis are reserved for them, to prevent confusion and disagreements between visitors and taxis.

6.1.6 Tulbagh

Tulbagh does not have a formal taxi rank; the on-street parking along Van Der Stel Street in front of the Spar is reserved for minibus taxis.

Van Der Stel On- Street Parking	
Number of Bays	3
Access to the rank/parking	Van Der Stel Street
Shelter for passengers	None
Facilities Provided	Restrooms
Lighting	Good
Surfacing	Paved
Comment	These parking bays are parallel on-street parking baysalong Van Der Stel Street. The bays are reserved for minibus taxis.
Van Der Stel Street on-street parking bays reserved for taxis	**Van Der Stel Street on-street parking baysreserved for taxis**

6.2 Current Operating Licences

All legal routes with route descriptions were received from the PRE. According to the PRE's database there are 150 OLs issued within Witzenberg.

The information received relating to routes and the number of route authorities per route are shown in the table below:

Table 6-2: Numbers of route authorities per route:

No.	Description	Origin-Destination (PRE)	Route Authorities
1	822	Nduli - Ceres	34
2	823	Nduli - Ceres	33
3	875	Tulbagh – Tulbagh Railway Station	8
4	876	Tulbagh – Road 1476	8
5	877	Tulbagh – Road 1461	9
6	878	Tulbagh - Tulbagh	10
7	898	Ceres – Bella Vista	32
8	C10	Ceres – Agter Witzenberg Valley	12
9	D46	Tulbagh - Wellington	1
10	D65	Prince Alfred's Hamlet – Prince Alfred's Hamlet	10
11	D66	Prince Alfred's Hamlet - Ceres	12
12	D67	Prince Alfred's Hamlet - Prince Alfred's Hamlet Farms	6
13	F7	Ceres - Ceres	4
14	G33	Wolseley - Wolseley	4
15	G42	Tulbagh - Ceres	6
16	G43	Tulbagh - Ceres	5
17	G44	Tulbagh – Gouda/Onrus	6
18	G45	Tulbagh – Twee Jonge Gezellen	4
19	G47	Wolseley - Ceres	7
20	G48	Wolseley – Montana, Wolseley	5
21	G49	Wolseley – Wolseley Farms	5
22	G50	Wolseley - Wolseley Farms	5
23	G51	Wolseley – Wolseley Farms	5
24	G52	Wolseley – Artois Station	2
25	H16	Nduli – Niewedorp (Ceres)	47
26	H72	Ceres – Rosendal District, Ceres	32
27	H73	Ceres – Donkerbos District Ceres	11
28	H74	Ceres – Ezelfontein District Ceres	8
29	H75	Ceres – Laastedrif District Ceres	7
30	H76	Ceres - Wolseley	28
31	J85	Ceres - Sterkspruit	54
32	J86	Nduli – Sterkspruit	7
33	K1	Nduli - Sterkspruit	53
34	K96	Wolseley – Wolseley (Pinevalley)	3
35	K97	Wolseley – Wolseley (Montana)	3
36	K98	Wolseley - Tulbagh	1
37	K99	Wolseley - Gouda	3
38	L1	Wolseley - Worcester	3
39	L2	Wolseley - Wellington	3
40	L92	Chris Hani Tulbagh - Tulbagh Railway Station	3
41	L93	Chris Hani Tulbagh – Road 1461	3
42	L95	Chris Hani Tulbagh - Tulbagh	5
43	L96	Chris Hani Tulbagh - Gouda	5
44	L97	Chris Hani Tulbagh - Ceres	5

No.	Description	Origin-Destination (PRE)	Route Authorities
45	L98	Chris Hani Tulbagh - Wolseley	3
46	L99	Chris Hani Tulbagh - Worcester	3
47	M1	Chris Hani Tulbagh – Wellington Railway Station	1
48	M98	Nduli, Ceres - Sterkspruit	35
49	N53	Tulbagh – Tulbagh Farms	4
50	Q82	Wolseley - Elliot	1
51	Q99	Op-die-Berg - Ceres	15
52	R1	Op-die-Berg - Agter Witzenberg Valley	12
53	R2	Op-die-Berg – Kagga Kamma	12
54	R63	Ceres - Bellville	13
55	T77	Ceres - Sterkspruit	20
56	T87	Ceres - Sterkspruit	13
57	T93	Ceres - Zastron	38
58	U93	Ceres - Wellington	24
59	W54	Nduli - Wellington	14
60	W66	Nduli - Ceres	28
61	X10	Ceres – Agter Witzenberg Valley	33
62	X11	Ceres – De Straat	33
63	X12	Ceres - Ezelfontein	33
64	X13	Ceres - Laastedrif	33
65	X14	Nduli – Wolseley Station	30
66	X15	Nduli – Zastron	24
67	Y9	Prince Alfred's Hamlet - Ceres	6

6.3 Regulatory Background

6.3.1 Western Cape Road Transportation Act Amendment Act (Act 7 of 2000)

It amends the Road Transportation Act, 1977, insofar as it applies in the WC, to provide for special measures in respect of minibus taxi and other road transportation services in certain areas; to amend the Minister's powers to make regulations regarding persons who may seize motor vehicles; and for matters connected therewith.

6.3.2 Western Cape Road Regulations on Operating Licences, 2002

The NLTTA of 2000 permitted the Minister of Transport: Public Works and Property Management of the Western Cape to publish certain regulations relating to OLs. These are contained within Provincial Gazette No. 5838 of 14 June 2002 and are known as the Western Cape Regulations on Operating Licences, 2002.

- These regulations cover the following matters:
- Application for conversion of permit to operating licence;
- Submission of Regulation 2 (1) Application to planning authority for recommendations;
- Application for the granting, amendment or transfer of an operating licence for contracted services;
- Application for the granting, renewal, amendment, or transfer of an operating licence for non-contracted services;
- Application for amendment of operating licence to replace a specified vehicle;
- Responsibilities of the Board regarding information and documents submitted with application forms;
- Publication of applications;
- Inter-provincial services;
- Representations regarding applications for operating licences;
- Convictions for offences to be considered by board in disposing of applications with regard to operating licences;
- Roadworthy certificates;
- Issuing of operating licences and distinguishing marks;

- Applications for duplicate original operating licences, permits, or distinguishing marks;
- Fees;
- Inspectors;
- Stopping of vehicles by authorised officer;
- Distinguishing marks;
- Information on vehicles to which operating licences relate;
- Information on vehicles used for courtesy services;
- Staff services; and
- Form of operating licences.

With regard to the submission of Operating Licence applications to the Planning Authority for comment, the regulation states that:

- An application must be submitted in writing to the Planning Authority within 30 days of receipt
- The PRE must dispose of the application within 90 days of receipt
- The Planning Authority must:
- Verify the route details claimed by the applicant;
- In the case of the conversion of a permit to an Operating Licence for a bigger vehicle; submit recommendations, amongst others, on the availability of ranks or terminals or other facilities or spaces for boarding and alighting from, or holding or parking the larger vehicle concerned;
- Submit any other recommendations or representations it may have in relation to the application
- If the Planning Authority fails to respond within 30 days, the PRE may consider the application without the input from the Planning Authority;
- In the process of the conversion of radius or area-based permits, the Board must adhere to the route descriptions, identifications and numbers shown in the ITP. The planning Authority or the PRE must provide Associations operating along the route or routes in question with adequate information to allow them to give input regarding route descriptions.

6.3.3 Western Cape Regulations on the registration of minibus-taxi associations, their members and non-members, 2007

These regulations prescribe the following:

- Manner of keeping of the provincial transport register;
- Information to be kept in the register concerning non-members and their vehicles;
- Fees for information from the register;
- Requirements for associations to qualify for provisional and full registration;
- Application fees for registration;
- Application forms;
- Manner of application for registration by a newly admitted member of a registered association;
- Information and documents submitted with application forms;
- Registration of non-member: certificate by Registrar;
- Registration certificates;
- Distinguishing marks;
- Standard minimum Constitution and Code of Conduct;
- Form of subpoena and manner of serving;
- Fine for failure to comply with notice;
- Return of documents upon cancellation or suspension of registration; and
- Offences and penalties.

6.3.4 Types of Operating Licences

Operating Licences may be issued for the following types of services:

- Contracted Services;
- Non-contracted Services;
- Special Events;
- Long distance services;
- Metered taxi services;
- Charter service;
- Staff service;
- Learner Transport; and
- Tourist transport services.

The OLS report investigates the supply and demand of the operating licences of non-contracted services only.

6.4 Operating Licence Plan

6.4.1 Introduction

The purpose of the Operating Licence Plan is to provide guidance to the Planning Authority as to which Operating Licence applications should be approved or rejected and if approved, what conditions should be attached. The OLP is supplemented by an Operating Licence Administration system (OLAS) which should be updated annually to ensure that the details of all active Operating Licences and routes are correct at the time of the consideration of new Operating Licence applications.

6.4.2 Evaluation Process

When a new application for an Operating Licence is received by the Planning Authority a process is followed to evaluate the application. The process, as proposed in the Cape Winelands District Integrated Transport Plan (2016 – 2020), is shown in the figure below and is described in more detail in the table below:

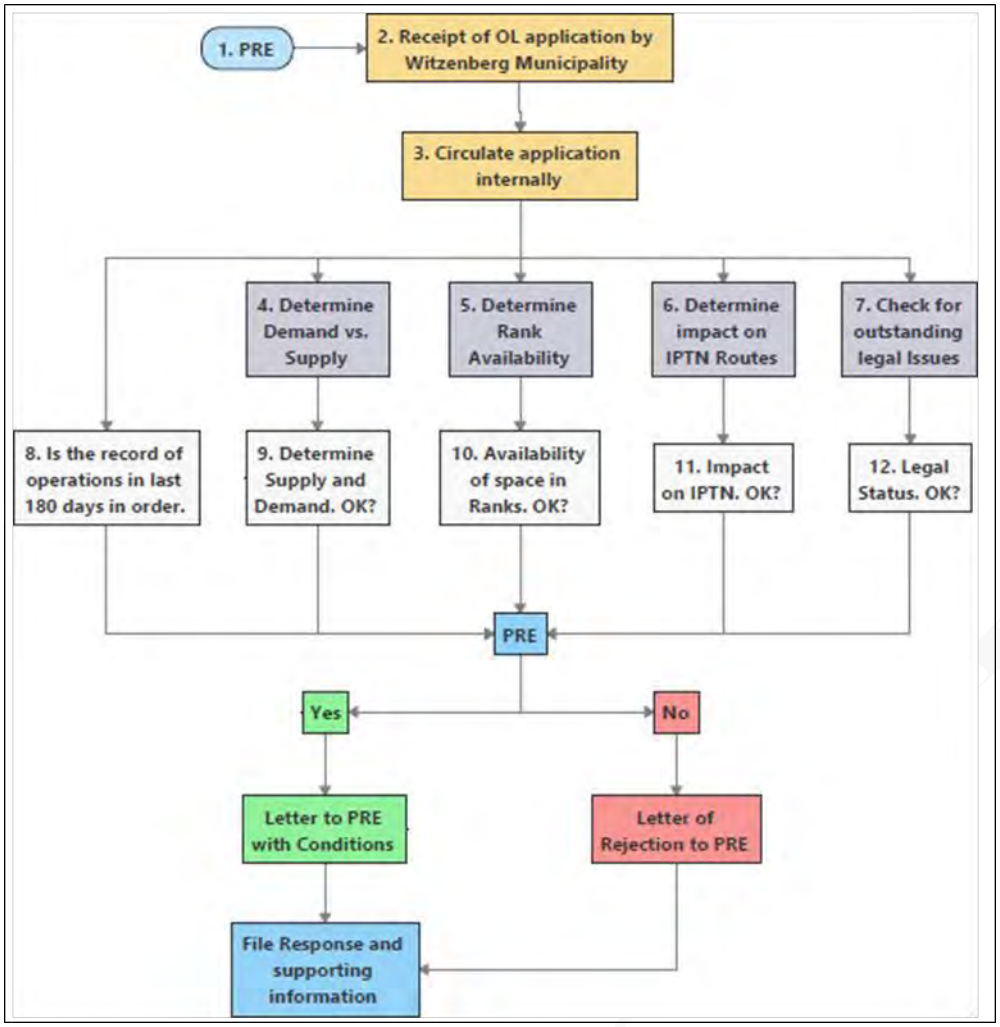


Figure 6-1: Operating Licence Evaluation Process

Table 6-3:Operating Licence Evaluation Process

Item	Title	Procedure	Responsible Department
1.	NPTR / PRE	Application for an OLS is submitted in the required format to the NPTRor PRE. The application is submitted to the Planning Authority (Municipality) (PA) within 30 days.	NPTR or PRE
2.	Receipt of OL application by PA	The OL application is received by the PA and is recorded in theappropriate manner for record purposes. The application is sent to the appropriate Department within the PA dealing with Transport Planning and Public Transport to be checked forcompleteness.	PA Department (Transport Planning and Public Transport)
3.	Circulate application internally	The OL is circulated to the appropriate persons / Departments internallywithin the PA for comment in respect of: Transport Planning and Public Transport Traffic Services	PA Department (Transport Planning and Public Transport)
4.	Demand andSupply	The OL application is checked against the available survey data or passenger demand on the applicable routes using procedure detailed inParagraph 5.4.	PA Operating Licence Recommendations Committee
5.	Determine Rank Availability	The OL application is checked against the available survey data of rank,terminal or stops capacity serving the applicable routes using the procedure detailed in Paragraph 5.4.	PA Operating Licence Recommendations Committee

Item	Title	Procedure	Responsible Department
6.	Determine impacton IPTN routes	The OL application is assessed as to its impact on the conceptual IPTNroutes that are identified in the ITP or that will operate in parallel to or inconflict with any commuter rail services or bus services.	PA Operating Licence Recommendations Committee
7.	Check for outstanding legalissues	The OL is checked against the record of outstanding warrants or convictions, previous convictions relating to the operation of public transport services and the ability of the applicant to operate the servicein a manner satisfactory to the public.	PA Traffic Services – in respectof Traffic Offences; Provincial Regulatory Entity – inrespect of criminal offences.
8.	Check record of operations in last180 days	In terms of Section 78 of the NLTA, if a licence has not been in use for more than 180 days, the licence can be cancelled. The licence holder must be asked to furnish, in writing, satisfactory reasons why the servicehas not been operated, after which the licence can be extended for a further 180 days or cancelled.	PA (Traffic Services)
9.	Letter of Approvalor Rejection	If all the responses to the evaluation support the approval of the application, a letter of approval is then issued to the NPTR or the PREwith any conditions attached. If the responses do not support the application, a letter of rejection isthen issued.	PA Department (Transport Planning and Public Transport)
10.	Letter of Approvalor rejection	A letter of approval or rejection is issued to the applicant and a copy issent to the PA.	Provincial Regulatory Entity

6.4.3 Data Collection

6.4.3.1 PRE Database

The PRE's database shows that there are 68 registered minibus taxi routes in the Witzenberg Municipal area:

- Nine (9) routes are inter-provincial routes (the routes originate in Witzenberg but travel to areas outside the Western Cape).
- Ten (10) routes are inter-municipal routes (originate within Witzenberg Municipal area but travel to areas outside the Witzenberg Municipality).
- 49 routes are intra-municipal routes (start and end within the Witzenberg Municipal area). As agreed with the Municipality, this report only considers inter and intra-municipal routes.

As agreed with the Municipality, the OLS Report only considered inter- and intra-municipal routes.

During one of the engagements with Codeta and Cedta, it was noted that some routes do not operate on a regular basis and are only operated as demand requires. This is especially true for routes servicing the farming communities of Agter-Witzenberg, Koue Bokkeveld, Wolseley and Tulbagh. In such cases, passengers make contact with minibus taxi owners/drivers to "pre-book" a ride and based on the demand, the route will be operated or not. The routes that operate on this basis are shown in the table below:

Table 6-4: Routes that require pre-booking.

Route	Route Name	Route	Route Name
G49	Wolseley – Wolseley Farms	H74	Ceres – Ezelfontein District Ceres
G50	Wolseley – Wolseley Farms	H75	Ceres – Laastedrif District Ceres
H72	Ceres – Rosendal District Ceres	N53	Tulbagh – Tulbagh Farms
H73	Ceres – Donkerbos District Ceres	R2	Op-Die-Berg – Kagga Kamma

Travel times on the inter-municipal routes were estimated using an assumed average vehicle operating speed. The inter municipal roues are shown in the table below:

Table 6-5: Inter-municipal routes

Route	Route Name	Route	Route Name
D46	Tulbagh - Wellington	M1	Chris Hani Tulbagh – Wellington Railway Station
G44	Tulbagh - Gouda/Onrus	M98	Nduli, Ceres - Sterkspruit
J86	Nduli – Sterkspruit	Q82	Wolseley - Elliot
J85	Ceres - Sterkspruit	R63	Ceres - Bellville
K1	Nduli - Sterkspruit	T77	Ceres - Sterkspruit
K99	Wolseley - Gouda	T87	Ceres - Sterkspruit
L1	Wolseley - Worcester	T93	Ceres - Zastron
L2	Wolseley - Wellington	U93	Ceres - Wellington
L96	Chris Hani Tulbagh - Gouda	W54	Nduli - Wellington
L99	Chris Hani Tulbagh - Worcester	X15	Nduli – Zastron

6.4.3.2 Route Descriptions and Routes Operated

The route descriptions (as recorded on the PRE's database) were compared to the route data recoded during on-board surveys. Although the majority of the routes in Witzenberg are active (with the exception of those requiring pre-booking), a number of routes did not rigidly follow the official route descriptions contained in the PRE database. Routes that were found to divert form the PRE route descriptions are D66, D67, G51, L2 and Q99.

6.4.3.3 Survey Data Summary

- 820 716 passengers were transported, and 151 910 vehicle trips undertaken (average occupancy of 5.4 passengers per vehicle trip).
- 1 078 unique registration numbers were recorded (the vehicle types included in this number is minibus taxis, midibuses, Toyota Condors and Toyota Avanzas). Of the 1 078, 971 vehicles are not registered on the PRE database while only 107, are registered on the PRE database.

Daily travel data summaries are provided in the tables below:

Table 6-6: Daily Travel Demand (legal and illegal vehicles)

Survey Day	Passengers Transported	Number of Vehicle trips	Passengers per trip
Thursday	18 263	4 268	4.3
Friday	30 181	5 920	5.1
Saturday	30 970	4 621	6.7

Table 6-7: Daily Travel Demand (legal vehicles only)

Survey Day	Passengers Transported	Number of Vehicle trips	Passengers pertrip
Thursday	8 762	1 719	5.1
Friday	16 382	2 532	6.5
Saturday	17 451	2 006	8.7

Table 6-8: Peak hour travel demand (legal and illegal vehicles)

Survey Day	Peak Hour (based on the number of passengers)	Number of peak hour Vehicle Trips	Number of Passengers	Passengers per trip
Thursday	06:30 – 07:30	748	3686	4.9
Friday	06:30 – 07:30	810	3 237	4.0
Saturday	07:45 – 08:45	882	5 488	6.2

6.5 Evaluation of Supply and Demand

6.5.1 Distinction between Operating Licences and Route Authorities

A distinction should be made between Operating Licences (OLs) and Route Authorities. A vehicle would be issued with a single OL, with a unique number assigned to the licence (and vehicle), but the OL may give the vehicle the authority to operate on multiple routes (route authorities).

The table below illustrates the difference between OLs and Route Authorities: operating licence number 506323 can only be registered to a single vehicle (registration number CT22318), but this vehicle has authority to operate on multiple routes: 898, H72, H76, J85 and R63.

Table 6-9:Operating Licences and Route Authorities

Operating Licence Number	Vehicle Registration Number	Route Authorities
506323	CT22318	898 - Ceres - Bella Vista
		H72 - Ceres - Rosendal Distr. Ceres
		H76 - Ceres - Wolseley
		J85 - Ceres - Sterkspruit
		R63 - Ceres - Bellville

Although this report focuses on operating licences and the number registered to each route, it should be noted that often the number of OLs is not the issue, but rather the number of route authorities attached to a particular route.

6.5.2 Legal and Illegal vehicles

Legal vehicles refer to vehicles that are registered on the PRE's database and have Operating Licences on the Witzenberg Routes. Illegal vehicles are vehicles that are not registered on the PRE's database and are therefore not allowed to operate on the minibus taxi routes in Witzenberg.

When investigating the routes and the number of legal vs. illegal vehicles on a particular route, the legality of the vehicle was determined using PRE's database and deemed legal if it had an OL assigned to it, regardless whether the particular vehicle has authority to operate on that particular route or whether its OL is for another route.

6.5.3 Supply and Demand on Public Transport Routes

Supply and demand information is used to evaluate the capacity of the current public transport services and the possible need for additional services. The table below provides a summary of the supply and demand per route.

From the information received from the PRE and the survey data collected the following were determined:

- The current service capacity: Number of vehicle trips from the number plate survey multiplied by the vehicle capacity (only legal vehicles considered).
- Percentage peak directional utilisation: peak hour passenger volume from surveys divided by the service capacity.
- Vehicles operating with Operating Licences: Comparison of the vehicle registration numbers form surveys with data from the PRE.

To simplify the calculations, routes serving common destinations have been clustered. The average route distance was used to calculate the return journey time. The required number of vehicles to serve the demand based on the return journey time and the peak hour demand from the surveys was then estimated.

Vehicles (with and without operating licences) were assigned to routes based on the cordon points they passed and the ranks they used. To determine the over or under supply of vehicles on each route, the required number of vehicles per route is compared with the actual number of vehicles (with and without OLs) operating on the route.

From the supply and demand analysis, shown in the table below, the following can be concluded:

- The number of vehicles seen on routes (during peak times) are 310 (93 registered on PRE's database while 217 are illegal). The number of registered vehicles operating during peak times compared to the rest of the survey period stays more or less the same. However, there is a significant reduction in the number of illegal vehicles operating during peak times, compared to the number of illegal vehicles operating throughout the survey period. Possible reasons for the reduction in the number of illegal vehicles during peak times could be:
- Due to the oversupply during peak times, illegal vehicles rather operate during off-peak times when competition is less;
- Illegal vehicles operate in other areas (outside the survey area) during peak times; or
- The operations of some vehicles are so random that they could not be assigned to a route.
- The survey data collected were used to analyse the supply and demand of minibus taxi trips on the intra-municipal and inter-municipal routes. Approximately 250 Operating Licences with appropriate route authorities are required. Compared to the number of assigned route authorities (449), there is an oversupply of 199 route authorities.
- The results indicate that the fleet size required to serve the passenger demand during peak times is 250. However, to account for vehicles being out of service, the required fleet size was increased by 10%, from 250 to 275. During the peak period, 310 vehicles (legal and illegal) were seen operating, there is thus an oversupply of 35 vehicles.

As previously noted, vehicles registered on the PRE's database were classified as legal whether or not it had the authority to operate on that particular route.

Table 6-10: Summary of Supply/ Demand per Route

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
822, 823, H16,W66	Nduli - Ceres	37	14	13	56	43 (56 – 13)	24 (37-13)	62%	Over supply of Route Authorities
898	Ceres – Bella Vista	36	19	22	32	10	14	47%	Over supply of Route Authorities
Q99, C10, X10, H72	Ceres – Agter Witzenberg, Op-die-Berg	21	13	39	86	47	-18	38%	Over supply of Route Authorities
F7	Ceres - Ceres	42	15	14	4	-10	28	57%	Undersupply of Route Authorities
G47, H76	Wolseley - Ceres	16	7	11	35	24	5	56%	Over supply of Route Authorities
G42, G43, L97	Tulbagh - Ceres	2	1	3	11	8	-1	50%	Over supply of Route Authorities
D66, Y9	Prince Alfred's Hamlet - Ceres	28	10	22	12	-10	6	64%	Under Supply of Route Authorities
U93	Ceres – Wellington	1	0	2	24	22	-1	100%	Over supply of Route Authorities
X12, X13, H74,H75	Ceres – Ezelfontein, Laastedrift	7	1	5	41	36	2	86%	Over supply of Route Authorities
G33, G48, K96, K97, G49, G50, G51, G52	Wolseley - Wolseley	31	2	28	7	-21	3	94%	Undersupply of Route Authorities
K98	Wolseley – Tulbagh	7	0	4	1	-3	3	100%	Undersupply of Route Authorities

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
L98	Tulbagh - Wolseley	8	0	9	3	-6	-1	100%	Undersupply of Route Authorities
X14	Nduli – Wolseley Station	10	1	4	30	26	6	90%	Over supply of Route Authorities
L1	Wolseley - Worcester	10	0	21	3	-18	-11	100%	Under supply of Route Authorities
K99, L2	Wolseley – Gouda, Wellington	1	0	3	3	0	-2	100%	Undersupply of Route Authorities
876, 877, N53, G45, L93	Tulbagh – Tulbagh Plase	3	2	2	12	10	1	33%	Over supply of Route Authorities
878, L95	Tulbagh – Tulbagh	5	0	4	14	10	1	100%	Over supply of Route Authorities
L99	Tulbagh - Worcester	3	0	7	3	-4	-4	100%	Undersupply of Route Authorities
L92, 875	Tulbagh – Tulbagh Railway Station	6	1	1	11	10	5	83%	Over supply of Route Authorities
D46, M1, G44,L96	Tulbagh – Gouda, Wellington	4	0	2	12	10	2	100%	Over supply of Route Authorities
D65	Prince Alfred's Hamlet – Prince Alfred's Hamlet	20	1	3	10	7	17	95%	Over supply of Route Authorities
D67	Prince Alfred's Hamlet – Prince Alfred's Hamlet Farms	3	1	1	6	5	2	67%	Over supply of Route Authorities

Route Information				Service Capacity		Operating License Requirements		% Vehicles without OLs on route	Comment
Route Number	O-D	Total Number of Vehicles on this route (with and without OLs)	Number of Vehicles with OLS[1]	Required noof Vehicles with OLS (Required Route Authorities)	OLs issued (Route Authorities between O-D Pairs)	Over/Under Supply of Route Authorities (Basedon Actual OLs issued) [2]	Over/Under Supply of Vehicles (Based on Survey Data incl. vehicles without OLs) [3]		
R1	Op-die-berg – Agter Witzenberg	4	1	11	12	1	-7	75%	Over supply of Route Authorities
R2	Op-die-berg – Kagga Kamma	3	0	12	7	-5	-9	100%	Undersupply of Route Authorities
W54	Nduli - Wellington	2	1	7	14	7	-5	50%	Over supply of Route Authorities
TOTAL		310	93	250	449	199	60	70%	Over supply of Route Authorities

6.6 Public Transport Facilities

Public transport facilities in Witzenberg were discussed in Paragraph 6.1. Using the capacity of each facility and the number of vehicles using these facilities, the utilisation of each facility could be calculated. The results are shown in the table below:

Table 6-11: Utilisation of Public Transport Facilities

Town	Facility Name	No. of Bays	Survey Day	Max. no. of Vehicles	Max. time of Utilization	Utilisation [%]
Ceres	Vos Street Informal TaxiRank	25	Thursday (06/02/2020)	21	14:35 – 15:35	84%
			Friday (07/02/2020)	19	08:45 – 09:45	76%
			Saturday (08/02/2020)	20	10:30 – 11:30	80%
Ceres	Nduli Taxi Rank	32	Thursday (06/02/2020)	10	09:55 – 10:55	31%
			Friday (07/02/2020)	18	12:10 – 13:10	56%
			Saturday (08/02/2020)	18	12:25 – 13:25	56%
Ceres	Vos Street On Street Parking	4	Thursday (06/02/2020)	3	12:20 – 13:20	75%
			Friday (07/02/2020)	4	10:20 – 11:20	100%
			Saturday (08/02/2020)	4	10:30 – 11:30	100%
Prince Alfred's Hamlet	Prince Alfred's Hamlet TaxiRank	5	Thursday (06/02/2020)	0	N/A	0%
			Friday (07/02/2020)	0	N/A	0%
			Saturday (08/02/2020)	0	N/A	0%
Nduli	Nduli taxi Rank	13	Thursday (06/02/2020)	10	07:20 – 08:20	77%
			Friday (07/02/2020)	5	15:20 – 16:20	38%
			Saturday (08/02/2020)	9	09:55 – 10:55	69%
Op-die-Berg	Op-die-Berg Taxi Stop	3	Thursday (06/02/2020)	4	11:00 – 12:00	133%
			Friday (07/02/2020)	5	07:30 – 08:30	167%
			Saturday (08/02/2020)	4	08:05 – 09:05	133%
Tulbagh	Van der Stel on Street Parking	4	Thursday (06/02/2020)	0	N/A	0%
			Friday (07/02/2020)	4	09:55 – 10:55	100%
			Saturday (08/02/2020)	7	12:15 – 13:15	175%
Wolseley	Wolseley Taxi Rank	5	Thursday (06/02/2020)	2	14:35 – 15:35	40%
			Friday (07/02/2020)	2	08:00 – 09;00	40%
			Saturday (08/02/2020)	0	0	0%

Although it appears that the Op-die-Berg facility is operating above its capacity, it should be kept in mind that there is a parking area adjacent to the taxi stops with ample parking bays which could be used as additional parking during peak times.

The condition of the Prince Alfred's Hamlet formal taxi rank is good, but it is completely underutilised. Minibus taxi vehicles prefer to stop along the main road of Prince Alfred's Hamlet to pick up and drop off passengers.

The number of on street taxi bays provided along Vos Street (Ceres) and Van der Stel Street (Tulbagh) are not sufficient.

During site visits it was established that there are many informal stops in the towns and that many vehicles stop anywhere along main roads. This could be due to the high number of vehicles not having OLs and therefore not being allowed to use rank facilities.

The utilisation of facilities should be read in conjunction with the number of vehicles in Witzenberg using these facilities. Although only vehicles with OLs are allowed to use facilities, the oversupply of OLs puts these facilities under additional pressure.

6.7 Future Routes

The Witzenberg Municipality's Town Planning Department provided information about planned developments, which may require the registration of new minibus taxi routes and additional OLs. Only two such developments were identified, namely: Vredebes and Waverenskroon:

6.7.1 Vredebes

Vredebes, a residential development situated approximately 1.5km north-east of Ceres, is bordered by TR02202 to the south and the Warm Bokkeveld Prison to the north-east. To date only a portion of Vredebes has been developed and some units occupied. Once completed the development will consist of the following:

- 2 151 Residential Subsidy Housing Units
- 334 Residential GAP Subsidy Housing Units;
- 325 General Residential Units;
- 1 Primary School;
- 6 Churches;
- 1 Creche;
- An old age home;
- Community facility;
- 19 000m2 land zoned for Business;
- 3 962m2 land earmarked for a clinic; and
- Sports Fields.

The Traffic Impact Assessment (TIA) (prepared by Deca, dated 3 July 2014), estimated that the development will generate approximately 842 vehicle trips (396 in, 446 out) in the morning peak hour and 872 vehicle trips (532 in, 340 out) in the afternoon peak hour. The TIA does not provide information indicating how these trips will be split between Private Vehicles and Public Transport (Minibus Taxis).

Investigating the provision of routes between Ceres and Nduli indicated that there is an oversupply of OLs operating on the routes between Ceres and Nduli (822, 823, H16 and W66). With route number W66 servicing the portion of Vredebes that is already developed. The existing routes and route authorities are therefore sufficient to serve Vredebes. Routes should be adjusted as portions of Vredebes are being developed and existing OLs' reassigned to these routes as necessary.

6.7.2 Waverenskroon

Waverenskroon is a planned development north of Tulbagh and east of Van Der Stel Street. The proposed development will be developed in seven precincts consisting of the following land uses:

- 1 350 Residential Units;
- 16 970m2 land for Business;
- 20 775m2 land zoned Institutional (community/training centre); and
- 24 400m2 land for recreational purposes (gym, pool, tennis courts, etc.).

Once fully developed the development has the potential to generate 1 936 vehicle trips in the morning peak hour (911 in, 1 110 out) and 2 818 afternoon peak hour vehicle tips (1 678 in, 1 139 out). Similar to the Vredebes TIA, the TIA prepared for Waverenskroon (prepared by iCE, dated June 2015) does not comment on the modal split of these trips and it is therefore unclear what portion of these trips will be via minibus taxi.

There are no existing minibus taxi routes serving this area as the development of Waverenskroon has not commenced and the status thereof is unknown. Furthermore, from the supply/demand analysis, it is clear that there is an oversupply of OLs on routes in Tulbagh (route numbers 878 and L95).

At this stage there is no need for additional route authorities to serve Waverenskroon. Should the development go ahead, some of the existing routes and OLs, can be diverted or reassigned to serve this area.

6.8 Conclusions

6.8.1 Purpose and Objective

- The Operating Licence function has been assigned to the Western Cape Government which has established a Provincial Regulatory Entity (PRE) as required by the National Land Transport Act (NLTA) No 5 of 2009 (the Act).
- Applications for Operating Licenses received by the PRE (or by the NPTR) must be referred to the relevant Planning Authority (Municipality) which must then indicate if there is a need for the service in terms of its Integrated Transport Plan. Planning Authorities may recommend that the application be accepted or rejected or may attach conditions to the approval.
- In an effort to reduce the violence in the public transport industry and also avoid the saturation of operating routes in the Witzenberg, the Witzenberg Municipality decided to undertake the review of the Operating Licence Plan (OLP) for Witzenberg.

6.8.2 Evaluation of Supply and Demand

- To accommodate the passenger demand during peak times, approximately 250 Operating Licences with appropriate route authorities are required. Compared to the number of assigned route authorities (449), there is an oversupply of 199 route authorities.
- Survey results indicated that the fleet size required to serve the passenger demand during peak times is 250. To account for vehicles being out of service, the required fleet size was increased by 10%, from 250 to 275. During the peak period, 310 vehicles (legal and illegal) were seen operating, there is thus an oversupply of 35 vehicles.
- The number of passengers per trip ranges from 4 to 9. Considering that a minibus taxi can accommodate 15 passengers, the low vehicle occupancy indicates an oversupply of vehicles.
- The routes identified as being oversupplied with Route Authorities: 822, 823, H16, W66, 898, Q99, C10, X10, H72, G47, H76, G42, G43, L97, U93, X12, X13, H74, H75, X14, 876, 877, N53, G45, L93, 878, L95, L92, 875, D46, M1, G44, L96, D65, D67, R1 and W54
- The following routes experience an undersupply of Route Authorities: F7, D66, Y9, G33, G48, K96, K97, G49, G50, G51, G52, K98, L98, L1, K99, L2, L99 and R2.
- The number of illegal operators operating in Witzenberg is of concern. Some routes appear to be taken over by illegal taxi operators as none of the vehicles operating on the route are registered on the PRE's database.

6.8.3 Public Transport Facilities

- The Vos Street Informal Taxi rank is located on private property and the overall condition of this facility is poor (no shelter, no seating, gravel surfacing, etc.). An alternative location should be considered.
- The Nduli Taxi Rank along Voortrekker street in Ceres is well utilised and in a good condition.
- Along Vos Street where on-street parking bays are used as minibus taxi the parking bays should be demarcated and reserved for this purpose.
- The number of bays provided along Vos Street (Ceres) and Van Der Stel Street (Tulbagh) is not sufficient.
- The condition of the Prince Alfred's Hamlet formal taxi rank is good; however, it is underutilised. Minibus taxi vehicles prefer to stop along the main road of Prince Alfred's Hamlet to pick up and drop off passengers.
- Although it appears that the Op-die-Berg facility is operating above its capacity, it should be kept in mind that there is a parking area adjacent to the taxi stop with ample parking bays which could be used as additional parking during peak times. However, the conditions of the informal stop should be improved by providing a surfaced parking area with demarcated parking bays, restrooms, shelter and seating.
- During site visits to it was established that there are many informal stops in the towns and that many vehicles stop anywhere along main roads. This could be due to the high number of vehicles not having OLs and therefore not being allowed to use rank facilities.

- The utilisation of facilities should be read in conjunction with the number of vehicles in Witzenberg, using these facilities. Although only vehicles with OLs are allowed to use facilities, the oversupply of OLs puts these facilities under additional pressure.

6.9 Recommendations for Implementation

- The Provincial Regulatory Entity maintains a database of all current Operating Licences. Municipalities do not currently have access to this database. Regular engagement between Municipalities and the PRE is necessary to discuss the outcome of Operating Licence applications. This will ensure that all parties are informed about the status of OLs applications.
- Regular surveys should be conducted to establish the current situation in terms of supply and demand, verify the vehicles currently in operation and identify vehicles operating without Operating Licences. NPR cameras at key point could be put up to collect data on an ongoing basis.
- Surveys should be conducted during the picking season, when minibus taxis experience peak demand, and also during the off season. To avoid an oversupply of OLs, OLs should be issued based on the demand during the off season. During the picking season additional temporary licences could be issued to supplement the existing operating licences and accommodate the increased demand.
- A strategy should be developed to rationalise all existing OLs and manage the approval of OLs.
- Before issuing new OLs, the OLs of routes which are over supplied with public transport trips should be reassigned to routes which are undersupplied in terms of public transport trips.
- Operating Licences not brought into use within 90 days of approval or Operating Licences not used for a period longer than 180 days should be cancelled.
- No new Operating Licences should be approved on routes where there is an oversupply of public transport trips.
- Businesses should be made aware of the Operating Licence system and be encouraged to only use licenced vehicles for staff transport.
- Vehicles without Operating Licences should be subject to law enforcement as a matter of course. Operators without OLs should be encouraged to apply for OLs on routes where a demand for additional trips has been identified. A regularly-updated database which provides easy access for enforcement of OLS information and route descriptions should be established.
- When considering the impact that a development will have on the transport network, Traffic Impact Assessments should investigate the number of public transport trips a development will generate and address the provision of public transport in the area. This will help the Planning Authority to identify new routes and possible OL requirements.

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WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN : Comitttee for Technical Services
Director Technical Services

VAN : Manager Water and Sewerage

DATUM: 8 May 2023

TRIM : 15/4/1/1/23

CONSTRUCTION OF THE WAVERENSKROON DAM, INLET PIPELINE AND INTAKE WORKS.

A. PURPOSE

The purpose of this memorandum is to inform Council regarding the successful completion of the Waverenskroon dam, inlet pipeline and intake works, as well as the progress with the second and final phase consisting of the rising main and booster pump station.

B. DISCUSSION

The employer's objective with this project was to increase the current insufficient storage capacity of raw water in Tulbagh through the construction of a new earth fill embankment dam.

The contract comprised of the civil engineering construction of an earth fill embankment dam, major earthworks, reinforced concrete structures, trenching, pipe laying an access road and general site works.

Phase 2 of the dam project is currently work in progress and a contractor has been appointed for the amount of R 10 627 454.28 incl VAT. This phase comprises the construction of a new booster pump station and rising water mains and the estimated completion time is July 2023.

C LOCATION OF THE WORKS

The Waverenskroon dam is situated in the Klein Berg River catchment on portion 34 of the farm Kruys Valley 187, in the Witzenberg LM district, approximately 2km northeast of Tulbagh. The portion on which the dam is situated will be transferred to the Witzenberg LM, and the process of registering a servitude for this portion in the name of Witzenberg LM is in process.

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za

D CONTRACTUAL MATTERS

D.1 Waverenskroon Dam:

Time Component:

- Original Commencement date: 5 November 2021
- Original due completion date: 16 August 2022
- Actual practical completion date: 16 August 2022
- Actual completion date: 9 September 2022

No extension of time was required on this project.

Financial Component:

-Works Project Value: R 27 640 655.43

-Increased Works Project Value: R 30 000 000.00 (Due to CPA and pipe increase)

- Total Actual Value of Work Complete: R 29 119 894.36 incl VAT

The project was completed within the increased budget as indicated above and on time.

D.2 Rising Main and Pump Station:

Time Component:

- Original Commencement date: 15 December 2022
- Original due completion date: 20 July 2023
- Actual practical completion date: TBC
- Actual completion date: TBC

Currently no extension of time has been requested or granted.

Financial Component:

- Works Project Value: R 10 627 454.23
- Increased Project Value: R 10 695 454.23
- Total Actual Value of Work Complete: R 2 322 392.35

Currently the actual percentage of works completed on the project is at 32%. It should be noted that the bulk of the civil works has been completed and that the biggest portion of the contract is the mechanical component for the pump station.

C. RECOMMENDATION

That Council takes cognisance of the report submitted.

Thank you.

Manager: Water and Sewerage

WAVERENSKROON PHOTOS:

PUMP STATION AND RISING MAIN PROGRESS:

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO : MUNISIPALE BESTUURDER

VAN / FROM : BESTUURDER OMGEWING EN GERIEWE

DATUM / DATE : 22 November 2022

DEPARTEMENT OMGEWING EN GERIEWE: ONDERSOEK NA STREEKSBEGRAAFPLAAS: Ceres

AGTERGROND EN BEREDENERING

Die huidige begraafplaas te Bella Vista wie inwoners van Bella Vista, Nduli en Ceres bedien het feitlik vol kapasiteit bereik en is daar slegs beperkte grafspasie beskikbaar.

Met bogemelde as agtergrond is daar op die begroting voorsiening gemaak vir die aanstel van n Konsultant om ondersoek na geskikte grond om n streeksbegraafplaas te vestig te doen.

Na n tenderproses gevolg is ; is 'n kontrak met CES Environmetal and Social Advisory Services gesluit om die nodige ondersoek na geskikte grond te onderneem, spesialis ondersoek soos vereis deur wetgewing te onderneem asook om die aansoek voor die Departement van Omgewingsake en Visserye vir goedkeuring te bring.

Die perseel wat vir ontwikkeling geidentifiseer is is gedeelte van erf 82/364 (sien lugfoto aangeheg). Die area is tans onontwikkel en is 'n gedeelte meentgrond aangrensend aan die nuwe herwinningsstasie(MRF) en naas die vorige stortingsterrein.

AANBEVELING

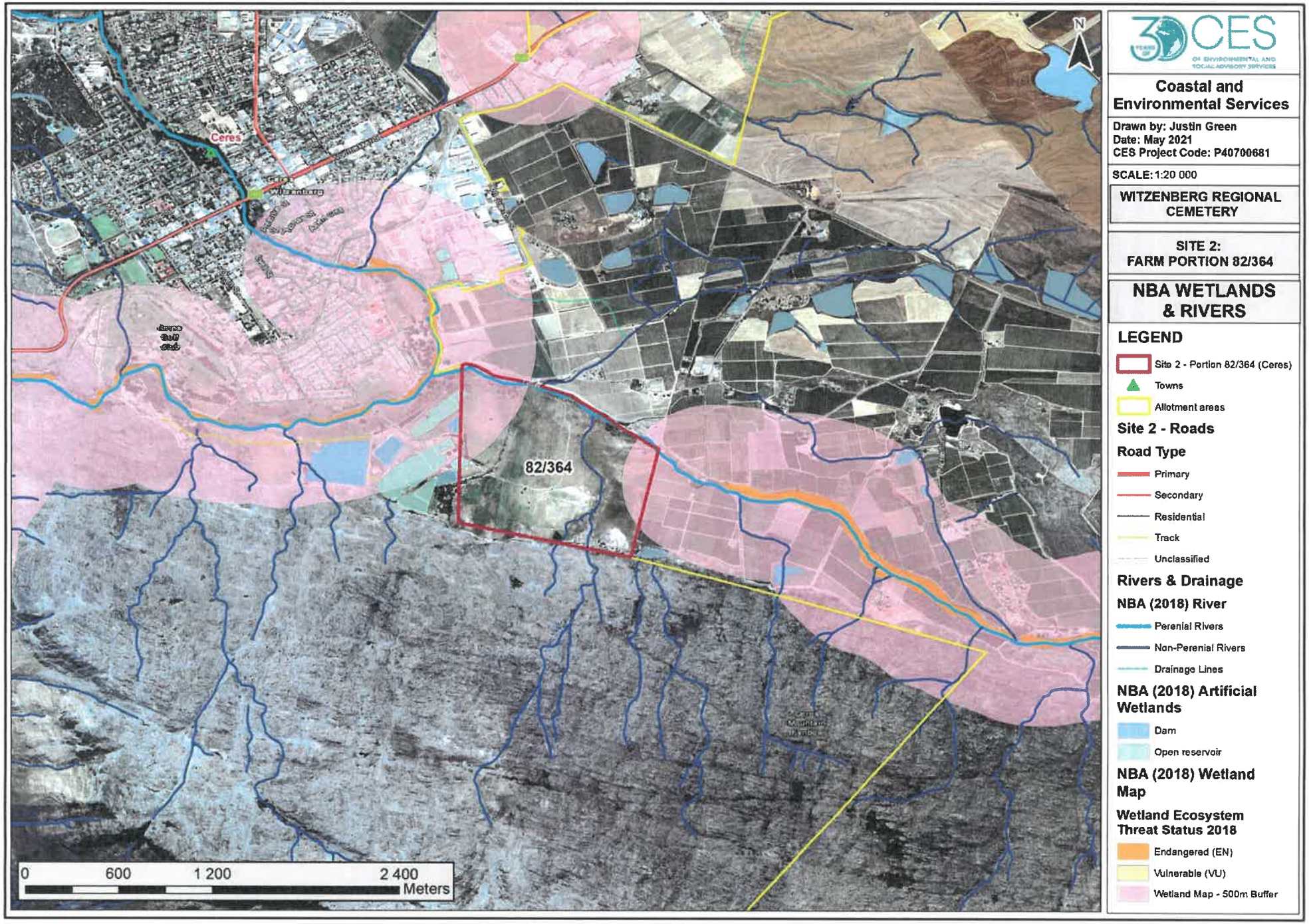
1. Vir kennisname
2. vir kennisname dat aansoek om befondsing vir die infrastruktuurontwikkeling van die beoogde begraafplaas reeds by MIG geregistreer is.

GOEDGEKEUR/ AFGEKEUR

H TRUTER
BESTUURDER OMGEWING EN GERIEWE

D NASSON
MUNISIPALE BESTUURDER

✉ 44 Ceres 6835 ☎ (023) 316 1854 (023) 316 1877 admin@witzenberg.gov.za



CES
Coastal and Environmental Services

Drawn by: Justin Green
Date: May 2021
CES Project Code: P40700681

SCALE: 1:20 000

WITZENBERG REGIONAL CEMETERY

SITE 2: FARM PORTION 82/364

NBA WETLANDS & RIVERS

LEGEND

- Site 2 - Portion 82/364 (Ceres)
- Towns
- Allotment areas

Site 2 - Roads

Road Type

- Primary
- Secondary
- Residential
- Track
- Unclassified

Rivers & Drainage

NBA (2018) River

- Perenial Rivers
- Non-Perenial Rivers
- Drainage Lines

NBA (2018) Artificial Wetlands

- Dam
- Open reservoir

NBA (2018) Wetland Map

Wetland Ecosystem Threat Status 2018

- Endangered (EN)
- Vulnerable (VU)
- Wetland Map - 500m Buffer

WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

MUNICIPALITY
WITZENBERG
13 JAN 2023
MUNISIPALITEIT

REPORT

REFERENCE NO: 17/07/2/1

REPORT TO COMMITTEE FOR COMMUNITY DEVELOPMENT ON THE WITZENBERG DISASTER MANAGEMENT FRAMEWORK

1. PURPOSE

To provide the Committee for Community Development with an executive summary of the Disaster Management Framework for possible approval and furtherance to council for consideration.

2. EXECUTIVE SUMMARY

It is stipulated in Section 42(1) of the Disaster Management Act (No. 57 of 2002) as amended by Disaster Management Amendment Act (No. 16 of 2015) (DMA) that each municipality is to establish and implement a framework for disaster management in the municipality aimed at ensuring an integrated and uniform approach to disaster management in its area.

The policy framework provides those with statutory DRM responsibilities (in terms of the DMA, National Disaster Management Framework, the Western Cape Disaster Management Framework and other applicable legislation) within the Witzenberg Municipality with a written mandate which is coherent, transparent and inclusive. It provides the criteria for the systematic management of administrative decisions; stakeholder participation; operational skills; and capacities. It ensures uniformity is achieved in the development, implementation, maintenance, monitoring and assessing of all policies, plans, strategies, programmes, projects and practice which are aimed at achieving the vision and mission statement; goals; strategic objectives; and key performance indicators for disaster risk management in the municipality.

The Witzenberg Disaster Management Framework takes on the structure of the National, Provincial and District Frameworks, in that it includes four main Key Performance Areas and Three Enablers.

The four Key Performance Areas expanded upon the Framework include:

- Integrated Institutional Capacity
- Disaster Risk Assessment
- Disaster Risk Reduction
- Response and Recovery

The three Enablers include the following:

- Information and communication
- Education, training and public awareness
- Funding arrangements for DRM

3. FINANCIAL IMPLICATION

None

4. LEGAL IMPLICATION

Applicable legislation is as follows:

a) Disaster Management Act (No. 57 of 2002) as amended by Disaster Management Amendment Act (No. 16 of 2015).

5. RECOMMENDATIONS

It is recommended that the Committee for Community Development consider the Disaster Management Framework for furtherance to Council for approval.

cooperative governance
Department:
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Mr David Nasson

Municipal Manager

Witzenberg Local Municipality

50 Voortrekker Street

CERES

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By email: david@witzenberg.gov.za

Dear Municipal Manager

REPORT OF FIRE SAFETY AND PREVENTION CAPACITY ASSESSMENT CONDUCTED FOR WITZENBERG LOCAL MUNICIPALITY

As you know, firefighting services in terms of Schedule 4, Part B of the South African Constitution is the responsibility of local government with national and provincial oversight. The Fire Brigade Services Act, 1987 (Act No. 99 of 1987) (FBSA) is one of the pieces of legislation administered by the Department of Cooperative Governance (DCoG). The purpose of the FBSA is to provide for the establishment, maintenance, employment, co-ordination, and standardisation of fire brigade services and for matters connected therewith.

The National Disaster Management Centre (NDMC) has a project during the current Financial Year (FY) 2021/22 which seeks to support implementation of the National Fire Safety and Prevention Strategy (NFSPS) through fire safety and prevention capacity assessments in identified municipalities. In line with international good practice, the following are some of the objectives of the NFSPS:

i. Protection of state and national infrastructure (e.g. airports, hospitals) from loss/damage or disruption of vital economic activity (e.g. tourist industry) by fire;
ii. To get fire safety advice to target audiences; and
iii. To ensure that design of new buildings takes proper account of fire safety.

The Western Cape Provincial Disaster Management Centre (PDMC) identified Witzenberg Local Municipality (WLM) as one of the 10 municipalities across the country that required support as part of this project.

My team interacted virtually with Ms Annelize Lamprecht-Vertue, Chief Fire Officer in your Municipality on 21 October 2021 and assessed the municipality's capacity to implement fire safety and prevention programmes as contemplated in the NFSPS as well as in the FBSA and other applicable legislation. These officials took part in the remote assessment i.e. Mr Thibedi Jappie Lengoabala, Deputy Director: Fire Services, Mr Mpho Matshweu, Assistant Director ASD: Fire Services.

The assessment revealed several key issues that have been grouped thematically in line with the themes of the assessment template. The key assessment findings are as outlined below:

1. ASSESSMENT FINDINGS

1.1. Institutional Arrangements

The assessment revealed that the WLM has the authority to render firefighting services. This means that the WLM is accountable for the provision of fire services including fire safety and prevention within the municipality. With regard to the number of dedicated personnel for fire safety and prevention, the team has noted that, currently, the Chief Fire Officer and her team are executing these responsibilities. The assessment team appreciates the measures put in place to manually manage fire safety records. The team applauds the efforts that the municipality puts towards the improvement of Fire Services and wishes to encourage you to work towards having a dedicated budget for fire safety and prevention.

1.2 Regulatory Framework

The team noted that the WLM has a fire services bylaw, which is supplemented by use of directives, regulations and South African National Standards (SANS). It was noted with appreciation that Fire Service bylaws covers the risk dynamics of the municipality which include, built-up areas mostly in towns, veldfire and structural fires risks.

1.3 Fire Risk Profile

Within the South African context, risk assessment must consider provisions of the relevant South African National Standard, i.e. ***(SANS) 10090:2003 Community Protection against Fire***. This standard recognises the need for a risk-based approach by setting performance requirements that allows fire

service some flexibility to apply a risk-based approach. The fire-risk categories into which the area of jurisdiction could be divided is outlined in **Table 1** below:

Table 1: Fire risk categories

CATEGORY	DESCRIPTION
A – High Risk	Central business districts and extensive commercial and industrial areas normally found in cities and large towns.
B - Moderate Risk	Limited central business districts, smaller commercial or industrial areas normally associated with small towns and decentralized areas of cities and large towns.
C	Residential areas of conventional construction;
D	Rural risk areas of limited buildings and remote from urban areas.
E	Special Risks requiring an attendance over and above that of the predominant risk category above i.e. large shopping/entertainment centres, informal settlements, harbours, hospitals, prisons, large airport buildings, and petrochemical plants.

The assessment revealed that the WLM falls largely within the fire-risk categories B. In this regard, the fact that the municipality has one (1) hospital and one (1) old age home means that there are significant fire risks requiring robust fire safety systems to prevent the likelihood of fires in these critical facilities.

1.4 Fire Safety and Prevention Code Enforcement

With regard to fire safety and prevention code enforcement, the team learned that this is hindered by the lack of dedicated capacity within the Fire Safety and Prevention unit. The team noted that WLM has put measures in place to enforce fire safety and prevention codes through allocating Leading Firefighters to oversee fire safety. Furthermore, WLM participates in multi-disciplinary joint operations with traffic department to improve compliance with bylaws and other pieces of legislation quarterly.

1.5 Building and Township / Spatial Development

The team noted that the Chief Fire Officer participates in township/ spatial development planning structures. While the assessment revealed that there are adequate mechanisms to handle building plans and rational designs, the team noted concerns that there is a significant shortage of staff to cover all areas within WLM.

1.6 Dangerous Goods Management / Major Hazardous Installation (MHI)

The Municipality has mechanisms in place to handle issuing of fire permits to regulate storage and transportation of dangerous goods within the municipality.

In this regard, it was noted that, at this point, the municipality is not charging for processing these applications.

1.7 Community Based Fire Safety and Prevention Initiatives

The team noted that the municipality has put in place measures to ensure ongoing public education and awareness in schools and different community areas which is driven by operational personnel under the leadership of the Chief Fire Officer.

1.8 Fire Hydrant Maintenance

The assessment team noted that there are fire hydrants in all different areas within local municipalities. Maintenance of fire hydrants is done by the WLM through the expanded public works programme workers on a regular basis.

1.9 Fire Protection Association

The assessment revealed that, currently, there is one (1) registered Fire Protection Association (FPA) within the Municipality. The team further noted that the FPA in the area has a good working relationship with the municipality. In this regard, WLM also assists with control burning and burn permits.

1.10 Trauma Counselling

With regard to trauma counselling, the assessment revealed that the municipality have debriefing sessions that are done regularly to ensure that employees are debriefed post handling traumatic incidents.

2 RECOMMENDATIONS

The NDMC wishes to reiterate that ensuring a safe and healthy environment for communities is a core constitutional objective for local government. While I greatly appreciate and commend you for the work you are doing, I wish to encourage you to implement the following proposed recommendations (aligned to assessment findings) in order to improve fire safety and prevention in your Municipality thereby contributing to the reduction of fire losses and risks in our country:

2.1 Consider establishing a stand-alone Fire Safety and Prevention unit with dedicated staff and budget;

2.2 Adopt South African National Standard (SANS) 10090 as a service delivery standard;

2.3 Adopt South African National Standard (SANS) 1157: Transport of dangerous goods — Inspection requirements of road vehicles for the issue of municipal dangerous goods transport permits as a standard code of practice;

2.4 Develop a fire safety and prevention Standard Operating Procedures (SOP);

2.5 Develop and implement a fire safety code enforcement programme targeting high-risk facilities such as hospitals, clinics, specials schools, prisons, etc, in order to prevent fires that could result in multiple fatalities in buildings to which the public have access;

2.6 Strengthen community-based fire education and awareness;

2.7 Encourage collaboration with the District in advancing the cause of fire services to meet the needs of our communities;

2.8 Collaborate with relevant Departments to ensure that fire hydrants are installed in strategic areas as per the risk profile;

2.9 Work closely with the geographic information system team to ensure that existing fire hydrants are geographical mapped; and

2.10 Ensure continued closer working relations between the Fire Services and the FPA to manage veldfire risks in an integrated manner.

I wish to reiterate my appreciation for the robust fire safety and prevention systems that you have put in place within Witzenberg Local Municipality. The NDMC will continuously support you in your quest to improve fire safety and prevention capabilities.

You are welcome to contact either Dr Musiwalo Moses Khangale at jappiel@ndmc.gov.za , Mobile: 071 860 4596, Telephone: 012 848 4620 or Mr Ndivhuwo Ndaba at ndivhuwon@ndmc.gov.za, Mobile: 071 952 9451, Telephone: 012 848 4707 for clarity or any additional information on this matter.

Your support and assistance in advancing the cause of fire services to meet the needs of our communities is appreciated.

Kind regards

Mmaphaka Tau (PhD)
Head: National Disaster Management Centre
Department of Cooperative Governance (DCOG)

Date:14 December 2021

CC : Mr Colin Deiner

Chief Director: Disaster Management and Fire/Rescue Services Western Cape Government

Colin.deiner@westerncape.gov.za

Mr Etienne du Toit

Deputy Director: Department of Local Government Western Cape Government

Etienne.DuToit@westerncape.gov.za

Ms Annelize Lamprecht-Vertue

Chief Fire Officer: Witzenberg Local Municipality

annelize@witzenberg.gov.za

Ms Rowena Page

Assistant Director: Western Cape Provincial Disaster Management Centre

Rowena.Page@westerncape.gov.za

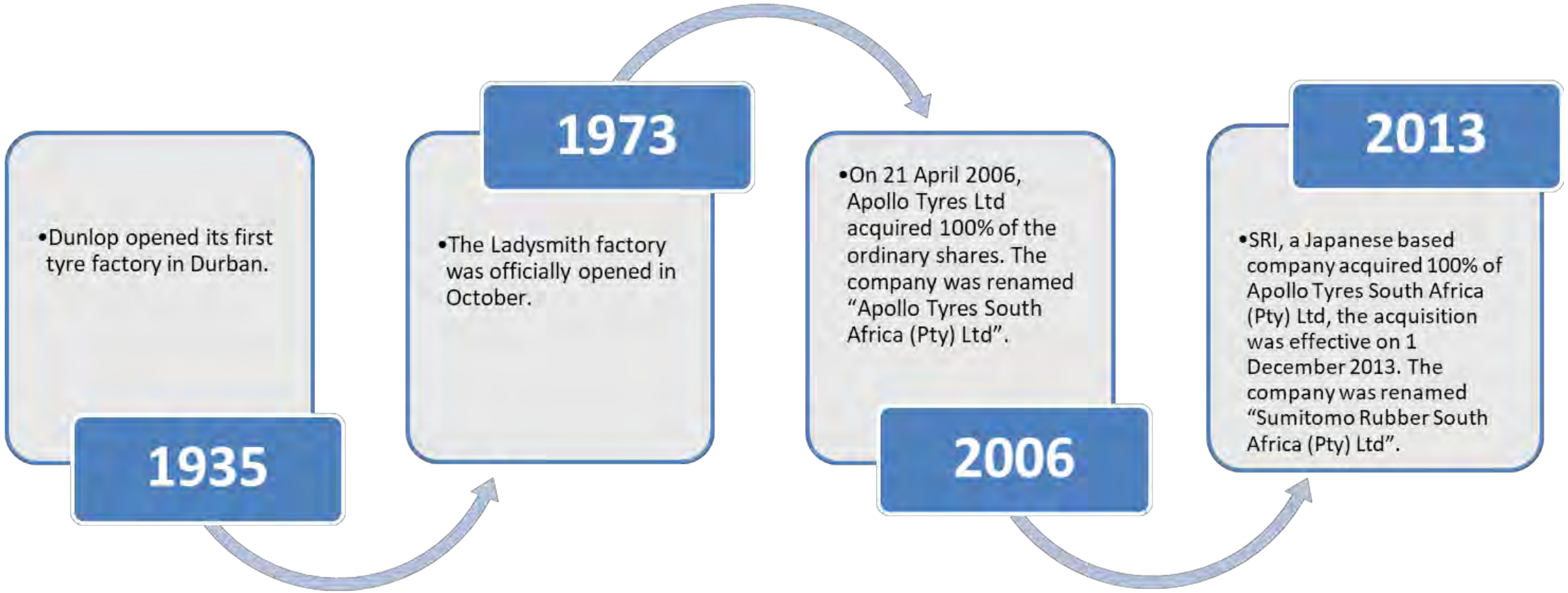
Business in A Box

“”

Content

1. Company History & Overview
2. Dunlop Factory, Products & Distribution Channels
3. Business in A Box (B.I.B)
4. Automotive Partners
5. Funding Models
   - Government Partnership
   - Financial Funders (Loans)
6. SRSA Ongoing Support
7. Income & Expenditure
8. Conclusion

Company History



HEAD OFFICE – DURBAN

The Old Factory Building,
Lion Match Office Park,
892 Umgeni Road, Durban

PRODUCTION PLANT
LADYSMITH

151 Helpmekaar Road,
Danskraal, Ladysmith

SALES BRANCHES

Gauteng

Jet Park

KwaZulu Natal

Durban Central Distribution Centre

Eastern Cape

East London

Port Elizabeth

Western Cape

Cape Town

Free State

Bloemfontein

Ladysmith Factory

80,000m2
15 hectares

120,000m2
25 hectares

Company Products & Channel of distribution

We are responsible for the following brands:

Our distribution channels:

- Africa (45 countries)
- Original Equipment Manufacturers (Toyota, VW, Nissan, Isuzu)
- Replacement market segments

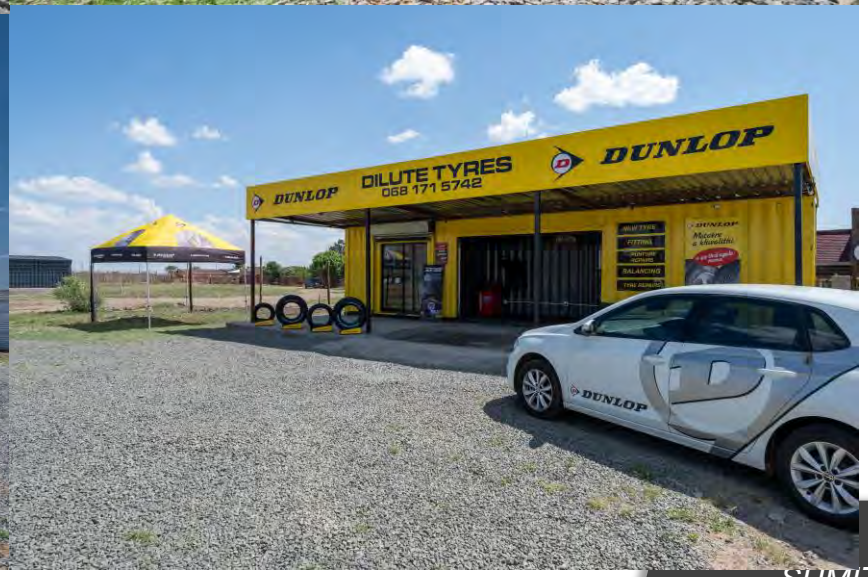
  Dunlop Zone, Dunlop Commercial, Dunlop Express and Dunlop Containers

B.I.B - External

B.I.B - External

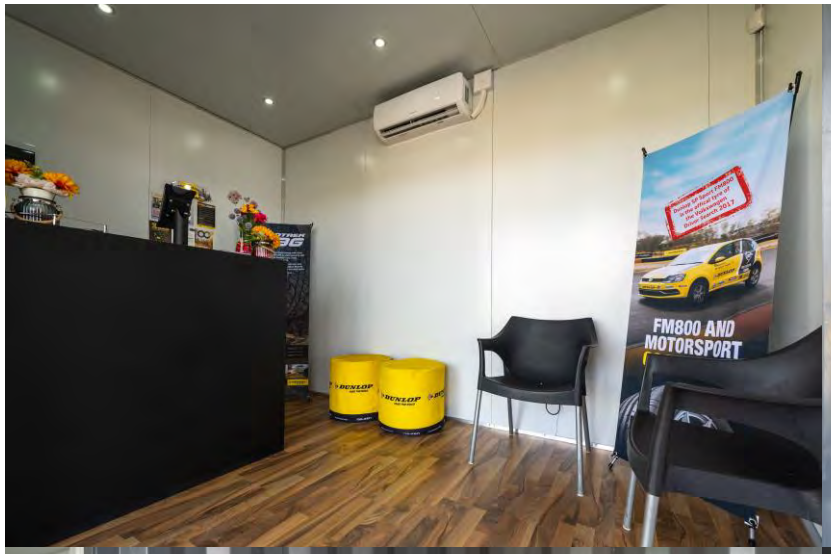
B.I.B - External

B.I.B - External



B.I.B - External

B.I.B - External


FM800 AND
MOTORSPORT

DETROITAIR
200L Air Compressor 3HP
FM800 AND
MOTORSPORT
GO TOGETHER

Current Partners on-board

WEST LAKE®

Good quality 3rd tier tyre brand under the SRSA umbrella

Various sizes catering to the highly competitive Chinese offerings in the market

Budget brand that is exclusive to Dunlop (only on selected categories).

autoZONE

ATE®

Automotive parts retailer and wholesaler. Offers preferential pricing to Dunlop Dealers that are signed up on the program on all their parts

Along with the partnership, ATE is the recommended brake supplier to the Dunlop channel

FIRST NATIONAL battery™

WORLD CLASS BATTERY MANUFACTURER

100% local OEM involvement

National distribution to Dunlop channels

Dunlop receives preferential pricing due to the nationwide network and partnership

Government Partnership

- **ABSA/SRSA – MoU**
- R300 000 000 funding for
  - B.I.B
  - Fitment Centre
  - Tyre Equipment
  - Working Capital

Financial Partners

sefa
Small Enterprise Finance Agency

- **MoU for funding currently being signed – SRSA/SEFA**

  - Business in A Box
  - Fitment Center
  - Tyre Equipment
  - Funding for Stock

Dunlop Offering - Training

Marketing & Sales Promotion

Marketing & Sales Promotion

MARKETING & PROMOTION

DUNLOP TAKE THE ROAD

Dunlop Offering

- Staff Training & Mentorships
- Credit facility
- Complete Staff Uniform
- Store launch promotional kit
- Competitive Market-Related Pricing
- Marketing and advertising Material (flyers and posters)
- Annual Promotional Material & Consumer Campaigns
- Periodic Taxi Tyre product activations at Taxi Ranks.
- Sponsorships & Give-Aways
- Rewards card activation
- Tyre insurance offering
- Incentives

Income & Expenditure

Item	Debit	Credit
Sales		**156950.00**
Cost of Sales	95631.02	
Gross Profit		61318.98
Expenses		**29323.75**
Salaries	9000.00	
Bank Charges	3923.75	
Internet and Telephone	1000.00	
Electricity	1500.00	
Rent	2500.00	
Insurance	950.00	
Security	450.00	
Petrol & Car	2500.00	
Loan Repayments	7500.00	
		31995.23

Item	Description	Units	Selling Price	Total	Cost
1	Patch and Tyre repairs	100	80	8000	1500.00
2	Tyre Balancing	100	50	5000	1850.00
3	Tyre Rotation	15	100	1500	0.00
4	New Tyres @ 30 cars pm/ps	120	890	106800	77956.20
5	Tyre fitting and Stripping	120	120	14400	0.00
6	Batteries	25	750	18750	12500.00
7	Cold Drinks	250	10	2500	1824.82
				156950	95631.02

In conclusion

- In line with the Government Job creation strategy, SRSA is creating opportunities for people to start up new businesses and employ people.
- SRSA have has collaborated with various funding partners to make it easy for people to start their own Tyre Business
- SRSA have established meaningful partnerships with various Automotive partners that has brought competitive pricing to our customers
- This partnerships provides multiple income stream for all our customers in the automotive industry.
- SRSA will support and walk with SMME's throughout the Journey
- The main intention is to create an easy entry to the Tyre Industry for SMME's(Townships & Rural Areas) and to create much needed employment in their communities.

Thank You

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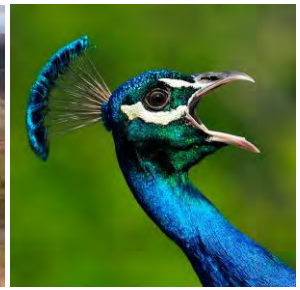

WITZENBERG
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Witzenberg Municipality Communication Strategy

2023 - 2026

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Introduction

Communication is key and an integral part of any organization. It is also our municipal mandate.

Communities within Witzenberg should receive better communication from the municipality.

This revised strategy therefore endeavours to function as:

- A Municipal Communication Blueprint that identifies and defines the organisation's communication stakeholders and role-players, its functional communication structures and processes, the required resources and the allocated responsibilities so as to effect a proactive and responsive municipality;

- A support strategy aligned to the IDP that is easily understood and adhered to by all local government officials to ensure the integration of 2-way community feedback mechanisms as well as effecting the perception of 'one voice' consistently speaking to the community so as to increase municipal credibility, build public confidence in government, and enhance Public Participation.

Effective communication is about how municipalities promote democracy and encourage citizens to play a more active role in how they are governed. It is about promoting its role in the community and ensuring that citizens have a better understanding of local government. Most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

Effective communication is vital in keeping the public informed and ensuring that the Municipality remains accountable. The Municipality needs to build upon its current communication practices and ensure that municipal communication is proficient at delivering a consistent set of messages which underpin and reinforce its vision and mission statements.

Strategic Objective		Implication	Link to Communication
1.	Ensuring that municipalities meet the basic service needs of communities	This implies that an environment is created, support provided and systems built to accelerate quality service delivery within the context of each municipality's conditions and needs	• Utilise awareness campaigns to ensure communities are aware of what municipal services are available to them and how to access them. • Ensure an effective complaints handling system and customer friendly service centre is available to citizens • Ensure feedback mechanisms
2.	Building clean, effective, efficient, responsive and accountable Local Government	Make sure that systems and structures and procedures are developed and enforced to deal with corruption, maladministration and ensure that municipalities communicate and account more to communities	• Ensure the effective flow of communication to and from the municipality and resident, particularly through the effective use of Ward Committees and their Councillors • Ensure an Accountability Model with defined roles and responsibilities is developed and adhered to by all role-players.
3.	Improving functionality, performance and professionalism in municipalities	Ensure that the core administrative and institutional systems are in place and are operational to improve performance	• Ensure communication, of all nature, flows in a structured and traceable process with measurable timelines indicated for feedback. • Ensure the appointment of skilled staff and/or regular training particularly with regards to front-line staff in areas such as Customer Care. • Ensure that communication is clear, simplified , and utilises "Plain Language Principle"

4.	Strengthening partnerships between Local Government, communities and civil society.	Ensure that communities and other development partners are mobilized to partner with municipalities in service delivery and development.	• Ensure Communication is a standing agenda point on all relevant meetings and forums and that the interaction and feedback routes are clearly mapped between all forums • Ensure informative, professional, and regular communication is directed and sustained with civic structures and organisations. • Develop a distinct Business2Business and Corporate communication strategy aimed at investors and local business in the area • Develop a Communication Strategy that is inclusive of the Rural population (i.e. farmworkers)
5.	Improving national and provincial policy, oversight and support		• Ensure active participation in Provincial structures such as the Provincial and District Public Participation and Communication Forums • Ensure participation and cooperation in communication activities between the three (3) spheres of government

In achieving these objectives, we will mobilise government and society to protect and enhance the Local Government system by addressing the forces undermining the system and addressing relevant areas for improvement.

Provincial Environment

Municipal Assessments

A provincial Municipal Assessment Project was undertaken from 8-10 September 2009 to establish root causes for poor performance, distress or dysfunction in municipalities.

Amongst others, the assessment revealed a tremendous communication gap between communities and their municipalities as community members were un-informed of service delivery progress in their areas.

At an additional Public Participation Dialogue session held on 18 March 2010, the commission identified:

- A lack of effective Communication Strategies and Action Plans in Municipalities;
- A lack of Communication Strategies that practically and strategically link into the mechanisms relating to accountability to the people as well as lack of feedback mechanisms;

Communication was additionally identified as the key driver in public participation as it should provide strategic and technical advice to campaigns, broaden community participation, and strengthen participatory democracy.

TYPICAL COMMUNICATION APATHY CHALLENGES
• Positioning the post of Communication Manager as a high level strategic post within the organogram and organization;
• Employing dedicated and skilled Communication staff;
• Sufficiently budgeting for communication projects;
• Integrating development Communication into municipal projects and public participation

Communication planning should therefore be fundamentally and inseparably integrated into any form of public participation planning and implementation as community participation will always use the basic model and modes of communication.

A provincial dipstick analysis of the state of Municipal Communication further revealed that the majority of municipalities in the province displayed a general apathy towards effecting Citizen Communication with particular reference to:

The absence of the above criteria obstructs a municipality from realizing effective Citizen Communication.

Provincial Communication Commitments

In order to ensure the revival and sustainable effectiveness of Citizen Communication at a Local level, the provincial Department of Local Government has undertaken a number of noteworthy actions so as to ensure its commitment and support to the development and success of communication in the province:

Municipal Communications Unit	Budget Speech	Annual Performance Plan
The provincial Department of Local Government has established a separate and distinct Municipal Communications Sub-directorate within the Directorate: Public Participation to provide focused and strategic communication assistance to Municipalities.	The MEC for Local Government pledges the Department's commitment to assist municipalities with the development and implementation of effective communication strategies in the Annual Budget Speech.	The Department undertakes to monitor and support active citizen participation in governance as well as effective citizen communication strategies in municipalities. This ensures consistent and regular support to municipalities.

Local Environment

Integrated Development Plan (IDP)

Communication is inherently central to the IDP process as citizens are defined by law to be part of the municipality and to actively participate in municipal planning, budgeting, drafting of by-laws and policies as well as monitoring the performance of the municipality – all of which entails extensive communication between all the stakeholders.

The IDP process therefore requires strong and clear channels of communication, with particular emphasis on quality feedback mechanisms from residents, in order to develop an IDP that is both credible in the both the drafting process and its content. As such, the municipality has a duty to facilitate public involvement by providing meaningful opportunities for the participation process and to take measures to ensure that people have the ability to take advantage of such opportunities.

As such, the Communication Strategy will address the communication needs of Public Participation and IDP processes so as to prioritise and organise its communication activities, to market it and make it available to the public with the aim of communicating the priorities and activities of the IDP process more widely – many of which are typically internally focused and therefore "invisible" to the public and the rest of the municipality.

The IDP is not only a strategic framework that guides performance but also a vehicle for communication and a yardstick for political accountability – the development and monitoring of the IDP serves as both a basis for engagement between state and citizen as well as an instrument against which citizens can hold the Council accountable.

The budgeted projects listed and detailed in the IDP should indicate tremendous opportunities for "good news" communication. Informing communities of the investments, restorations and developments made by municipality in their area assists in restoring the confidence of citizens in the municipality as "the primary delivery machine of the developmental state at a local level" – a key objective of the LGTAS.

Given that these projects are already budgeted for and planned for, proactive communication strategy can already be developed to be coupled and executed in conjunction with the relevant projects.

For example, smaller projects, such as the installation of a R 4000 reading mat into the library should translate into a media release, posters for the library detailing the investment from "A municipality that cares" (feed into identified theme), a small community handover and an article to be published in the newsletters and website.

For larger projects indicated in the IDP, for example the installation of a Electricity in Pine Valley, there would typically be a need for communication prior, during, and after the execution of the project so as to ensure that the community is continually informed of the activity ("a working government"), the extent of the investment ("value for money"), the related benefits ("A better life for all"), and general awareness with regards to the responsibilities of both the municipalities and residents in maintaining the investment. At the conclusion of the project, report backs to the community as well as positive media coverage on the investment should be take place.

Planning ahead of time for these communication activities ensure that the required information and resources are identified and sufficient time is allocated to sourcing the necessary information, developing the communication products, and coordinating any related logistics.

A detailed Communication sub-strategy should therefore be strategized to accompany the IDP process.

Municipal Local Government Turn Around Strategy

The LGTAS is underpinned by the important consideration that a "one size fits all" approach to municipalities is not useful or acceptable.

Each municipality faces different social and economic conditions and has different performance levels and support needs. Thus, a more segmented and differentiated approach is required to address the various challenges of municipalities.

There are a number of indications in the Municipal LGTAS that have a direct impact on communication. Below are indicators that have been extracted from a sample LGTAS that have a direct bearing on communication:

No	Priority Turn Around Focal Area	Link to Communication
1	Political Management and Oversight	
1.1	Training of Councillors	As key communicators and gatekeepers of information, all Councillors must receive Communication training as well as briefings with regards to their communication responsibilities.
1.2	Feedback to communities	Feedback mechanisms must be established, marketed, and managed. An accountability model/system must be developed and adopted to ensure a clear delineation of the role-players and their responsibilities to affect successful feedback.
1.3	Financial Management	Reports of a loss of revenue and growing debtors indicate the need for a "Good Citizenship" campaign detailing the need and responsibility of citizens to pay their municipal accounts.
2	Public Participation	
2.1	No communication between ward committees and communities	Improve communication
2.2	Communication Policy not implemented	Revise, adopt, and implement clear and relevant strategy
2.3	Limited dedicated communication officials	Budget and appoint dedicated communication staff
2.4	Public Communications System	Invest in necessary communication equipment
2.5	Complaints management systems	Develop and implement a Customer Care strategy and effective complaints management system.
2.6	Control Room Interface	Ensure front-line staff receive customer service training and clear administrative routes through which to channel and receive information.

2.7	Complaints of lack of Xhosa communication with reference to the Ward CDW's	Revise, adopt, and implement Language Policy. Forecast and budget for the expense of translation services.

IDP Public Meetings and Ward Committee Minutes

The minutes of the IDP Public and Ward Committee meetings are good research documents for identifying the communication requests and requirements identified by the communities, particularly if Communication is a standing item on the agenda of Ward Committee Meetings. The community feedback below links into and informs the strategic communication priorities that need to be implemented in the Municipality:

	Public Communication Requests	Communication Priority Area
1.	Communicate in all three languages (English, Afrikaans, Xhosa)	Development and implementation of Language Policy
2.	Implement Municipal Communication Strategy	Revise and adopt Communication Strategy
3.	Host a call-in show on the radio	Establish and manage feedback mechanisms
4.	Improve distribution of information	Establish and manage feedback mechanisms
5.	Establishment of a Toll-free Customer Complaints line	Establish Customer Care strategy and facilities

Legislative Framework

Municipal Systems Act, 2000	Promotion of Access to Information Act, 2000 (Act of 2000)
Sections 18 (2): When communicating information the municipality must take into	This Act operationalizes sections 8 and 32 of the Constitution. It aims to foster a culture of transparency and accountability and to promote effective access to

account (a) Language preferences and usage in the municipality, and; (b) the special needs of people who cannot read or write.	information to protect an individual's rights.
Section 4: A municipal council has, within its capacity, the right to: • Provide without favour and prejudice, democratic and accountable government • Encourage the involvement of the community • Consult the community on the level, quality and range of services and the delivery options • Provide members of the local community equitable access to the services to which they are entitled	The Act applies to the records of public and private bodies, regardless of when the record came into existence (Section 3): • A record held by an official is regarded as a record of the institution (Section 4) • A requester must be given access to records of a public body if he or she complies with procedures and if there is no ground for refusal in terms of Chapter 4 of the Act • Some information can be technical: if in doubt, the official must consult. • The information officer of a public body is responsible for the administration of the Act in a public body. • An information officer is defined in Section 1 as the Chief Executive Officer. Therefore, in a municipality it is the Municipal Manger. • A public body must designate such number of deputy information officers as may be necessary to ensure reasonable access. • Within six months, the information officer must compile a manual in at least three official languages, containing: – A description of the structure and its functions; – Addresses and telephone numbers; – Details to facilitate requests; – Services available to the public; – Other information required by the Act (Section 14)

	• The manual must be updated and published annually. • The manual must be available to the public (Section 14). • Requests for information must: – Be in prescribed form – Identify the record – State the language in which it is required – Specify addresses and telephone numbers – Identify capacity

Constitution	Bill of Rights	Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005)
Section 152 (1)(e): In setting out of the objects of local government, it states that municipalities must "encourage the involvement of communities and community organisations in matters of local government".	The right to freedom of expression, the right to receive information and the right of access to information, which includes access to any information held by the State.	This Act establishes a framework for national, provincial and local governments to promote and facilitate intergovernmental relations (IGR) and provides for mechanisms and procedures to facilitate the settlement of intergovernmental disputes.
Section 160 (7): "A municipal council must conduct its business in an open manner, and may close its sittings, or those of its committees, only when it is reasonable to do so".		Through the work of IGR forums, implementation protocols can be developed to advance the work areas of government, especially in terms of assisting the various spheres of government in implementing policies but also to ensure that the various spheres can implement their constitutional obligations effectively.

Vision and Mission

At the IDP Strategic Session held on 07 February 2012, revision of our current vision and mission was proposed. The current vision for the Municipality is:

A municipality that cares for its community, creating growth and opportunity.

Mission:

The Witzenberg Municipality is committed to improve the quality of life of its community by:

- *Providing and maintaining affordable services.*
- *Promoting Social and Economic Development*
- *The effective and efficient use of available resources*
- *Effective Stakeholder and Community participation*

Key areas of focus for the vision and mission are alleviating the plight of the poor, local economic development, special focus on our natural environment and the resources available within Witzenberg.

Objectives of Communications Strategy

Effective communications is about how municipalities promote democracy and encourage citizens to play a more effective role in how they are governed. It's about promoting their role in the community and ensuring that citizens have a better understanding of local government. But most importantly, it is about ensuring that people form part of the process of creating a better life where they live.

The strategy therefore aims to ensure that the municipality always strives to make the community part and parcel of decisions that impact on their lives.

The objectives must support the Municipality's Vision and Mission. To do this, the objectives must be developed in such a way that they can be unpacked in the Communication Strategy and Action Plan. The best way to accomplish this is to ensure that the objectives set SMART:

- Specific
- Measureable
- Attainable
- Realistic
- Timely

For example:

Project Goal: Influence what the broad public thinks about flood control

Communication Goal: Attract more attention to flood risk in general

Action Plan Goal: By 2022, publish at least 30 relevant articles in newspapers and local media.

Sample Objectives (to be converted to goals in Action Plan):

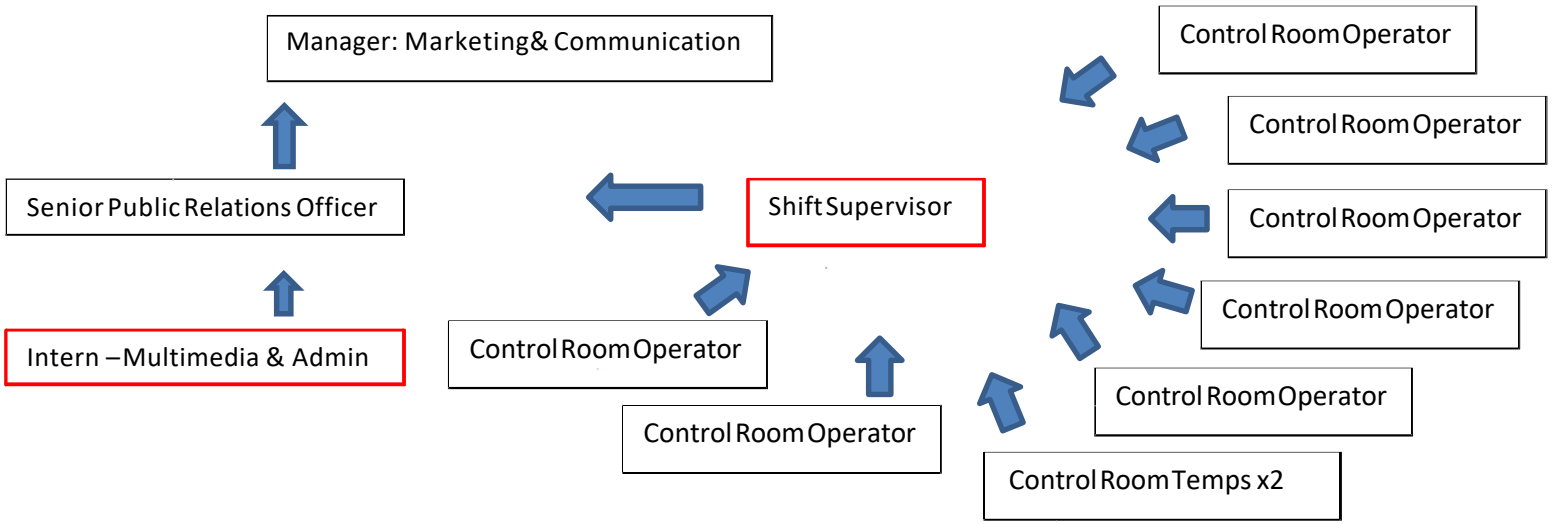
- To promote effective public participation within the IDP planning process by ensuring that all communities and stakeholders are aware of the IDP process, how they can access it, how they can give input to it and get output regarding issues.
- To ensure continuous, sustainable, responsive, two-way communication to communities through increased accountability and improved Customer Care and Communication.
- To allocate sufficient resources and support to implement and effect the Communication and Public Participation mandate.
- To make a commitment to establishing functional communication channels and structures and improve internal communication to ensure a shared purpose and clarity of message for officials to follow.
- To build a sense of community both internally and externally while fostering a responsive, proactive municipal identity via positive utilization of the media and improved community feedback.

Communication Structure

The Office of The Mayor is central to the process of effective communication between the municipality and the residents. It is therefore ideal that the communications unit be headed up by a person who reports directly to both the Mayor (politically) and Municipal Manager (administratively).

Every employee and political representative of the Municipality should be able to act as communicator for the municipality. The most basic message that everyone should be able to communicate is the vision and mission statement, as well as the annual strategic objectives of his or her department, and the key issues as identified in the IDP review process. Furthermore, employees should be subjected to a code of conduct that would ensure he or she does not bring the Municipality into disrepute. However, certain messages will need skilled and specific messages. Key messages will form the basis of the strategy. External communication should reinforce and consistently relay key messages

- Municipal Manager and Offices of the Mayor and Deputy Mayor - communication with media should be restricted to these offices, unless agreed upon that another messenger or spokesperson will speak on a specific topic. In that instance it is important to ensure that there is no ambiguity in the messages and that the spokespersons designated, Mayor's office, DM and MM speak with one voice and one message.
- Call centre/Control Room – a telephonic interface with the public which acts as a frontline information provider to the public. This interface usually addresses queries concerning municipal accounts, connection of electricity, water supply and other types of basic service delivery. In smaller municipalities, the control room provides a telephonic relay service to protection services, traffic service, emergency medical services, fire services and general queries after hours.



Municipal Challenges

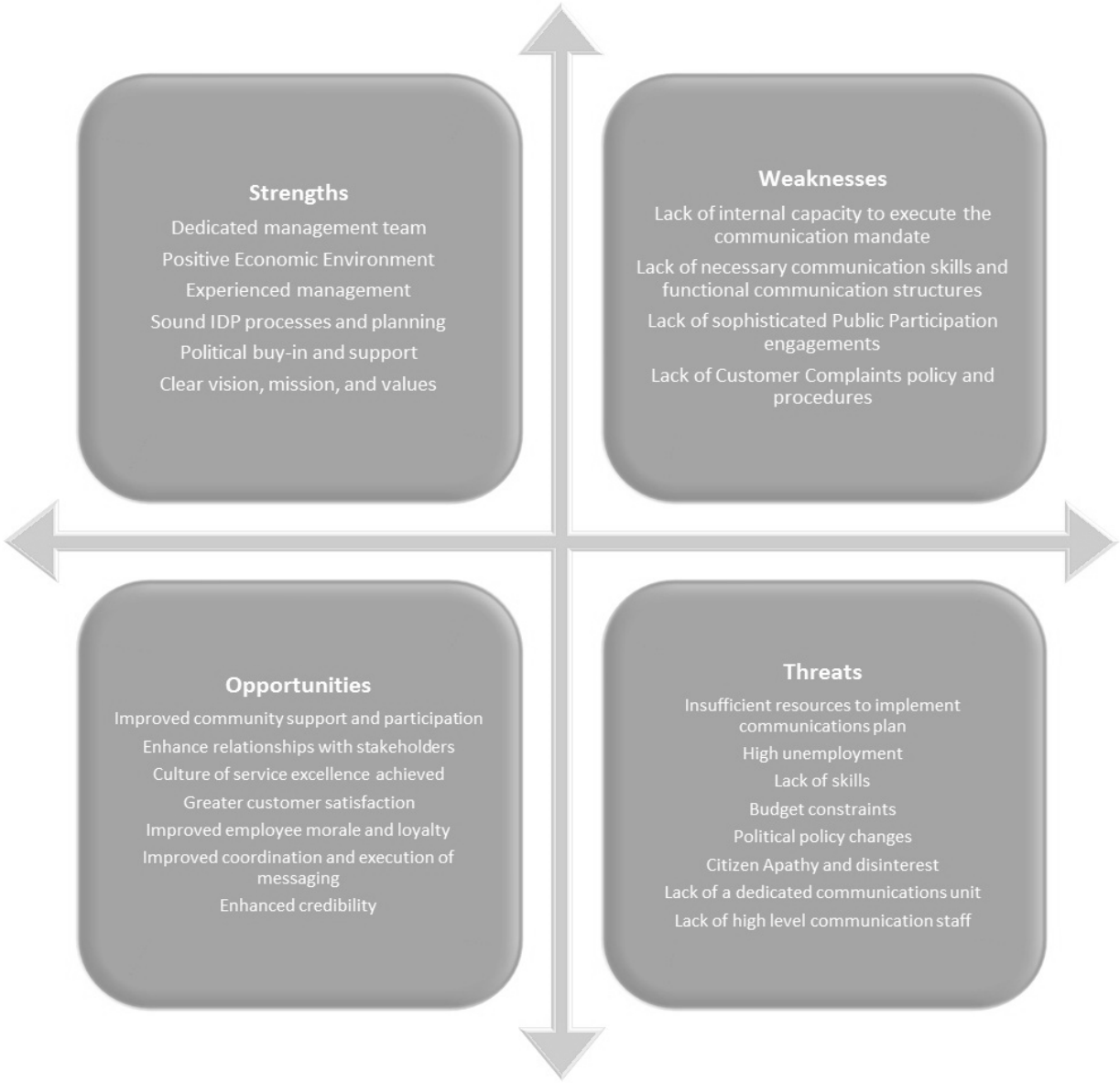
The challenges faced by the municipality are an important consideration when strategizing for communication as these will inform the focus areas of communication, the preparation of sensitized public responses, as well as how to best tailor the communication products to the mind-set of the people.

Municipalities face a number of challenges that affect public mood and sentiment, particularly regarding service delivery that should be considered prior to planning a communication project or engagement:

Challenge	Description	Communication Implications
Unemployment	Employment is a major problem in the municipal area, due to work being seasonal. The high levels of unemployment and low levels of self-employment can be attributed to the low skills base in the municipal area. A gender breakdown of unemployment reveals that unemployment among women is twice that of males. Unemployment also correlates strongly with race as it is largely correlated among Coloured and Black households.	There should be strong communication surrounding the empowerment and skills development programmes. Officials should also have sensitized prepared general responses regarding potential employment queries when prior to attending public engagements. There should be a large amount of publicity surrounding skills development, employment, and empowerment programmes so as to indicate to the community that the municipality is addressing their concerns.
Housing Backlog	The large backlog of houses in municipal area, which the Council has decided to address by one town fully at a time in an attempt to avoid conflict.	Given that this is basic need that is prevalent to many citizens, the Housing Strategy of the municipality needs to be clearly communicated and responses should be proactively prepared so that all Councillors and municipal officials now how best sensitively respond to public enquiries. There also needs to be a clear plan as to how to reduce this support to the public as the Municipality cannot be an agent to assist with housing provision indefinitely.
Education	Education levels are relatively low in the area	These recorded education and literacy levels should be taken into account

	with few residents pursuing studies beyond secondary school.	when developing communication products. Especially read language proficiency (correct level of English/Afrikaans/Xhosa) and comprehension levels.
Specialised groups	A significant sector of our population suffer from disability, specific communication mechanisms need to be employed to reach these minorities.	Relevance of information and mechanisms of relay need to be tailored to the needs of this target public. (communication reach to the rural, disabled, blind, hearing/speech impaired)
Access to communication-specific research	Statistics regarding the efficacy of communication in rural and farming communities require study.	Research areas include the correct level of business Xhosa and Afrikaans understood by this demographic as well as the penetration and success of the monthly newsletter with this demographic. Recommendations as to communication alternatives which will be more effective can be determined by gauging the psychographics of this demographic.
Complaint management	The lack of an effective and user-friendly complaints and feedback tool does not adequately address the needs of the public.	Social media can provide cost effective and relevant solutions to this issue. A social media strategy will then need to be devised but then the mind-set of the Municipality will need to change as the digital restrictions prevent employees from high level networking. Concurrently, employees will require training as to how to use their networks to enhance their functions.
Budgetary constraints	Communication and marketing received a small budget for actions.	Communication and marketing need a budget to address community, business and government needs. Perception that communication and marketing is not service delivery aspect will need to change in order to adequately address this need.
Limited social media usage	Online media presence is limited	Need to develop a social media strategy and increase our search engine optimisation to provide our website with a higher profile, this is especially important with our tourism sectors.
Population influx	Influx of population leading to growing informal settlements	Need to devise strategy to discourage the development of informal settlements .
Climate change	Changing weather patterns and decreasing availability of water are a prevalent concern to commercial farmers, businesses and residents.	There is a great need for environmental communication in the area so as to educate and inform citizens of how best to sustainably manage the available natural resources and to create awareness with regards to water shortages.
Limited Internal capacity within the communications unit	Limited capacity ito staff within the communications unit to execute communication tasks	Messages are not done timeously, and only on limited platforms due to lack of capacity to cover all aspects.

Communication SWOT Analysis



Role of Communication in Public Participation

Public participation through communication is the continuous, planned, structured and organised use of communication in the promotion of development, working towards changing the attitudes and/or behaviour of the general public, through the dissemination of reliable information and through encouraging the active and conscious participation of the broad public in the process.

There is an intricate interrelated relationship between communication and participation, whereby communication is both a prerequisite for effective participation and an on-going, parallel process.

Most often, public participation implies broad-based communication, the provision of accurate and reliable information to the general public. The effectiveness of any participation process is fundamentally linked to the institutional capacity of a municipality to maintain an effective communication system. Successful participation is absolutely dependent on good communication.

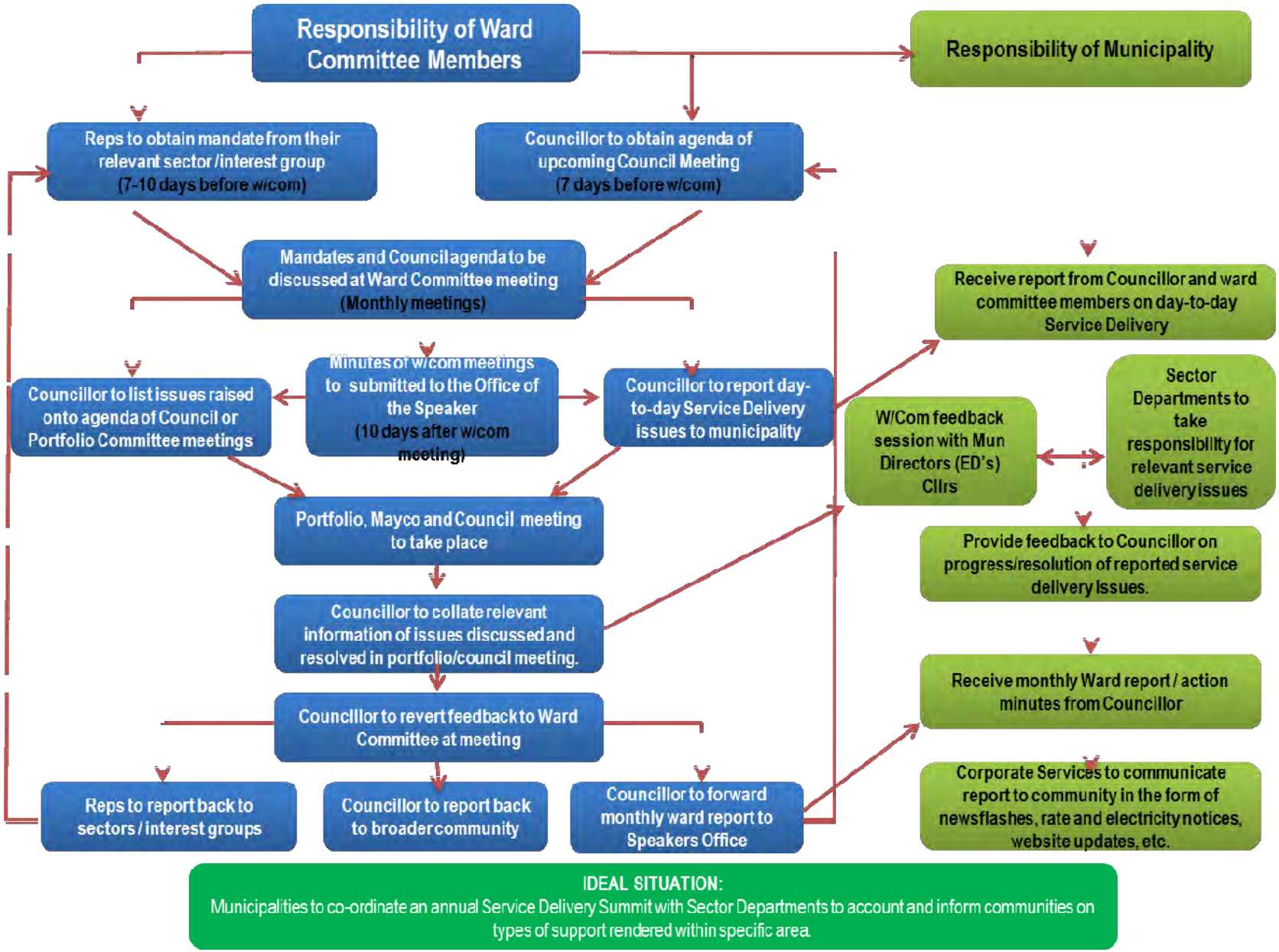
The high frequency of service delivery protests the country has experienced clearly demonstrates the extent to which channels of communication between government and communities have broken down. A primary contributor to this is the marked absence of communication between councillors and residents. The consequence of not providing communities with these essential and appropriate communication channels cause frustrations that lead communities to feel that communicating through violence is the only way that they will be heard.

The failure on the part of municipalities to adopt effective complaints-handling mechanisms and customer care strategies only further amplifies this communication and accountability problem. Community members are more likely to respond to a municipality which is accountable to them and which takes the time to explain why their needs and service delivery expectations are not being satisfied.

Key to this are Councillors, the "people's person" in communities who are essentially elected to be the voice of their wards. Councillors are predominantly responsible for the 2-way flow of information between communities and the municipality as they facilitate the receiving, relaying, and feedback of information. Councillors are therefore the Communication Gatekeepers of society's conversation between government and the people

As such, the Municipality has decided to adopt a Communication and Accountability Model to ensure the correct and fluid flow of information between communities and local government structures via Councillors and Ward Committees.

This model is detailed on the following page.


Responsibility of Ward Committee Members
Responsibility of Municipality
Reps to obtain mandate from their relevant sector /interest group (7-10 days before w/com)
Councillor to obtain agenda of upcoming Council Meeting (7 days before w/com)
Mandates and Council agenda to be discussed at Ward Committee meeting (Monthly meetings)
Minutes of w/com meetings to submitted to the Office of the Speaker (10 days after w/com meeting)
Councillor to list issues raised onto agenda of Council or Portfolio Committee meetings
Councillor to report day-to-day Service Delivery issues to municipality
Portfolio, Mayco and Council meeting to take place
Councillor to collate relevant information of issues discussed and resolved in portfolio/council meeting.
Councillor to revert feedback to Ward Committee at meeting
Reps to report back to sectors / interest groups
Councillor to report back to broader community
Councillor to forward monthly ward report to Speakers Office
Receive report from Councillor and ward committee members on day-to-day Service Delivery
W/Com feedback session with Mun Directors (ED's) Cllrs
Sector Departments to take responsibility for relevant service delivery issues
Provide feedback to Councillor on progress/resolution of reported service delivery issues.
Receive monthly Ward report / action minutes from Councillor
Corporate Services to communicate report to community in the form of newsflashes, rate and electricity notices, website updates, etc.
IDEAL SITUATION:
Municipalities to co-ordinate an annual Service Delivery Summit with Sector Departments to account and inform communities on types of support rendered within specific area.

Batho Pele Principles of Government

Batho Pele Principles

Witzenberg Municipality is dedicated in their actions, programs and operations to fulfil government's commitment to a better life for all citizens. Batho Pele 'People first' promotes service excellence in the public sector and encourages the public to expect excellent service from the Government.

Consultation

The public can inform us what they want from the municipality. The public will be asked for their views on existing municipal services and may also inform the municipality what new basic services are needed.

The Principle: The public should be consulted about the level and quality of the municipal services they receive and, wherever possible, should be given a choice about the services that are offered.

Service Standards

The public can insist that the municipality keep its promises. The municipality will strive to develop service standards for existing and new services. The services standards will be monitored and raised progressively as needed.

The Principle: The public should know what level and quality service they will receive.

Access

The municipality will have to set targets for extending access to municipal officials and services. The municipality should implement special programmes for improved service delivery to physically, social and culturally disadvantaged persons. One and all should get their fair share.

The Principle: All citizens should have equal access to the services to which they are entitled.

Courtesy

The municipality must set standards for the treatment of the public and incorporate these into their Code of Conduct, values and training programmes. Staff performance will be regularly monitored and discourtesy will not be tolerated.

The Principle: The public should be treated with courtesy and consideration.

Information

The public is entitled to full, accurate and up-to-date facts about municipal services they are entitled to. Information should be available at service points and in the local media. Contact names and numbers should appear in all municipal communications.

The Principle: The public should be given full, accurate information about the municipal services they are entitled to receive.

Openness and Transparency

Information pertaining to the administration and operational procedures of the municipality should be made available to the public on request. The public have the right to know, departmental staff numbers, particulars of senior officials, expenditure and performance against standards etc. Reports to citizens will be widely published and submitted to legislatures.

The Principle: The public will be informed on how the municipality is managed, the available budget and of the leadership in charge.

Redress

The municipality must implement mechanisms for recording any public dissatisfaction and staff must be trained to handle public complaints fast and efficiently. The public must receive feedback with regards to the progress and outcome of complaints and other matters raised.

The Principle: If the promised standard of service is not delivered, the public should be offered an apology, a full explanation and a speedy and effective remedy. When complaints are made the public should receive a sympathetic and positive response.

Value for money

The municipality must ensure efficient savings and improved service delivery, and to maximise existing proposed and new staff to meet communication unit needs.

The Principle: Municipal services should be provided economically and efficiently in order to give the public the best possible value for money.

Messages and Themes

Messages and themes should flow from the President's State of the National Address, the Premier's State of the Province Address and the reviewed Integrated Development Plan. The Mayor's State of the Municipality address (or at the adoption of the budget) should therefore localize the impact of these speeches and the IDP. The IDP, as the blueprint for service delivery, should be the guiding document for the development of tailor-made messages.

In other words, the IDP would give clear indication of the needs of residents in a specific ward. If that information becomes available, one would be able to develop messages and themes whenever unmediated communication takes place in a ward or specific town. The presence of clearly defined vision and mission statements would also form part of the key messages. The Witzenberg Municipality should also communicate more actively and directly with its citizens.

Research performed illustrates the priority information needs of the public as information concerning service delivery and information concerning economic development.

Proposed messages to support these needs can include:

- Transparent and effective service
- You have the right to service
- Sustainable and affordable services
- Your right to first class service
- In partnership against poverty
- Sustainable community development
- Consolidation for effective service delivery
- Good governance, first class delivery
- Consolidation of a social contract for a better life

However, messages should be developed in conjunction with the IDP and aligned to the mission and vision statements. Messages should therefore be relevant and flow from the latest IDP.

Themes should be planned in conjunction with various campaigns, events and activities.

Annual Campaigns

Central to the function of the Municipality is fundamentally ensuring that residents understand the services available to them and how to access them. As such, a number of annual campaigns should be scheduled and budgeted for to ensure that these needs of residents are met:

Campaign	Purpose
Me and My Municipality	To inform residents of the key officials at the municipalities, the services offered, and how to access them.
Me and My Complaint	To promote our complaint management procedure and consumer rights platforms.
Me and My Environment	To encourage the public to support our waste management strategy and to become involved in our recycling activities.
Me and My Municipal Account	To create awareness within the public about the importance of paying municipal accounts and to promote/incentivise good account status.
Me and My Councillor	To inform residents of their Councillor, the purpose of the Councillor, and how to contact and communicate with the Councillor.
Me and My Ward Committee	To inform residents of their Ward Committee, the purpose of the Ward Committee and its members, and how to contact the Ward Committee members and participate in the meetings.
Me and My CDW	To inform residents of their CDW, the purpose of the CDW, and how to contact and communicate with the CDW.
Me and My Town – Developing the IDP	An awareness campaign focused on educating residents about what the IDP is, why and how they should participation in developing the IDP.

IDP Support Campaigns

Support Campaigns identified in the IDP may include:

1. Municipal service Jamborees: .

2. Housing Backlog: This indicates the need for a positive publicity campaign and clear communication programme regarding the progress and motivations of the Housing and Ward Based Settlement Plan.
3. Spatial Development Plan: This plan for the optimal growth and sustainability of the municipality will need to be workshopped and relayed to the public in clear, defined terms to get buy-in and also create understanding around development/conservation decisions within Witzenberg.
4. Thusong Service Centre: Services offered to the community

Ultimately, this type of communication planning should form part of the project plan of the various internal municipal departments/line functions.

Who are we communicating to?

Stakeholder Analysis

Internal	External	
Managers/Directors	Community Members/Citizens/Residents	Faith Based Organisations
Councillors	Voters	Academic Institutions
Municipal Employees	Political Parties	Local, Regional, National International Media
Speaker's Office	Ratepayers/ Property Owners	and Media Organisations
Mayor	Community Organisations	Trade Media
Personnel	Local Business Owners	Senior Citizens
Ward Committees	Commercial Farmers	Women
Employee Organisations (Labour Unions)	Other organs of state	Children
Council	Media	Youth
Executive Mayoral Committee	Visitors/Tourists	Disabled
Portfolio Committees	Property Developers	Unemployed
Community Development Workers	Investors	FORUMS
EPWP	Provincial and National Government	IDP
Witzenberg Tourism	District Municipality	LED
	Local Law Enforcement Authorities	DCF
	SALGA	DCFTech
	Farm workers	Public Participation Forum
	Suppliers	Municipal Council
	Contractors	Ward Committee Meetings

	Labour Organisations Business-to-Business Structures Witzenberg IGR Forum	Communication Technical Forum Management Meetings TPF

Forums

Ward committees need to develop good relationships with public forums in the respective communities. This includes the local tourism committees, community based organisations, police forums, rate payers associations, aesthetic committees, organisational support structures for the disabled, aged and youth, NGOs, etc.

Quarterly meetings should be held with these identified groups to monitor and gauge the needs, actions and responsibilities that the Municipality needs to address. In times of crisis, these same forums can provide invaluable assistance in relaying communication to their communities and members that they serve.

Who is Communicating?

Everyone at the Municipality is a Communicator at all times; however, an element of hierarchy and authorization must be adhered to in order to correctly coordinate the release of messages.

As such, in the spirit of effecting a transparent organisation, the municipality should not prevent or discourage officials from speaking to the media and public but should give clear guidance on areas for comments. Council should appoint spokespeople who can give comment at varying levels, but also give clear guidance on who is authorized to speak and on what topic, such as:

Role player	Authorised messages
Mayor	All aspects of Council policy and programmes
	Matters of policy yet to be adopted/enacted
	Is key person for all public participation unless delegates otherwise
Speaker	All comment relating to Council rules of order must come from the Speaker
EXCO members	All aspects of Council policy and programmes in their portfolio
	May be delegated spokesperson on an issue by the Mayor
Councillors	Comment on all activity in their ward except for matters that are policy still to be adopted/enacted
Municipal Manager	Any area of the municipal administration
	Matters of policy yet to be adopted/enacted

	Information around any legal processes the municipality might be engaged in
	Any matter that relates to the running of municipality as a whole and is not specific to existing policy, programme or activity of a specific department
Directors and Area Managers	Any area of business in their cluster
	May be delegated spokespersons on an issue by the Municipal Manager
Heads	On all aspects of their service areas
	Queries from journalists will be referred to Heads for comment/clarification/information. Comment will then go out in the name of the Director or Area Manager unless otherwise.
Municipal Spokespersons	He/she will be responsible for the coordination of media communication, media conferences, media statements and handling media queries.

- Technical experts - this messenger will deal with a specific client that has a specific technical question and provide the above Offices with clear and concise messages on the status of any technical query.

Media Policy

The Municipality must ensure that a clear media policy is developed and communicators must ensure that all key stakeholders are trained and informed on adhering to the policy. The Media Policy should also address all principles relating advertising, media procurement, publicity principles, and ethical expenditure.

Role of Key Communicators Stakeholders

The roles, responsibilities, and nature of interaction of Internal Stakeholders and partners (GCIS, CDW's, DLG) should be clearly defined.

How, When and Where are we communicating?

The most appropriate communication channels are identified to transmit a key message to each audience. Through our external communication, we will seek for continued improvement in public perception and understanding of the Municipality.

The Municipality must use all appropriate communications channels to reach key audiences. These include, but are not limited to:

Category	Internal	External
Direct Communication	• One-on-one • Staff meetings • Council meetings • Telephone • Workshops • Training sessions • WhatsApp	• One-one-one appointments • Council meetings • Ward Committee meetings • Ward meetings • Imbizo's • Community Events • Loud Hailing • Workshops • Training sessions
Print Media	• Memo's • Letters • Informal Notes • Salary Advice Slip	• Letters • Newspapers • Pamphlets • Flyers

	• Pamphlets • Notice boards • Newsletter	• Municipal Accounts • News media • Advertisements and Newsletter
Electronic	• Intranet	• E-mail • Internet and social media • Television • Website • Radio
Outdoor	• Posters	• Information signs and boards • Law enforcement signs • Bill boards in wards
Forums	• Management Meetings	• IDP Forum • LED Forum • DCF • DCFTech • Public Participation Forum • Communication Forum • Municipal Council Meetings • Ward Committee Meetings • IDP CC
Social Media	• Facebook • WhatsApp	• Facebook • WhatsApp
Other		• Libraries • Thusong Service Centre • Municipal offices • Control Room and Switch board

Who are we communicating with?

The target market for communication consists of everyone who lives or works in Witzenberg, with secondary markets being fellow local municipalities, the greater Western Cape, other provinces within South Africa, government stakeholders (provincial and national) and international markets (tourists, embassies, international municipalities, development organisations, humanitarian aid organisations, etc). Therefore our approach can be tailored to key target 'audiences' which we will address during the life cycle of this strategy.

- All key audiences will be communicated to using the most appropriate strategy to meet identified needs and the same key messages will be reinforced.

The primary target audience for the Municipality is often seen as the total population of Witzenberg. However, while this is true, we cannot speak meaningfully to the full population with only one, generic message. As identified above different messages should be developed for different target audiences and other platforms. Similarly the people living in Op Die Berg will have different concerns from the people living in Wolseley or other parts of Witzenberg.

It will be very important to identify and align external target audiences with specific messages and communication methods.

For the purpose of this strategy the following are identified as key target audiences:

- Municipal staff
- All elected representatives
- Witzenberg residents
- Specialised groups – women, children, youth, unemployed, elderly and the people with disabilities.
- NGO's – Community based organisations such as sporting bodies, youth forums, debating societies, etc.
- Media (local, regional and international)
- International investment and support stakeholders
- IGR – Three spheres of Government

Marketing & Branding

Branding is an important element to the marketing mix. It helps people identify authority and frequently sets the tone of communication. Its success depends on:

- The development and consistent usage of key messages.
- Using only one logo to reflect Witzenberg's corporate identity.

Marketing and branding are essential elements of any strategic communications intervention and in the case of Witzenberg Municipality it is critical that the image projected through its communications is one of a vibrant, growing, culturally rich, naturally beautiful and economically attractive precinct of South Africa. This is essential because Witzenberg Municipality, as part of the economic, political and cultural life of Western Cape and South Africa, presents an exceptional opportunity to showcase its core assets which are its people, its location, its competitive edge as a magnet for local and international tourism and its potential as a premier investment destination for industry, property development and agribusiness. In this way Witzenberg Municipality will be able to make optimal use of its communications strategy as a central driver for stimulating economic growth, addressing critical issues of service delivery while also opening up opportunities for investors and unlocking the entrepreneurial potential of the region.

From an assessment of both the internal and external audits as well as an assessment of how the area is currently positioned (economically and politically), it is apparent that the Municipality does not use its branding, in particular its logo, very effectively. One would expect it to meet you at the entry or exit to each town, when entering a municipal building, on municipal vehicles, uniforms of employees, name tags, outdoor advertising boards where a high volume of target audiences are present, e.g. clinics or welfare and pension pay-points where there are captive audiences. Branding breeds familiarity and familiarly breeds trust. Coupled with a strategic marketing message and constant repetition, the image of the municipality could be improved significantly. Proper use of branding to improve the image of the municipality, could, however, be a long-term objective. The uniqueness of the area, not just in a regional or provincial context but in a global context should be exploited to give the municipality a provincial, national and international brand.

Brand Management and Corporate Identity

Municipal Logo

Registered logos are legislatively precluded from amendment without proper copyright in accordance with Brand South Africa (formerly known as the International Marketing Council - IMC). Thus, changing the logo without the proper authorisation can negatively impact the Municipality.

A policy to manage, control and protect the branding and marketing of the Municipality needs to be developed to curb staff from unauthorised logo amendment. We also need to keep the limitations of Cost Containment in mind when procuring branded material.

Logos on banners, posters and general corporate items needs to be controlled and regulated by the Corporate Services Department and request in writing permission and approval to use the municipal logo. Marketing materials are procured and designed according to the following criteria:

Quality & Design, which includes:

- Design of the item
- Functionality
- Ergonomics
- Quality of materials/fabric/etching/paper/board/print
- Aesthetic appeal
- Brand placement upon the item
- Unique and niche item

Clarity of the logo, which includes:

- Size of the logo in proportional to the size of the item
- Visibility of the logo on the item
- Appropriate colour contrast of logo to background on item
- Sharpness of print/etch/embroidery of logo
- Spacing in lettering of the logo

Colour use and format of the logo, which includes:

- Adherence to pantone colour palette
- Appropriate deviation in letter colouring on inverse backgrounds
- Additional design elements

Hence, all proofs for corporate wear bearing the logo will require the approval of Marketing & Communication, before the task is commissioned to a supplier.

Official Logo Specification and Pantone Colours

	pantone uncoated	pantone coated	CMYK	RGB
	pantone warm red U	pantone warm red C	uncoated C-0 M-90% Y-100% K-0 coated C-0 M-80% Y-100% K-0	R-222 G-26 B-30
	pantone 390 U	pantone 390 C	uncoated C-50% M-5% Y-100% K-0 coated C-50% M-10% Y-90% K-0	R-142 G-165 B-30
	pantone 5265 U	pantone 5275 C	uncoated C-90% M-90% Y-50% K-5 coated C-80% M-70% Y-20% K-20%	R-88 G-81 B-108

We will need to contract a graphic designer to create more graphic options of the logo as presently it is only available in JPG format. We will need to develop higher resolution options for use in lithography and website i.e. GIF, Bitmap, PNG and metafile formats. Currently, the logo presents some challenges as it contains 2 sets of custom fonts, a clip art cherry graphic and a dappled brush stroke depicting our mountains. This makes it a difficult print icon that requires rectangular surfaces. We will require a graphic designer to create associative icons to our logo for square and circular surfaces as well as provide single colour (white, black, red and green) logo options for inverse colour prints.

Branded goods

Branded goods are expensive to procure but they are invaluable to a marketing plan. Banners, gazebos, T-shirt, overalls all are excellent mechanisms of brand positioning. The aim of positioning a brand is to promote the organisation, to associate the brand with the service and human capital and to create opportunities for the brand to be recorded by the media in photographs.

Internally, branded materials need to be used by staff in the following ways:

- Branded stationery (pens, emails, memo pads, compliment slips, calendars, etc.)
- Uniforms (overalls, T-shirts, nameplates, shirts, etc.)
- Office space (signage on buildings and offices, boardrooms, Council Chambers', computer screen savers and wallpaper, waiting areas, notice boards)
- Public spaces (signage on cashiers offices, libraries, traffic office, workshops, depots, Thusong centres etc.)
- Municipal vehicles (signage on fleet with contact numbers for misuse reports, department that manages vehicle and branding)
- Municipal equipment (signage on equipment, branding and video on plasma TV's in waiting areas and cashiers offices)

Externally, branded materials need to be used by management in the following ways:

- Corporate video and advertising (promotional/induction DVDs, billboards, etc.)
- Temporary structures (gazebos, tents, mobile shelter, etc.)
- Corporate gifts (key rings, caps, T-shirts, business card holders, etc.)
- Temporary signage (banners and flags)

Branding of events is a requirement on the SDBIP and is documented through photographic evidence. Sufficient infrastructure is necessary to ensure adequate branding of a space. The more unique your branding, the higher the instance of your brand being photographed by the media.

Tourism and our Municipal Brand

Witzenberg Municipality has a relationship with three established Tourism Bureaus; Ceres Tourism, Wolseley Tourism and Tulbagh Tourism. As Tourism is one the greatest potential income drivers, Witzenberg Municipality strives to promote entrepreneurship, local economic development and international positioning through this forum.

Each bureau makes use of the Witzenberg Municipality logo on their brochures and websites. The logo is also illustrated on their amalgamated maps of the area. These brochures and maps are distributed at tourism expos, roadshows and conventions to international tour companies, overseas investors and national government.

In turn, events and festivals are promoted by the Municipality on our website, social networks and newsletters. Witzenberg Municipality is also promoted as a vacation destination for its outdoor activities (Ceres Zipslide, horseback riding, quad biking, mountain biking, sporting events, winter snowfall, etc.) and exclusive wine routes. Witzenberg Municipality is in the process of branding itself as a safe, clean and green municipality and targets investors, governments and environmental organisations that are looking to align themselves with this niche market (organic, free range, sustainable, bio-degradable and environmentally friendly).

An important strategy to be implemented as a part of our support towards Tourism is the development of a social media strategy. Social media is becoming the biggest form of communication to the public as it is available to people from all backgrounds, demographics and psychographics. The main reason for the boom in the market is cellular technology with WAP capability. Cellular technology is no longer a tool available to a select group and has infiltrated lower income groups with increasing frequency. This type of medium cannot be ignored in a tourism context.

Social media for tourism will involve system integration, search engine optimization, regular public communication, audio visual uploads and links to our core website, thereby increasing out brand visibility.

Travellers plan vacations long before booking tickets and accommodation. This means that internet visibility is a key facet towards drawing tourists to our area. Twitter, Facebook, YouTube, Zoopy TV, Pinterest, TripAdvisor, Google +, Flickr and tourism blogs are the best mechanisms to reach the local and international markets. Currently, social networks are being created with no link to other electronic interfaces but is aimed at increased revenue. These two ideas will need to be integrated and planned in order to generate interest, discussion and then revenue.

Development and Adoption of Policies

The Municipality does not currently have the following relevant policies:

Policy	Description
Brand Management Policy (including a Marketing Master Plan for Witzenberg Municipality)	Rules governing the Municipality's brand and controlling the use of the logo (colours, shape, use, etc.)
Social Networking & Media Policy	How, when, where, and why the municipality communicates with the media as well as who is the correct person for the role with respect to the incident.
Complaint Management & Resolution Policy	Standard operating procedure for the Control Room with methods of complaint resolution including systems, timelines, reports and escalation.

A comprehensive and defined Language Policy is currently in place and have been revised.

Action Plan: External Audit

The aim of the strategy is to narrow any gaps between the Municipality and the residents by improving the image of the Municipality. The strategy employed should lift the profile of the Municipality. It should provide a channel for two-way communication, in other words, while the municipality gets an opportunity to speak to the residents, residents in turn should be able to voice their concerns to the municipality. And, as mentioned earlier, the strategy should be linked to that of both national and provincial government's communication programmes. The strategy will thus entail:

- Newsletter – published bi-monthly and distributed to all households in Witzenberg. It is one of the most important tools for the Municipality in communicating with residents.
- Publicity and information leaflets - These include promotional material, strategy documents and statutory information to inform the public and our partners about our activities.
- Agendas, reports and minutes - Papers are issued for meetings of the Authority which can be attended by the public.
- Media Relations - Media releases and feature material - Produced or originated corporately or in conjunction with the Political leadership.
- Advertising - Produced for information, promotional and recruitment purposes and to meet statutory requirements. But, also to promote and market the Municipality or decisions taken.

- E-Communication - Using the Municipality's Website to communicate and market the area. Dedicate one or two pages to the social and economic development of the youth. Highlight strategic messages on the home page.

- Face-to-face - Consultation exercises, Imbizo, road shows, focus groups, regular meetings, questionnaires etc. These gather information and views from various groups and sections of the community. And, are also used for communicating and discussing local issues, performance management and scrutiny and for directing and informing service development and delivery. However, it keeps the Municipality in direct contact with the residents.

- Social media – Utilising Facebook and WhatsApp optimally to reach the target audience and rely messages immediately to a wide spread audience.

Capacity & Infrastructure

At present the municipality has dedicated communications capacity, both internally and externally. The lack of infrastructure is hampering internal communication to a wide extent and external communication to a lesser degree. Infrastructure required for the implementation of the activities of the external action plan. The infrastructure, in this instance if communication capacity is created, would be a desk top computer with some design software programmes such as Adobe Premium and Dreamweaver CS5. The cost for this infrastructure will be about R50 000.00. Offices and storage is also required and would cost about R 100 000.00 to build at the Traffic Offices in Ceres, with closer proximately to all staffing under Marketing and Communication. We have also identified training needs for Marketing & Communication as Photography, Adobe Photoshop, Adobe In Design, Adobe CS5.5 Dreamweaver, Adobe Illustrator, Adobe Flash Professional, Adobe Fireworks, basic desktop publishing/graphic design and Joomla. The Control Room requires training in telephone etiquette and soft skills as well as on-job coaching with the District. We also want to check on the SETA accreditation as they have vast experience in this field but no formal recognition. Staffing within Marketing and Communication to operate optimally would need to be revised:

Unmediated Communication/Direct Communication/Public Participation/Developmental Communication

Most of these activities can be executed at minimum cost. The Municipality should decide what are the most feasible. Selected activity should however be continuous in order to close the gap between Municipality and residents. Social media and loud hailing is minimal and cheapest.

Activity	Timeframe	Costs	Remarks
Municipal Imbizos and Thusong Centre Outreaches	National and Provincial Government have two sessions per year in April and October. Municipalities forms part of these but it is encouraged that they have it more often	1) Rental of Halls 2) Transport 3) Pamphlet, posters 4) Sound hire (internal) 5) Newsletter 6) Radio/Newspaper advertising	This form of communication has proven, from presidential level to the levels of local government, to be the most popular with the electorate. The format is to provide a platform where residents can raise their concerns directly to the politicians and officials. CDW's can be used to mobilize communities. This activity should be complimented with media liaison. Consider GCIS as a partner.
Municipal road shows and public meetings	On-going	1) Exhibition material 2) Transport 3) Pamphlet, posters 4) Transport 5) Radio/Newspaper 6) Social Media	The aim of this activity is to have a format whereby municipal departments (housing, social development, ect.) go around to communities and inform residents about how they function and how communities can access them.
Ward Committee Meetings	On-going	1) Radio/Newspaper Advertising 2) Pamphlets, posters	Heads of departments, along with ward councillor, should engage the committee in developments at the council. The challenge should be to explain to residents the importance of ward committees.
Taking council to the people	Quarterly	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	This will involve a major PR exercise. The council should consider holding one meeting within the community. Members of the public should attend and observe. The effect of this activity would bring the council and the municipality very close to the people and should bridge the gap between residents and the municipality. Every three months the council should consider holding a meeting in a different town. Consider GCIS as a partner.
Open Days at Municipality/ Jamborees	Quarterly	1) Community Hall 2) Sound hire 3) Catering (if	The Open Days can be expanded by inviting government departments to exhibit at the municipality as well as District Municipality.

		necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Allows for direct interaction.
Radio Talk shows	Monthly schedule	Approach radio station for slot. May carry cost.	Aim is to have Mayor, DM and MM going live on radio and deal with topical issues e.g. Project Consolidate and gains made. Consider contract
National Holidays and National Events	As per National Government Calendar	1) Community Hall 2) Sound hire 3) Catering (if necessary) 4) Pamphlet, posters 5) Transport 6) Newsletter 7) Radio/Newspaper advertising	Aim is to have a public event where municipality can interact with residents on all national days. Also targets specific audiences

Product Development, Marketing and Advertising

Activity	Timeframe	Cost	Remarks
External newsletter	Monthly/bi-monthly	1) Printing 2) Design 3) Translation into 3 languages 4) Collecting copy and writing stories 5) Distribution door-to-door	The external newsletter on a monthly basis has been the second most popular request by residents interviewed. In developed democracies a newsletter is an integral part of governance.
Online media	On-going		

Marketing material for captive audiences	As necessary	1) 10-minute visual/audio clips 2) Posters for clinics and pay-out points, churches. 3) Services Booklet to highlight and simplify services of the municipality /	Prices need to be confirmed. But the aim is to have some marketing material for captive audiences at clinics, pay-points where there will be people queuing. They do not have an option but to listen or read it.
Suggestion Box	On-going	Cost of putting up a box at the various municipal offices, front office, libraries or community centres.	Idea is to constantly monitor the suggestions of residents and reply or react to them.
24-hour call centre	24/7	Telephone bill / airtime	Aim is for residents to contact municipality with their concerns. (Officials can field calls).
Community Radio (if available)	Weekly	Part of tender	Radio advertising is going to be the most cost effective because radio is the most preferred media. Radio advertisement is also much cheaper than print and a wider target audience will be reached. Municipality decides what messages it needs to send out, put it into a 45 second radio advert and decide on advert schedule.
Advertising (newspaper)	Monthly	The Municipality produces its own monthly newsletter which is distributed to all residents, business and government departments.	Own newsletter can reduce this cost significantly.
Website	On-going		Can promote the municipality, provincially, nationally and internationally
Lobbying and presentations to government and parliamentary structures	On-going	Cost of presentation material. Cost of information packages to portfolio committee members.	Aim is to have a professional and convincing image whenever briefing politicians or other constitutional bodies.

Many of these issues can be addressed through the development of a staff intranet. At this point in time, a staff newsletter is sent to staff electronically and copied for all depots. The intranet comprises of staff news, human resource information and updates, training, retirements and long service.

Implementation

The following implementation plan might be considered:

Communication Cycle

Month	Activity
January	Opening of Council Focus on Education Adjustment Budget of Council Message from the Mayor on Matric Results
February	State of the Nation Address: President State of the Province Address: Premier Budget Vote Opening of Council
March	Campaign – Revenue Collection Human Rights Day Draft IDP and municipal budget SDBIP
April	Ward Committee and Public Participation Employee Wellness Day Freedom Day IDP Public consultation

Month	Activity
May	Workers Day IDP and Budget approval & Mayors speech on the State of the Municipality.
June	Campaign – Environmental Awareness & Recycling Youth Month/Day Campaign promoting IDP Contract with the People: Service Delivery Budget Implementation Plan Performance agreement of Municipal Manager and Senior Managers
August	Women's Month Preparing IDP/Budget Process Plan
September	Campaign – Tourism Month Heritage Day Environmental Projects – Arbor Day
October	Michell's Pass Half Marathon IDP Review starts – Public Participation Environmental Projects
November	IDP Review continues – Public Participation Anti-Fraud & Corruption Month 16 Days of Activism
December	16 Days of Activism continues Municipal Aged Day International Aids Day Festive Season Message from Mayor

Strategic plan & budget (2020-2025)

Good Governance: Witzenberg Communication		
Service Delivery Area		
Actions	Measurement	Relevant Agencies
Communications Implementation Plan approved	Communication Implementation Plan receiving an approved budget from Council	WM, CWDM, GCIS, LG & H
A Communications Implementation Structure in place	Approved communications responsibilities reflected on staff Job Description	WM, CWDM, GCIS, LG & H
Implement a training program for Communications Implementation Plan structure	Councillors and staff demonstrate ability to manage effectively implementation of Communications Implementation Plan	WM, CWDM, GCIS, LG & H
Training of CDW's and Ward Committees to interface effectively with community on municipal matters	CDW's and Ward Committee members demonstrate their ability to effectively convey key municipal messages to community	WM, CWDM, GCIS, LG & H
Establish Communications Unit	Communications Unit reflected on approved Municipal Organogram	Municipality

** Budget not yet available and is subject to change if subsequent applications for adjustment budget are approved.

NOTE: According to the National Government's Communication Policy provision must be made of 1% to 5% of the institutional budget to fund the communication mandate – must be allocated to the communication function, based on the communication's strategic plan and the size of the institution. This budget must be ring-fenced.

Incident and Disaster Management Communication

The Control Room perform a significant function as they relay calls and queries from the public to the relevant officials to offer assistance. They offer the Municipality a 24 hour presence to the public. They require extensive knowledge of managing complaint, clientele service, query resolution and customer empathy. Their role becomes especially essential during incidents and disasters.

Standard incidents are usually resolved easily by local resources and line functions (traffic, police, fire services, emergency medical services) and seldom require publicity at municipal level, unless there are casualties. However, if an incident is declared a major incident, a contingency plan is put into effect and District Disaster Management is informed by the Municipality.

An incident is defined as an element of risk which exposes a hazard that poses direct harm to members of the public, environment or property. The Control Room reports all incidents to the Municipality by calling the administrative grapevine in addition to line functions. This grapevine consists of the Mayor, Municipal Manager, Directors and the dedicated communications official for the Municipality. Other managers and officials may be contacted depending on the nature of the incident, i.e. the Manager: Human Resources will be contacted in the event of a bomb scare at the municipal buildings to manage evacuation of employees.

An incident will escalate into a major incident if the local municipality cannot use their own resources to cope with the resolution of the problem. District Disaster Management will be called for assistance and once they have been informed of the magnitude of the major incident, they have the power to then declare it a disaster.

In the event of disaster, two communications hubs are formed, i.e. the Incident Command Post (ICP) and the Joint Operations Centre (JOC). The ICP monitor the incident from a close vantage point and relay/receive information from the line functions and persons involved with addressing the disaster. This consists of senior supervisors, directors, managers and chief officers relevant to addressing the disaster. The JOC consists of the Chiefs of Staff, Commanders and Heads of all senior functions i.e. Police Commissioner, Municipal Manager, Heads of Provincial Departments, etc.

A major incident involving joint work of the responding line functions will inevitably attract significant and sustained interest from the media. Once a disaster has been declared, all line functions and key stakeholders will be under pressure to provide an immediate statement. At the earliest opportunity a “holding” statement will be agreed upon and disseminated by the JOC through the appointment of the JOC media liaison officer. The JOC media liaison officer is chosen by virtue of his/her experience and skills (military service, qualifications, knowledge of the situation, etc.)

JOINT INFORMATION CENTER (JIC) ROLES AND RESPONSIBILTIES

Lead PIO:
• responsible for managing the JIC;
• serves as advisor to IC/UC;
• provides overall communication policy direction;
• recommends and develops strategy for messages, briefings, and news releases;
• obtains approval from those in authority before releases are made; and
• conducts JIS/JIC briefings (live or virtual) to update staff regarding Incident Command activities.

Information Gathering:
• Response Partners – Coordination with supporting response agencies and their PIOs at EOCs, incident command posts, and other locations to gather information on the incident.
• Media Monitoring Analysis/Rapid Response – Entails reviewing media reports for accuracy, content, and possible response.
• Research and Writing:
- Products – Writing materials such as media releases, fact sheets, flyers, etc.
- Graphics Support – Entails designing layouts, developing PowerPoint presentations, and creating graphics for a range of materials (e.g., newsletters, flyers, etc.).
• Audio-Visual:
- Broadcast Operations – Entails developing video documentation, special productions, remote live interview feeds, and logistical support of public meetings and presentations.
- Photo Video – Entails providing still photography documentation to support print and internet media needs, and video documentation to support broadcast media needs. Also includes collecting materials for agency archives.

Information Dissemination:
• Briefing/Special Events – Entails handling events such as news conferences, media briefings, VIP visits, and tours for senior officials of affected areas.
• Media Relations:
- News Desk – Serves as the primary point of contact for the media.
- Spokesperson – Prepares and conducts regular news briefings and conferences.
• Web Support – Entails creating and maintaining web pages and blogs containing information about the incident for use by the public and the media.
• Public Inquiries – Entails responding to questions from citizens, making referrals, and developing a log of telephone calls, e-mails, etc., containing names, addresses, the type of calls, and any necessary follow up actions.

Operations Support:
• Special Needs/Multilingual – Entails providing language translation and other services to ensure appropriate and timely information reaches those in the affected areas with special needs.
• Facility Support – Coordinates with the JIC Facility Liaison to maintain and support the JIC operations concerning the facility and resources.

Liaison:
Provides a coordinated two-way communication link with key program areas and other entities involved in the response and recovery operation (e.g., elected officials, community leaders, VIPs, and other governmental and NGO support agencies).

DEMOBILIZING THE JOINT INFORMATION CENTER (JIC)
• prepare a comprehensive deactivation news release for lead-agency approval and distribution;
• notify community, media, agency communications managers and local officials about closing and provide regional contact information;
• provide casebooks to communication managers whose organizations will assume responsibility for ongoing information;
• complete an after-action report and participate in evaluation discussions;
• return borrowed equipment and supplies;
• inventory equipment and supplies; and
• replenish “Go Kits” as necessary.

COMMUNICATION STRATEGY

SITUATION / SOCIO-POLITICAL CONCERNS

AUDIENCE

-
- Local communities / businesses
- Visitors / recreationists
- Media
- Elected officials

- Agency Personnel
- Incident Personnel
- Partner Agencies
- Nearby Incidents

OBJECTIVES

- Keep internal and external audiences informed with accurate, timely information.
- Be the first and best source of information about the fire; Update information frequently.
- Address rumors to prevent confusion.
- Accommodate media requests quickly and safely.
- Communicate consistent messages about the benefits and risks associated with wildland fire.
- Collaborate with interagency and community partners for maximum efficiency and effect.

STAFFING

Current

Target

KEY MESSAGES

- Safety always comes first in fire management.
- Fire management decisions are based on many factors.
- In general, fire seasons are becoming longer and many fires are more difficult to suppress.
- In fire, we all work together.
- Firefighters count on you.

TACTICS

- ☐
  - Info Center
- ☐ Daily Briefings
- ☐ Daily Update
- ☐ News Releases
- ☐ Notification Phone Calls
- ☐ E-mail
- ☐ Website
- ☐ FireWeb
- ☐ Social Media
- ☐ Handouts
- ☐ Fire Info Boards
- ☐ Traplines
- ☐ Roving Contacts
- ☐ Community Meetings
- ☐ Employee Meetings
- ☐ Media Escorts
- ☐ Press Conference
- ☐ Camp Boards for Fire

Personnel

- ☐ Info Updates for Spike

Camp

- ☐ Community Events
- ☐ PSAs
- ☐ Tours of Camp / Fire
- ☐ VIP Briefing Packets
- ☐ Incident Newsletter
- ☐ Other

EVALUATION

Accurate media coverage? Web chatter? Community feedback? Host unit feedback?

Possible monitoring tools include:

-
  - http://news.google.com
- http://www.google.com/reader
- http://www.google.com/alerts
- http://www.icerocket.com/
- http://technorati.com/
- http://addictomatic.com/
- http://www.monitter.com/
- http://trendsmap.com/

In this instance, the dedicated communications official for the Municipality becomes the media liaison to the Municipal Manager and assists with the drafting of media releases, provision of photographs, preparation of the media spokesperson/s, gathering information from the ICP and relaying it to the JOC media liaison officer on behalf of the Municipality only, unless the JOC instructs otherwise.

The JOC Media Liaison Officer will arrange joint media conferences with appointed spokespeople and the media. The media becomes a vital vehicle of communication in a disaster situation, especially if humanitarian aid is required. As a standard operating procedure, no politicians are allowed to be a part of the ICP or the JOC. They are also not allowed to be media liaisons, unless through the express instruction of the JOC.

Disasters, managed or not, have negative impact on the corporate identity and so are only called in the event of no other viable option in the protection of life, property or the environment. The aim of resolution in the contingency plan is to place the Municipality in a better position than before the disaster and this can only be achieved through addressing issues openly and strategically.

Principles for Handling Incident Related Media Enquiries

Subject to any incident details being declared as sensitive in terms of Protection of Personal Information Act (often called the POPI Act or POPIA) of 2013, it is the objective to deal with the media by employing the following principles:

1. We will be factual and careful
   - We will not guess.
   - We will deal strictly with the facts.
   - We will not speculate or offer any personal opinions on policy. If we are in a position to do so, we may explain approved policy.
   - If we cannot answer a question, we will try to get the information as soon as possible.

2. We will follow through as promised
   - If we know that a spokesperson has been assigned or that a better source is available for more detailed information on an incident, issue or policy, we may provide the minimum facts and refer the journalist to that source or alternatively, we will make further enquiries and will look for the spokesperson that is better able to assist. Thus, the spokesperson can call the journalist directly after he/she has been briefed.

3. We will be open, honest and straight forward
   - We will not evade questions or deny a fact.
   - If we are unable to provide an answer, we will say so.
   - If we do not understand a question, we will ask to have it repeated or clarified.
   - We will not answer hypothetical questions (i.e. what if…), as answers to hypothetical questions are too vague and easily open to interpretation.

4. We will try to be clear
   - We will try to avoid technical jargon and acronyms.

5. We will be impartial
   - We will not blame anyone or make any judgements about liability or cause during an incident.
   - We will not speak about the actions or involvement of another line function or organisational branch of government except to acknowledge their involvement.

6. We will state when we are unable to answer a question. Never say “no comment”.

7. We will be co-operative
   - It is our intention to develop good relationships with journalists and media representatives and we will not advantage/disadvantage any of them.

8. Be forthcoming with public information
   - We will clarify inaccurate rumours as soon as possible and attempt to report new developments immediately.

9. We will keep a record of conversations or interviews with journalists
   - In the event that our comments are taken out of context, we shall reserve the right to request an immediate retraction whilst reserving any legal right to pursue the matter further should it be deemed necessary.

10. Turnaround time for Media enquires and responses / comment
    - Media enquires received by Manager: Marketing and Communication will be sent to the Manager of the relevant department for comment, which is to be provided within 48 hours in order to meet deadlines. Acceptations may be made as per the directive of the Accounting Officer, who is the official spokesperson for the Municipality unless the directive is given stating otherwise.

Adhering to these principles will ensure that crisis communication is managed and controlled.

Monitoring, Evaluation & Review

The development of this strategy and action plan is only the beginning. Regular monitoring and review will need to be undertaken to ensure that the Authority is meeting the strategic aims set out in the strategy.

The monitoring, evaluating and reviewing of the communications strategy should be done every 5 year cycle after the implementation. Generally monitoring, evaluation and reviews consist of testing how successful the implementation of the strategy has been. An independent external service provider should ideally be used to ensure independence if resources allow.

To curb costs though, it is recommended that Witzenberg employs a communications officer who will have to develop a monitoring and evaluation mechanism, or identify a person to undergo training to conduct such elementary monitoring and evaluation, who will then train internal staff members to build up the Municipality's capacity in this regard.

The evaluation should pick up on the recommendations in the strategy to ensure changes have been made and to see how successful implementation is. It will show any additional changes that should be made and will highlight the successes that came out of the strategy.

A door-to-door survey, possibly undertaken with the assistance of the Community Development Workers and GCIS, as well as media monitoring will determine the impact of the successfully implemented strategy. The results of the survey should be measured against the first survey undertaken when the communications strategy was being developed.

A confidential internal survey should also be undertaken to determine changes within staff attitude and moral annually.

Conclusion

Witzenberg Municipality faces many challenges and can be fully addressed through effective communication and a positive corporate image. The commissioning of a study to determine the internal as well as the external communications environment will mark the start of the Municipality's endeavours to put strategic communications at its rightful place in the political and administrative structure of the municipality. Continued monitoring and public engagement will contribute greatly towards establishing Witzenberg Municipality as a municipality for the community, providing assistance and support to its residents.

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SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

MINUTES
Emergency Services and Disaster Management Working Group

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the Working Group
Municipal Officials
Invited Guests

MINUTES: EMERGENCY SERVICES AND DISASTER MANAGEMENT WORKING GROUP THURSDAY, 16 FEBRUARY 2023

ENCLOSED please find the Minutes of the SALGA Emergency Services and Disaster Management Provincial Working Group meeting held on Thursday, 16 February 2023 at 09:00 at the George Hotel in George.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERARTIONS

ENCL

MINUTES
Emergency Services and Disaster Management Working Group

1.1 OPENING AND WELCOME

The Deputy Chairperson of the PEC, Ald Aidan Stowman, welcomed all Councillors, Guests, Stakeholders and Officials present at the Emergency Services and Disaster Management Working Group. The Chairperson, Cllr André Truter were not able to attend.

The meeting was opened with a moment of silence and self-reflection.

1.2 EVACUATION PROCEDURE

Mr Anwin Los from the King George Hotel explained the evacuation procedure to the meeting.

1.3 ATTENDANCE AND APOLOGIES

Present: Official Representative: Councillors / Aldermen

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Ald	Mr	Aidan Stowman	:	Deputy Chairperson: SALGA PEC
2.	Cllr	Mr	Nicolaas Abrahams	:	Beaufort West
3.	Ald	Mr	Mario Wessels	:	Bergrivier
4.	Cllr	Mr	Willem Nel	:	Bitou
5.	Cllr	Ms	Jessica Kamkam	:	Bitou
6.	Cllr	Mr	Jan von Willingh	:	Breede Valley
7.	Ald	Ms	Clara Meyer	:	Cape Winelands DM
8.	Cllr	Mr	Rhynhardt Bresler	:	City of Cape Town
9.	Cllr	Mr	Mzwakhe Nqavashe	:	City of Cape Town
10.	Cllr	Mr	Avron Appollis	:	Drakenstein
11.	Cllr	Ms	Nompumelelo Ndayi	:	Garden Route DM
12.	Cllr	Ms	Charlotte Clarke	:	George
13.	Cllr	Mr	Donovan Gultig	:	George
14.	Cllr	Ms	Kay Andrews	:	Knysna
15.	Cllr	Mr	Samuel Laban	:	Laingsburg
16.	Cllr	Mr	Charles Henn	:	Langeberg
17.	Cllr	Mr	Chris White	:	Matzikama
18.	Ald	Mr	Chris MacPherson	:	Oudtshoorn
19.	Cllr	Mr	Lindile Ntsabo	:	Overstrand
20.	Cllr	Mr	Sydney Koonthea	:	Prince Albert
21.	Cllr	Mr	Michael Schaffers	:	Saldanha Bay
22.	Cllr	Mr	Charles Manuel	:	Stellenbosch
23.	Cllr	Mr	AK Warnick	:	Swartland
24.	Cllr	Mr	Josias Engelbrecht	:	West Coast DM
25.	Cllr	Mr	Hendrik Smit	:	Witzenberg

Present: Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Nolan Stuurman		
2.	Off	Mr	Roysten Harris		
3.	Off	Mr	Andile Sakati	:	Bitou
4.	Off	Mr	L Joubert	:	Bitou
5.	Off	Mr	Myllison Saptou	:	Cape Agulhas
6.	Off	Mr	Nomhle Arosi	:	Cape Winelands DM
7.	Off	Mr	Clive Africa	:	Garden Route DM
8.	Off	Ms	Jessica Erasmus	:	Garden Route DM
9.	Off	Mr	Lester Smith	:	Overstrand
10.	Off	Mr	Phillip Humphreys	:	Swartland
11.	Off	Mr	Wilfred Solomons-Johannes	:	Theewaterskloof
12.	Off	Mr	Wilhelm Markus	:	West Coast DM
13.	Off	Mr	Bertus Senekal	:	West Coast DM
14.	Off	Mr	Franquin Petersen	:	West Coast DM
15.	Off	Ms	Annelize Lamprecht-Vertue	:	Witzenberg

Invited guests

No	Off	Title	Name		Organisation
1.	Off	Mr	Dimitri Jacoman	:	Western Cape Government
2.	Off	Ms	Rowena Page	:	Western Cape Government
3.	Off	Ms	Amanda Willet	:	Western Cape Government
4.	Off	Mr	L Joubert	:	

SALGA Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Khalil Mullagie	:	Provincial Director of Operations
2.	Off	Mr	Trevor Lombard	:	Senior Advisor: Inclusive Communities
3.	Off	Ms	Richenda Herandien	:	Advisor: Community Development
4.	Off	Ms	Miltoinette Cupido	:	Manager Strategic Support and Analytics
5.	Off	Mr	Tshepo Mothale	:	SALGA National
6.	Off	Ms	Joyce Mohololа	:	Marketing and Communication Officer
7.	Off	Mr	Sidwell Blows	:	SALGA: ICT
8.	Off	Ms	Lehlogonolo Maake	:	SALGA Western Cape: Intern
9.	Off	Mr	Khululekani Mgezi	:	SALGA
10.	Off	Ms	Marelize de Wet	:	SALGA: Portfolio Administrator

Apologies

No	Cllr /Off	Title	Name		Name of Municipality
1.	Cllr	Mr	André Truter	:	Chairperson: Emergency Services and Disaster Management Working Group
2.	Ald	Mr	Johan Niewoudt	:	Cape Agulhas
3.	Ald	Mr	Donovan Joubert	:	PEC Chairperson

1.4 APPROVAL OF THE EMERGENCY SERVICES AND DISASTER MANAGEMENT WORKING GROUP OF 17 OCTOBER 2022

The Minutes of the Emergency Services and Disaster Management Working Group Meeting held on 17 October 2022 was moved by Councillor Jan von Willingh [Breede Valley Municipality] for adoption and seconded by Alderman Clara Meyer [Cape Wineland District Municipality].

NOTED

1.4.1 MATTERS ARISING

No matters arising.

NOTED

1.5 ADOPTION OF THE AGENDA

The Agenda was adopted with the following amendment:
Item 3.4 - Updating of mutual aid agreement among Western Cape municipalities to deal with disaster risk, major incidents, and disasters [Councillor Bresler from City of Cape Town].

ADOPTED and APPROVED

2. PRESENTATIONS:

2.1 DISASTER REHABILITATION AND RECONSTRUCTION 'BUILD BACK BETTER'

Ms L Joubert from the Disaster Management Centre of Bitou Municipality presented on this item.

The Garden Route District Municipality has a fully functional Disaster Management Centre [DMC]. The centre is equipped with a joint operational command and tactical decision area. To stay abreast with regional emergency related activities, a 24/7 call centre has been established adjacent to the DMC. The 24/7 call centre is operated in conjunction with the Provincial Emergency Medical Services [EMS] and renders an emergency call taking and dispatch platform servicing the district. The Garden Route DMC believes in the 'added value' and complementarity of working together to achieve shared objectives and goals by undertaking joint actions and mutual support. The interaction between district role-players is guided by shared values of trust, mutual accountability; gender equity; a respect for diverse identities, perspectives, and beliefs; a commitment to inclusion and participation; and openness to sharing and learning to build consensus and mutual understanding.

The Garden Route District Municipality's Disaster Management Centre has a holistic approach to Disaster Management. The disaster management traditional model in the illustration below makes provision for planning before a disaster also known as pre-disaster phase, during a disaster and post-disaster phase.

Disaster response is a sum of actions taken by residents and institutions in the time of disaster. These actions commerce with the warning of an oncoming threatening event or the event itself if occurs without warning. Disaster response includes the implementation of disaster preparedness plans and procedures, thus overlapping with disaster preparedness. The end of disaster response comes with the completion of disaster recovery and rehabilitation programmes.

Disasters have vast effects on the community, economy, and property. However, not all disasters should be seen in a negative light. Rehabilitation focuses on enabling the affected communities to return to normal pattern of life. It is also considered to be the transitional phase between immediate relief and more major, long-term reconstruction and the pursuit of ongoing development. Disasters allow for the affected area to rebuild what they lost previously, however, in order to ensure that hazards do not have the same effect in future years, it is

beneficial and recommended that while in the recovery stage every effort is made to ensure that the community builds back better.

The normalization process after an event will take a short period of time but is most important. This includes any cleaning up, repairs or related work to area. This will be coordinated by the MACC/JOC and Garden Route Rebuild Initiative [GRRI]. This concept was born following the Knysna/Plett fires in 2017.

The GRRI sought to optimise efforts to “Build Back Better”. The initiative aimed to create a multi-disciplinary, inter-governmental and multi-sectoral platform to align and maximise recovery and rehabilitation efforts. It brought together national, provincial, and local government, state-owned enterprises, community members, civil society organisations and the private sector in sector-based working groups to design and implement recovery projects.

The rehabilitation and recovery program should include strategies that will aid in the achievement of a desired outcome which includes:

- permanent construction or replacement of severely damaged infrastructures,
- the full restoration of services, and
- the revitalisation of social and economic structures.

The strategies should be consistent with the guiding principles for the rehabilitation efforts. Specific sector and sub-sector strategies should also be provided to help achieve short- and medium-term program objectives. Reconstruction must be fully integrated into ongoing and sustainable development plans, considering future disaster risk and the reduction of future vulnerability.

Disaster risk reduction is an integral part of development. The importance of a risk-informed and risk-resilient environment is recognized by three global policy frameworks and international agreements. Reducing future disaster risks in disaster-affected areas can be achieved through the implementation of an integrated approach to DRRM and climate change adaptation. The entire process for the preparation of a post-disaster rehabilitation and recovery program can be simultaneous with response activities. The exact duration of the preparation process depends on the magnitude and extent of the disaster.

It is imperative that remedial actions for disasters must be consistent with long-term objectives of the development within the area affected by the disaster. All development programmes should be evaluated on vulnerabilities as the main goal is sustainable development which requires the reduction of vulnerabilities that lead to disasters.

A Garden Route DM Disaster Risk Assessment was done in terms of the following Disasters/Risks:

- Natural
- Environment
- Technological
- Climate Change

The Challenges and Lessons Learnt were as follows:

- Rapid Disaster Funding allocation and distribution: Unresponsive funding mechanisms represent a core blockage in the recovery process, preventing time-critical activities that will speed recovery and reduce risk. Lengthy procurement procedures also frustrate efforts to rehabilitate infrastructure. For instance, during the recovery and rehabilitation phase after the 2017 fire disaster the environmental workstream and the asbestos removal project highlighted the urgent need for more responsive, quick-release funding mechanisms (i.e.,

within days or weeks) that do not require the funds to be spent within a given financial year. This also highlights the importance of transparency and buy-in.

- Formal and comprehensive record keeping of externally managed projects: we have learned that due to inadequate communication between stakeholders and the public during and after a project has caused some unanticipated tension. In addition, we have missed out on an excellent opportunity to learn from what works, what didn't work, and what to improve on in the future.
- Supporting the "Missing Middle": A group of people of middle-income households and businesses fall through the gaps in the existing social safety nets which leads to the people, the economy and recovery efforts happening slowly. The 2017 fire disaster has highlighted this challenge. The insurance industry could play a role by exploring insurance options that are more affordable and tailored to the needs of pensioners and others in this group.
- Communication: we have learned the importance of effective communication during disasters. It is critical that the authorities communicate with members of the public effectively, as consistently and as early as possible. This is not only essential to keep them informed and safer, but also to ensure that the public is aware of their needs and requirements, and how they can best help.

Councillor Bresler [City of Cape Town] questioned the disaster management, mutual aid agreements amongst Municipalities in the Western Cape and if that might not be a starting point. This will enable Municipalities to find out the resources of neighbouring Municipalities. Disasters are not linked to Municipalities and often goes over boundaries to various Municipalities.

Mr Wilfred Solomons-Johannes [Theewaterskloof Municipality] commented in saying that it will be very difficult for a Municipality to review Disaster Risk every year as it will be a very costly exercise with a lot of scientific evidence, research, and data. It was mentioned that sometimes it is quicker to look at historical events that impact the vulnerability, the scalability and the magnitude that would determine your risk profile. That can then be altered and be move it up and down.

It was also emphasized that politicians need to play a key role in the case of a disaster or a major emergency, Municipalities need their political leadership to be at the forefront. A dedicated media spokespersons also plays a critical role.

Ms Nomhle Arosi [Cape Winelands District Municipality] informed the meeting that Cape Winelands District Municipality entered a partnership with SANTAM where they received funding which ensured our risk reduction measures, procurement of equipment, especially fire equipment, smoke alarm projects through the SANTAM. Cape Winelands District Municipality also have partnership with the NSRI going to Local Municipalities and especially schools to do awareness programmes.

Ms Joubert [Garden Route DM] informed the meeting that she is aware that Province is busy with developing a template on mutual aid agreements for Municipalities to use in future.

Councillor Donovan Gultig [George Municipality] referred to the fire that happened a few years ago due to the invasive alien species. It was noticed that they are cutting down the invasive alien species, but they are just piling it up which is a huge fire risk. The other concern raised was the bars that is used to prevent the fire from spreading in the mountain have been flooded with huge holes, which make it impossible to drive there in case of an fire. It was suggested that the District Municipality and George Municipality work together to work on these challenges/risks.

Ms Joubert [Garden Route DM] responded in saying that the removal of the alien invasive species takes a lot of manpower and is extremely expensive. Mr Clive Africa emphasized that it is a costly exercise, but the District Municipality is busy trying to source funding and some private landowners were approached for assistance. They were not aware of the bars that were flooded but will raise it with Mr Otto from the District Municipality.

Mr Clive Africa [Garden Route DM] requested SALGA's assistance in drafting generic evacuation plans for the province.

NOTED

2.2 A REFLECTION ON THE STATE OF FIRE SERVCIES AND THE PROPOSED DRAFT BILL ON FIRE SERVICES

Mr Tshepo Mothale from SALGA explained that the purpose of the presentation is to provide information to the WC Provincial Working Group [Emergency Services and Disaster Management] on the state of municipal fire services function and the proposed draft bill on fire services.

According to the Legislative Mandate:

RSA Constitution, 1996

- Firefighting is listed as a local government function in Schedule 4 Part B.
- Section 156 (1) (a) in the Constitution does not differentiate between district and local municipalities with the division being indicated in S84 of the Municipal Structures Act.
- By not providing a service such as firefighting, municipalities would be failing in their constitutional obligations.

Fire Brigade Services Act, 1987 [FBSA]

- The purpose of the FBSA is to provide for the establishment, maintenance, employment, co-ordination, and standardisation of fire brigade services; and for matters connected therewith.

FBSA - Local authorities are allowed to establish and maintain a fire brigade service for the following different purposes:

(a) Preventing the outbreak or spread of a fire;
(b) Fighting or extinguishing a fire;
(c) The protection of life or property against a fire or other threatening danger;
(d) The rescue of life or property from a fire or other danger;
(e) Subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
(f) The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

Municipal Structures Act, 1998 (Act 117 of 1998)

In terms of Section 84, a district municipality has the following functions and powers in relation to firefighting services:

(a) Planning, coordination and regulation of fire services;
(b) Specialised firefighting services such as mountain, veld and chemical fire services;
(c) Coordination of the standardisation of infrastructure, vehicles, equipment, and procedures; and training of fire officers.

The MSTA in sections 84 – 89 empowers the MEC's to adjust the division of powers and functions between local and district municipalities, resolve disputes that may arise, allows for temporary allocation of powers and ensure the cooperation between local and district municipalities.

Government Gazette No. R 153, 1994 assigned the administration of the whole FBSA, to the Provinces except Section 2 (Fire Brigade Board) and Section 15 (Regulations).
Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000) Section 77 requires municipalities to conduct a review on the appropriate mechanism for rendering a service.

National Veld and Forest Fire Act, 1998 (Act No. 101 of 1998) , it's purpose is to prevent and combat veldfires using a variety of institutions, methods and practices.

Disaster Management Act, 2002 (Act No. 57 of 2002). Fire Services plays a key role in all these phases of disaster management particularly because fires (all types) are a major hazard faced by the country.

The fire problems in South Africa were highlighted – Currently too many fire services especially from resource poor municipalities are struggling to provide sustainable and cost-effective fire services. The number of lives lost, and injuries sustained because of fires is alarming. Statistics South Africa in its analysis of the cause of death in South Africa based on Death Certificates records attributes 2 241 deaths to smoke, fire and flames in 2009. Figure 1 provides leading types of injury mortality in South Africa with fire accounting for 7% while Figure 2 provides a breakdown of the costs of fires in 2011.

Typical fire services function – Most fire services across the country are rendering the following services:
- Fire Fighting
- Rescue Services
- Hazardous Materials
- Fire Prevention and Safety
- Emergency planning
- Fire and Life Safety Education
- Auxiliary Services [logistics, support services, HR e.g.]
- Operation of Training Academy
- Emergency Medical Services [where applicable]

National Norms and Standards:
- The South African National Standard [SANS] 10090: Community Protection Against Fire is the primary barometer utilised by most municipalities to measure the performance of fire services.
- The purpose of this standard is to provide advice on the measures that should be taken to ensure that fire services are efficient.
- It is important to note that this standard only becomes applicable once a municipality adopts it as its service delivery standard.
- Circular 88 Indicators: Response times/ 1 Firefighter:1000 Population

Inclusion of Fire Services in IDPs
- Most Municipal IDPs reflects Firefighting services as one of the core deliverables but prioritised on budgets.
- The IDP also identified the following fire services challenges:
  - Lack of staff, fire stations and finance.
- In dealing with these challenges, it is critical to note that national government is moving towards a risk-based approach to the provision of fire services.
- This means that capacity must be established to deal with fire risks in municipalities.

The following key challenges in Fire Services were raised:
- Vastness of areas that must be serviced.
- Inadequate resource allocation to the function

- Number of hours per day as opposed to 24 hours due to lack of staff, shift allowances, etc.
- Leadership & capacity constraints in some Fire Services.
- Lack of Financial Delegations to Chief Fire Officers.
- Lack of maintenance plans result in critical shortage of equipment.
- Increasing fire safety challenges due to increase in informal settlements.
- Insufficient emphasis on community fire safety education.
- General poor maintenance of hydrants.
- Unresolved accountability and financial responsibility for function between District and Local municipalities- results in duplication and inefficiency.
- Most services [few exceptions] lack formal capital replacement policies results in excessive downtime and consequent unavailability of vehicles.
- Shortage of technical training such as Urban Search & Rescue, Advanced level Hazmat response capabilities, Incident Management etc.
- Inadequate technical competency on fire safety especially in building plan evaluation & rational designs.
- Some services appoint personnel without due regard to normative technical & physical competencies.

The distribution of Powers and Functions across Districts:

- Section 156 of the Constitution deals with the powers and functions of municipalities and Section 229 deals with the fiscal powers.
- In Section 156 one finds that “a municipality has executive authority in respect of, and has the right to, administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5; and any other matter assigned to it by national or provincial legislation.”
- These two processes through which a municipality obtains its powers and functions – Schedules 4B/5B versus assignment of 4A/5A powers and function require different processes and will be dealt with separately.

Division of powers and functions between various categories of municipalities

Division of powers between the various categories of municipalities is underpinned by the following principles –

(a) clear definition of roles and responsibilities is necessary to avoid duplication of efforts and resources which is costly and wasteful;
(b) recognition that District municipalities have an inherent responsibility to support local municipalities in its area of jurisdiction;
(c) recognising the importance of a differentiated approach as opposed to a one-size-fits-all approach that fails to appreciate the specific contextual variables of each municipality;
d) appreciating that the function can be delivered as a shared service as long as roles and responsibilities are clearly defined;
(e) approach to division of powers must be underpinned by the principles of a risk-based approach to the provision of fire services;
(f) The allocation of powers especially for local municipalities must recognise the role played by fire services in building plan approvals, land and township development initiatives amongst others;

Moving towards the Future:

Enhancing the Fire Services regulatory and policy frameworks

- The process of reviewing the Fire Services legislation has gained momentum following approval of the White Paper on Fire Services by Cabinet on 27 May 2020.
- The White Paper was subsequently gazetted on 13 August 2021.
- DCOG (NDMC) has lead a process of drafting (inclusive of consultation) the Fire Services Bill in the ensuing 2021/2022 Financial Year.
- SALGA is confident that the finalisation of the White Paper on Fire Services will provide a strong policy basis for the sector to address some of its challenges.

The following Fire inclusions on the Fire Services Bill was mentioned:

Fire Service master plan:

(1) Each municipality must develop and adopt a master plan outlining how the municipality intends to provide fire services in its jurisdiction.
(2) Each municipality must ensure that its master plan is aligned to that of its province to ensure an integrated approach to the provision of fire services.
(3) A Fire Service Master Plan must be part of the Integrated Development Plan of a municipality.

Powers and duties of a municipal fire service

A municipal fire service must:

(a) Ensure integrated development planning towards uniform fire services;
(b) Coordinate local authority fire services;
(c) Develop specialised fire services capacity to deal with specialised fire risks prevalent in the area such as veldfires, chemical, informal settlements fires;
(d) Develop specialised dangerous goods incident response capacity to perform incident stabilization and perform oversight of cleaning operations;
(e) Develop specialised rescue services capacity focussing on the rescue disciplines prevalent in the area of jurisdiction as a priority;
(f) Coordinate the standardization of infrastructure, vehicles, equipment and operational procedures;
(g) Facilitate and coordinate the training and development of practitioners;
(h) Develop and facilitate implementation of standardised municipal by-laws;
(i) Coordinate planning for the provision of fire safety and prevention;
(j) Develop, implement and maintain mutual aid agreements amongst the local fire services, designated fire authorities, and Fire Protection Associations;
(k) Develop, support and implement community based fire safety and prevention programmes;
(l) Establish and maintain a District Fire Service Coordination Forum;
(m) Prevent the outbreak and or spread of a fire, by making arrangements
(o) Control and stabilise dangerous goods incidents;
(p) Protect life and or property against fire or other related danger;
(q) Rescue life and or property from fire or another form of entrapment;
(r) Render an emergency medical care in support of o-q above;
s) Ensure that it creates the necessary capacity to (SASREA),
(t) Provide fire resilience training to fire practitioners and civil society;
(u) Maintain fire service equipment, infrastructure and or materials;
(v) Conduct fire risk assessments;
(w) Provide training and to fire services practitioners;
(x) Procure equipment, materials and other supplies required to perform the functions optimally;
(y) Provide support in the implementation of Disaster Management Act, 2002 (Act No. 57 of 2002), and
(z) Establish partnerships with governmental and private agencies as well as communities they serve especially for purposes of enhancing community fire safety.

Mr Tshepo Mothale informed the meeting of SALGA's perspective:

- The review of the Fire Brigade Services Act (Act 99 of 1987), as pointed out in the White Paper on Fire Services, is indispensable.
- This is due to the growing need of the society for fire services that can respond to the changing needs, as well as to enable a meaningful contribution to the strategic objectives of the National Development Plan.
- This need for a better legislation is also emphasised when considering the current lack of implementation as found in both the literature study and interviews of the study conducted by SALGA.

- All legislation related to the fire fighting and all its special functions need to be revised urgently to have clear mandates for fire and emergency services.
- Fire and Emergency services need to receive a high priority in local government in so ensuring a better level of service delivery to the communities, prioritisation should be considered on matters relating to:
  - Establishment of a National Fire Services Advisory Council
  - Clarification of the Roles of National and Provincial Government in Fire and Emergency Services
  - Placement of Fire and Emergency Services
  - Standardisation
  - National Fire Code
  - Training
  - Communication and Incident Command

Mr Tshepo Mothale concluded the presentation by informing the meeting that in terms of the MBD 2018 Study Recommendations, identification of capacity requirements to exercise powers and functions is vital. The study has indicated that many municipalities are unaware of how different powers and functions are exercised in each municipality. Given that there are clear variations across provinces both in terms of the location of Powers and Functions (District/Local/Both) and how each function is exercised, working in consultation with municipalities, Provincial COGTAs could define more clearly what it means to exercise each Power and Function so as to be better prepared to engage with provincial and national treasuries around the formulae used for the equitable share and other grants/transfers.

In summary the Way Forward was highlighted:
- Inclusion and prioritisation of fire services deliverables must be outlined in the IDPs;
- Adoption of the SANS 10090 as a standard for delivery of fire services;
- Establishment of fire services capacity across all local municipalities;
- Ensuring fire services is part of decision making structures;
- Continued and sustained support must be provided to fire services in municipalities across all categories;
- Adequate resource allocation to the function;
- Development of MOUs with neighbouring municipalities to maximise resource utilisation and to ensure a coordinated approach in the provision of services especially in cross-border areas; and
- Providing the Chief Fire Officer with appropriate delegations necessary to support the delivery of fire services within the municipality.

Mr Wildred Johannes-Solomons [Theewaterskloof Municipality] highlighted that in the previous legislation that was in place the Municipality may, but in the new reform it compels the Municipality to form part of the National Veldfire Forestry Act provisions.

The challenge of underfunded and unfunded mandates was mentioned. In the Act it states that Municipalities should make separate allocation for this function. It was suggested that when Municipalities consider this allocation, it must be ensured that in the Dora allocation that it is contained within a separate allocation so that we know that we can make use of the funding. It was mentioned that Municipalities don't work on a basis of discretionary funding. If started allocating funds for something that you think might happen and you're going to use your discretion over how to allocate those funds, you have a problem justifying that with Provincial Treasury, as well as National Treasury. When these funds are allocated, Municipalities must know exactly what the program is and what the funds are going to be allocated to.

Councillor Clarke [George Municipality] mentioned the high cost of PPE’s for volunteers and the stipend which Municipalities don’t budget for.

Mr Mzwakhe Nqavashe [City of Cape Town] highlighted that on the Draft Bill that the Fire Brigade activities are Municipality's legislative constitutional rights as local municipalities.

It was requested that SALGA assist Municipalities to pursue the National Department that volunteers about the devolution that funding especially B-Municipalities.

Mr Bertus Senekal [West Coast DM] mentioned that the Bill is not clear on the Division of the Powers and Functions with no clear guidance which of these functions resides with the Local Municipalities and the District Municipalities. The Constitution indicates that a Municipality must have a fire services, but if there is no funding it is not possible. Mr Senekal mentioned that the hope to see that if the Bill becomes an Act that the Standard is now a Regulation and not a standard anymore. This will force Municipalities to comply with the Standards.

Mr Senekal also mentioned that Municipalities get audited by the Auditor-General on financial statements and financial viability, but maybe Municipalities should also be audited if services were rendered/service delivery.

Mr Senekal suggested that maybe SALGA should arrange a meeting with Department Trade and Industry on procurement [local content] as Municipalities procure technical equipment that is not readily available in South Africa as we don't have the industry, but then Municipalities get hampered by local content.

Mr Tshepo Mothale concluded in saying that he captured all the points raised and additional inputs received.
NOTED

3.1 AGENDA ITEMS:

NATIONAL DRAFT REPORT ON THE INCLUSION OF DISASTER MANAGEMENT AND FIRE EMERGENCY SERVICES IN THE IDPs AND SDBIPS

Mr Trevor Lombard [SALGA] informed the meeting that the National Working Group Meeting took place on 12 December 2022.

The following was highlighted from the report:

4.2 Currently, the FBSA provides for local authorities to establish and maintain a fire brigade service for the following different purpose:

a. Preventing the outbreak or spread of a fire;
b. Fighting or extinguishing a fire;
c. The protection of life or property against a fire or other threatening danger;
d. The rescue of life or property from a fire or other danger;
e. Subject to the provisions of the Health Act, 1977 (Act No. 63 of 1977), the rendering of an ambulance service as an integral part of the fire brigade service; or
f. The performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

4.4 Building closer working relations – It is important to note that while fire service is a line function and disaster management a coordinating function, there must be closer working relations and cooperation between these two critical services. Furthermore, in discharging the duties alluded to above, especially those related to emergency response and other life-saving activities, a fire service is essential service which must prioritised in IPDs, SDBIP and budget reviews.

5. ENVISAGED IMPACT TO MUNICIPALITIES

- Measures for humanitarian relief, stabilization, and recovery as well as rehabilitation and reconstruction of damaged to critical infrastructure and basic services such as health and education facilities implemented in municipalities.
- Coordinated, quick response and recovery during disasters
- Promote Disaster Risk Reduction in Municipalities

NOTED.

3.2 NATIONAL UPDATE REPORT ON THE FLOOD RESPONSE INTERVENTIONS

Mr Trevor Lombard [SALGA] highlighted the following from the report.

The nine operational task teams set up by National Disaster Management Centre [NDMC] are still active to deal with the effects of the floods as follows:

a. Health and Medical Services [Lead: Department of Health];
b. Humanitarian Relief and Donor Coordination [Lead: Department of Social Development];
c. Integrated Flood Risk and Early Warnings [Lead: DCOG-NDMC];
d. National Food and Nutrition Security [Lead: DALRRD];
e. Communication and Community mobilization [Lead: GCIS];
f. Security and Emergency Search and Rescue [Lead: South African Police Service (SAPS)];
g. Infrastructure Interventions [Lead: Public Works and Infrastructure and DCOGMISA]; and
h. Finance and International Contributions Coordination [Lead departments: National Treasury and International Relations and Cooperation]
i. Economic Recovery and Reconstruction [Lead: Trade and Industry and Competition].

Envisaged impact to municipalities

- Measures for humanitarian relief, stabilization, and recovery as well as rehabilitation and reconstruction of damaged to critical infrastructure and basic services such as health and education facilities implemented in municipalities.
- Coordinated, quick response and recovery during disasters
- Promote Disaster Risk Reduction in Municipalities

NOTED

3.3 NATIONAL DRAFT REPORT ON THE STATUS OF THE POWERS AND FUNCTIONS ON THE DRM AND FIRE SERVICES

This item was dealt with under Item 202 of the Agenda.
The Report was NOTED.

3.4 UPDATING OF MUTUAL AID AGREEMENT AMONG WESTERN CAPE MUNICIPALITIES TO DEAL WITH DISASTER RISK, MAJOR INCIDENTS AND DISASTERS

Councillor Rhynhardt Bresler [City of Cape Town] reported on this item that the mutual agreement between Municipalities should be revised to entitle the mutual effectiveness and reducing the disasters risk and dealing with the impacts of major incidents and disasters for example the nuclear emergency evacuation Cape Town [north to western coast], major aircraft accidents in the mountains of the Cape Winelands, major oil spill in the Western Cape coastline, blackouts etc. The mutual agreements should include how to request or offer assistance, notification and activation deployment, command and control, disaster incidents and financial aspects such as user changes, insurance and discounts. In the agreements it can also deal with early warning systems as well as communication between Municipalities on the early warning systems.

A concern was raised now that the Electricity was declared as a disaster by the President and the question was posed to SALGA to what extent are we proactive as SALGA and this working

group regarding the announcement? There are no regulations promulgated yet and the question is to what extent can we as SALGA and all the municipalities participate in compiling such regulations? How will we engage with National to formulate these regulations?

Mr Trevor Lombard [SALGA] responded in saying that he will escalate the request to SALGA National for discussion and consideration.

NOTED

4. SALGA ON-LINE EVALUATION FORM

The Chairperson reminded all Working Group members to complete the SALGA On-Line Evaluation Form shared via WhatsApp.

5. DATE OF THE NEXT MEETING

The date of the next Provincial Working Group meeting will be communicated.

6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson thanked everyone for their attendance, their inputs and participation during the meeting.

The meeting adjourned at 12:39.

The Minutes of the Emergency Services and Disaster Management Working Group meeting held on 16 February 2023 were adopted on _____ 2023.

COUNCILLOR ANDRé TRUTER
EMERGENCY SERVICES AND DISASTER MANAGEMENT WORKING GROUP

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SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION
SALGA
Inspiring service delivery

MINUTES
Health Working Group

TO : THE CHAIRPERSON
DEPUTY CHAIRPERSON
Members of the Working Group
Municipal Officials
Invited Guests

MINUTES: HEALTH WORKING GROUP
WEDNESDAY, 15 FEBRUARY 2023

ENCLOSED please find the Minutes of the SALGA Health Provincial Working Group meeting held on Wednesday, 15 February 2023 at the King George Hotel, GEORGE.

Mr KHALIL MULLAGIE
PROVINCIAL DIRECTOR OF OPERATIONS

ENCL

MINUTES
Health Working Groups

1.1 OPENING AND WELCOME

The Acting Chairperson of the Health Working Group, Alderman Aidan Stowman, welcomed all Councillors, Guests, Stakeholders and Officials present at the Health Working Group Meeting.

The meeting was opened with a moment of silence and self-reflection.

1.2 INTRODUCTION and ATTENDANCE

Present: Official Representative: Councillors / Aldermen

No	Cllr/ Ald	Title	Name		Name of Municipality
1.	Ald	Mr	Aidan Stowman	:	Deputy Chairperson
2.	Cllr	Mr	Mario Wessels	:	Bergrivier
3.	Cllr	Ms	Sumeia Ndayi	:	Bitou
4.	Cllr	Mr	Jan von Willingh	:	Breede Valley
5.	Cllr	Ms	Xoliswa Mdemka	:	Cape Winelands DM/Stellenbosch
6.	Cllr	Ms	Kariena Maré	:	City of Cape Town
7.	Cllr	Mr	Samuel Laban	:	Laingsburg
8.	Cllr	Ms	Paula Hess	:	Langeberg
9.	Cllr	Ms	Anel Berry	:	Oudtshoorn
10.	Cllr	Mr	Sidney Koonthea	:	Prince Albert
11.	Cllr	Ms	Eventhia Vaughan	:	Saldanha Bay
12.	Cllr	Ms	Desiree Bess	:	Swartland
13.	Cllr	Ms	Leone Venter	:	West Coast DM
14.	Cllr	Ms	Felicity Klazen	:	Witzenberg

Other Councillors

1.	Cllr	Ms	Christina Muller	:	Oudtshoorn
2.	Cllr	Ms	Johanna Botha	:	Laingsburg
3.	Cllr	Mr	Chris White	:	Matzikama

Present: Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Clive Africa	:	Garden Rout DM
2.	Off	Mr	Mike Gouws	:	Laingsburg
3.	Off	Mr	Wilfred Solomons-Johannes	:	Theewaterskloof
4.	Off	Mr	Wilhelm Markus	:	West Coast DM

Invited guests

No		Title	Name		Organisation
1.	Off	Ms	Jessica Erasmus	:	Garden Route DM
2.	Off	Mr	Francois Koelman	:	Garden Route DM
3.	Off	Dr	Thabo Sepuru	:	SALGA

No		Title	Name		Organisation
4.	Off	Mr	Siketho Mavundza	:	SALGA

SALGA Officials

No	Off	Title	Name		Name of Municipality
1.	Off	Mr	Khalil Mullagie	:	Provincial Director of Operations
2.	Off	Mr	Trevor Lombard	:	Senior Advisor: Inclusive Communities
3.	Off	Ms	Richenda Herandien	:	Advisor: Community Development
4.	Off	Ms	Miltoinette Cupido	:	Manager Strategic Support and Analytics
5.	Off	Ms	Marelize de Wet	:	SALGA: Portfolio Administrator
6.	Off	Ms	Magda Marais	:	SALGA: Portfolio Administrator
7.	Off	Ms	Jabu Ngubane	:	SALGA: Portfolio Administrator
8.	Off	Mr	Khululekani Mgezi	:	SALGA
9.	Off	Ms	Joyce Moholola	:	SALGA
10.	Off	Ms	Lehlogonolo Maake	:	SALGA: Intern
11.	Off	Mr	Sidwell Blows	:	SALGA
12.	Off	Ms	Olwethu Nqoba	:	SALGA

Apologies

No	Off	Title	Name		Name of Municipality
1.	Cllr	Ms	Jacoline Visser	:	Chairperson: Health WG
2.	Ald	Mr	Donovan Joubert	:	PEC Chairperson
3.	Cllr	Ms	Christephine Kearns	:	Drakenstein
4.	Cllr	Mr	Browen Jonhson	:	George
5.	Cllr	Mr	Gerald Boezak	:	Hessequa

1.3 EVACUATION PROCEDURE

Mr Anwin Los from King George Hotel explained the evacuation procedure to the meeting.

NOTED

1.3 APPROVAL OF THE HEALTH WORKING GROUP OF 10 OCTOBER 2022

The Minutes of the Health Working Group Meeting held on 10 October 2022 was moved by Councillor Eventhia Vaughan [Saldanha Bay Municipality] for adoption and seconded by Councillor Xoliswa Mdemka [Cape Wineland District Municipality].

NOTED

1.4 MATTERS ARISING FROM THE MINUTES OF THE HEALTH WORKING GROUP OF 10 OCTOBER 2022

No matters arising.

NOTED

1.5 ADOPTION OF THE AGENDA

The adoption of the Health Working Group was proposed by Cllr Anel Berry [Oudtshoorn Municipality] and seconded by Cllr Kariena Maré [City of Cape Town].

ADOPTED and APPROVED

2. PRESENTATIONS:

2.1 MUNICIPAL HEALTH INFORMATION, PERFORMANCE AND EARLY WARNING SYSTEM

Mr Francois Koelman presented on the Municipal Health Inspection Application informing the meeting that in 2012 Garden Route District Municipality [then Eden District Municipality], in partnership with Business Engineering, decided to develop a paperless inspection system. Apart from the issuing of the certificates as well the issuing of notices, all other administrative functions would be done electronically.

In general, the average inspections per year was about 7961 inspections and 6000 samples, which included food and water samples, done by 40 qualified Environmental Health Practitioners [EHPs].

As the District Municipality faced financial challenge, they could not afford to do the inspection of State-Owned facilities, which became compulsory in 2012, because of the additional financial burden, and shortage of staff.

A meeting was held with Business Engineering to further extend the paperless exercise, using mobile devices, such as a cell phone. A presentation was done to Senior Management to present to them this cost saving initiative as well as other quality control and audit advantages, and they supported the project.

The Rationale behind the application was to make optimal use of resources [phone, camera, laptop] and inspection books all in/on one device, to reduce paper usage and work more cost effective.

The benefits to the Employee:

- All relevant information will be immediately available to do more detailed inspections on the premises
- Less time is spent on administrative tasks as there will be no need to write it down and then process later at the office.
- More inspections can be done per day as travelling time to and from the office to complete tasks or obtain relevant information can be eliminated
- Report writing will improve by giving more detailed information by also attaching pictures to the report.
- The improvement of daily and weekly planning.
- The potential expansion applications and programs specific to the needs of Garden Route District Municipality.
- The training of employees with regards to computer literacy will help them become more of an effective asset for Garden Route District Municipality.

Benefits to Employers:

- The improvement of monitoring and verification of EHPs outputs.
- Duration of inspections can be monitored.
- The exact time of when inspections are conducted can be monitored.
- Corrective measures, that also require assistance, can be applied faster.
- Better informed decisions can be made timelier for situations that would require immediate action, to avoid the escalation of the situation.

Benefits to Clients:

- Quick feedback on inspection reports.
- Faster response or feedback can be given to clients regarding their queries.
- Quicker completion of tasks, for example the issuing of compliance certificates for premises.

- Improved technical decision-making can be made to the benefits of businesses. They will be able to get feedback quicker rather than waiting for an EHPs to come back later with feedback.
- In general this means a much more improved and professional service is delivered to clients.

Garden Route District Municipality did not invent the concept, but they extended their own paperless inspection through the cell phone device.

Furthermore, this Municipal Health Application is being seen as a best practice for rendering Municipal Health Services ([MHS] in the country.

In addition to the above mentioned it is important to note that this system will also be used as a performance management tool for MHS with specific references to the implementation and measuring of individual's performance for EHPs.

The cost implications were explained:
- Garden Route District Municipality has a long term contract with the service provider, Business Engineering.
- The original development cost was R200 000
- Cell phone contracts costs:
  - R570 X 40 EHP'S = 273600 p/y
  - DATA, talk minutes, free calls to colleagues and the office
- Indirect cost savings
  - Saving ± 20% time
  - 3.6 million in time value

Mr Francois Koelman concluded the presentation by informing the meeting that the Environmental Health challenges of the 21st century must surely also be addressed through technological advances and innovation.

The greatest asset of any organization must be its valuable human capital. Effective and efficient service delivery, in a global environment, under huge financial strain, can be made possible by *"smart people, smart officials".* We need to do more with what we have available.

The available time saved by this innovation also creates the opportunity for EHPs to focus more on the science of Environmental Health as well as more focus on new emerging diseases like the Zika virus, and old diseases like Bubonic plaque antibodies in rats. HIV/AIDS continuous education should also not be forgotten.

Ms Jessica Erasmus did a live demonstration of how the application work and the benefits.

The meeting was very impressed with the application and was a best practice within the Western Cape. Ms Jessica Erasmus also mentioned that the application can also work while there is loadshedding and also work offline.

It was mentioned that it is expensive to start the application, but in long term it will be a money saving to the Municipality.
NOTED

2.2 SALGA POSITION PAPER ON LOCAL GOVERNMENT RESPONSE TO HIV, STI AND TB

Dr Thabo Sepuru from SALGA National updated members on the development of position paper on strengthening local government response on HIV, TB and STI and the progress

thereof, the position of SALGA was presented to solicit further inputs on strengthening local government's position on HIV, TB and STI.

Dr Sepuru shared the following background and rationale:

- South Africa's HIV prevalence remain the highest in the world with 8.45 million of the country's population leaving with HIV in 2022 while TB remained the leading cause of death in the three years from 2016 – 2018.
- In January 2000, The South African National AIDS Council [SANAC] was formed, replacing the Inter-Ministerial Committee on AIDS [IMC], which was at the time the first high-level political body tasked with providing guidance, leadership and political oversight on HIV and AIDS.
- SANAC brings together government, civil society and the private sector to create a collective response to HIV, TB and STIs in South Africa. SANAC is doing this through the development of a 5-year term National Strategic Plans on HIV, TB and STIs and the country is now in the process of finalising the fifth generation of the strategic plans [NSP 2023-2028].
- The first [2000-2005] strategic plan proposed that AIDS Councils be established at provincial and district levels to guide the implementation of the strategic plan.
- Municipalities have been coordinating the HIV and AIDS response at local level through Municipal HIV and AIDS response programmes and AIDS councils, however the local government response hasn't progressed well due to lack of resources and overlapping mandates, roles, and responsibilities amongst different role players.
- The challenges extend beyond the issues of roles and responsibilities and include poor leadership, lack of funding and high staff turnover in the offices supporting public office bearers which are the staff usually coordinating the HIV/AIDS programmes.
- The frameworks and guidelines developed to guide local government response has so far not assisted in addressing the challenges impeding local government response.
- The situation undermines the objective of local government to promote social and economic development within the communities they serve through the delivery of many services.
- The costs of HIV/AIDS to municipal areas extend beyond the loss of life and increased suffering. There are currently many child-headed households and many people laid off as a result of the epidemic.
- HIV and AIDS has led to the high demand of burial spaces and free basic services from municipalities. Increasing health service demands are coupled with a decreasing ability to pay for municipal services.
- Loss of skills, and tax revenue also impede the ability of a municipality to pursue goals of development and threaten its ability to provide its core services.
- A policy position which clarifies the role and resourcing of local government will go a long way in addressing the challenges encountered by local government and other stakeholders in terms of knowing how best to direct their efforts.
- Consensus amongst all role players will be key in realising the purpose of this exercise and therefore consultation with relevant stakeholders is critical.

A consultation session was held, and the following Stakeholders were consulted:

- Municipalities through clustered provincial consultations sessions.
- Councillors during portfolio-based councillor inductions.
- SALGA Working Group Members responsible for Health.
- Gauteng AIDS Council.
- Further consultation will be done with other Provincial Aids, Key governance structures and stakeholders.
- Continuous engagements with SANAC to provide the required support.

The following key aspects were raised from the Consultation Session:

- Consensus that local government has a key role to play in the response to HIV, TB and STI.
- Varying understanding of the role that local government should play in the HIV response.
- Varying institutional arrangements to support the responses [Some municipalities do not have dedicated support staff, secretariat located within the health departments depending on the institutional arrangements, to ensure continuity and institutional memory].
- Challenge pertaining to resources or funding the local government response.
- Governance on HIV, STIs and TB in municipalities, e.g. establishment and functionality of AIDS councils [Councils not constituted, councils not sitting, not chaired by mayors as expected]
- Varying capacity on mainstreaming of HIV, STI and TB response. For instance, inclusion in the IDPs of municipalities and other programmes

Recommended Policy Position:

Governance and leadership

- AIDS Councils at Districts and Local level councils be chaired by executive mayors and mayors to ensure alignment with provincial and national structures which are chaired by the premiers and the presidency respectively. This will promote leadership and accountability at local level and encourage sector leaders to take part.
- "Any other councilor designated by the municipality" MMC/Head of Portfolios for Health/Social or Community Development forms part of the AIDS Council. This will strengthen the political support to the local response.
- SALGA to represent local government at SANAC plenary. This will ensure Local Government representation and accountability at national level.
- The HIV, TB and STI agenda should be integrated into the programme of SALGA Council of Mayors. This will enable better coordination of HAST in municipalities and promote leadership, governance and accountability on HIV and AIDs.

The role of SALGA was stipulated as follows:

- Support, advocate and represent the interest of local government in respect of HIV, TB and STI at relevant structures and platforms.
- Build the capacity of councillors and municipal officials.
- Support and advise municipalities on range of issues pertaining to HIV, TB and STI response.
- Profile the work of local government in response to HIV, TB and STI.
- Provide knowledge and information sharing platforms.

The role of the Municipalities – the following functions align with the core mandate of local government and are recommended to be the following:

- Champion the implementation of the NSP at municipal level.
- Drive the implementation of Multi-Sectoral District Implementation Plans [MDIPs] and local plans.
- Coordinating engagement between relevant stakeholders within their area of jurisdiction.
- Identifying the HIV prevalence and incidence within the municipalities and the implications this will have for service delivery and governance capacity.
- Ensures municipal plans, programmes and projects mainstream HIV and AIDS.
- Developing and implementing indigent policies which includes those infected and affected with HIV and AIDS.
- Upscale the provision of basic services to vulnerable groups.
- Ensure that municipal by-laws and procedures consider the impact of HIV and AIDS

Funding of local government response

- HIV is an issue of National interest and therefore it is recommended that:
- Municipalities must from own financial capacity strive to make funding available to respond towards HIV, TB and STI
- SANAC must mobilise funds to funds AIDS Councils Operations
- The National Treasury must make funding available to supplement funding made from municipal budgets.

Institutional arrangements for HIV, TB and STI response

- Municipalities must as part of building their capacity towards HIV, TB and STI response appoint competent people to manage and or coordinate HIV, TB and STI municipal response programmes. Municipalities as part of the multi-sector stakeholders must initiate and implement response programmes.
- HIV coordinators must be appointment on a permanent basis rather than the political term of office.
- SANAC must appoint competent secretariat staff to coordinate the work of the AIDS councils. The coordination of the AIDS Councils work should not be seen as part-time or but a full-time responsibility.

The following recommendations were approved by the Working Group:

1. The Report was noted.
2. That Municipalities input on the proposed local government position.

NOTED

2.3 PROPOSED 2023/2024 APP ACTIVITIES

Dr Thabo Sepuru from SALGA shared the Municipal Health 2023/2024 APP Activities with the meeting.

One of the APP Activities were that 24 municipalities were supported to improve the local government response on HIV, TB and STIs by 31 March 2024.

The following Municipalities from the Western Cape were selected to form part of the support:

- HIV – Overberg DM and West Coast DM
- MHS – Garden Route DM and Cape Winelands DM

The report was NOTED.

3.1 AGENDA ITEMS:

SALGA PRESENTATION AT THE EXTENDED SANAC PLENARY

Mr Trevor Lombard informed the meeting that the Extended SANAC Plenary Meeting held 15 July 2022 in Northwest expressed concern about the lack of attendance by the leadership at national and provincial level and resolved that a special meeting be convened by the office of the Deputy President with Premiers and Sector Leaders, to discuss the issue of active participation in upcoming Plenary meetings. The plenary also resolved that an engagement should take place with the Premier of the Western Cape to discuss the provincial response to HIV and TB, including the composition and functionality of the provincial Council.

It was also reported that AIDS Councils at local level are not meeting, and Mayors are not accountable and that SALGA should play a more active role in the HIV and TB response. SALGA was therefore invited to make a presentation on the role of SALGA in strengthening the AIDS response at extended the SANAC plenary meeting held on 24 November 2020 at the Cape Town International Convention Centre, Western Cape.

Cllr Jacoline Visser made a presentation on behalf of the Chairperson of the Working Group Cllr Dr Annelie Rabie. The presentation covered SALGA and its mandate, Capacity building programmes, SALGA Position Paper on Local Government Response to HIV, TB and STI, Key Issues affecting Local government Response, Progress on the development of the position paper and the recommendations for strengthening local government response to HIV, TB and STI.

The following recommendations were tabled to the Extended SANAC Plenary as part of the presentation.

- That the SANAC Extended Plenary note the capacity building programme conducted by SALGA on roles and responsibilities of councillors on HIV and AIDS response.
- Note that SALGA is in the process of developing a Position Paper on the Local Government's response to HIV, STIs and TB.
- That the Extended Plenary inputs into the processes undertaken by SALGA to strengthen the HIV/AIDS response at local level
- SALGA become a permanent member of the SANAC Plenary.

The Extended SANAC Plenary welcomed the recommendation for SALGA to become a permanent member of the SANAC Plenary with an applause.

NOTED

4. SALGA ON-LINE EVALUATION FORM

The Chairperson reminded all Working Group members to complete the SALGA On-Line Evaluation Form shared via Whatsapp.

NOTED

5. DATE OF THE NEXT MEETING

The date of the next Provincial Working Group meeting will be communicated.

6. CLOSURE AND ACKNOWLEDGEMENTS

The Chairperson thanked everyone for their attendance, their inputs and participation during the meeting.

The meeting adjourned at 10:27.

The Minutes of the Health Working Group held on 15 February 2023 were adopted on _____ 2023.

COUNCILLOR JACOLINE VISSER
CHAIRPERSON: HEALTH WORKING GROUP

WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Manager Legal Services

DATUM / DATE: 13 September 2022

VERW. / REF.: 7/1/4/1

IN RE: REQUEST TO SWOP ERF 85 OP DIE BERG FOR A PORTION OF ERF 417 OP DIE BERG

PURPOSE

To consider recommending to Council swopping erf 85 Op die Berg for a Portion of Erf 417 Op die Berg.

DELIBERATION

Erf 85 Op Die Berg – See attached Map

- Erf 85 are still registered in the name of the NG Church of Op Die Berg, but in terms of Town Establishment this erf vests within the Municipality.
- Registration of Erf 85 never took place;
- The Erf is zoned Open Space I.
- Size: 3,2 ha
- This erf was maintained over the years by the Church;
- The erf is not of value for the municipality as it is uneven rocky piece of land

Erf 417/0 Op Die Berg – See attached Map

- NG Church is the property owners of Erf 417/0
- Zoning: Agricultural I
- Size: 210ha, of which ± 4,6ha are to be swopped as it is basically the only portion that can be utilised.

The church does not make use of the portion of Erf 417/0 that we enquired about. There is a serious need for socio, economic develeopment in Op Die Berg, but we do not own land for this purpose. The Church shares the sentiment for a socio economic project whereby the community can benefit.

LEGAL IMPLICATION

It is trite law that Council can only sell property through a competitive process unless the sale is important for local economic development and further where the participation of other members of public in the process is

impractical. Council needs to resolve in terms of the Municipal Finance Management Act that the land is not required for basic minimum services and that it be sold at a market related price.

The the swop of land is subject to successful rezoning and subdivision.

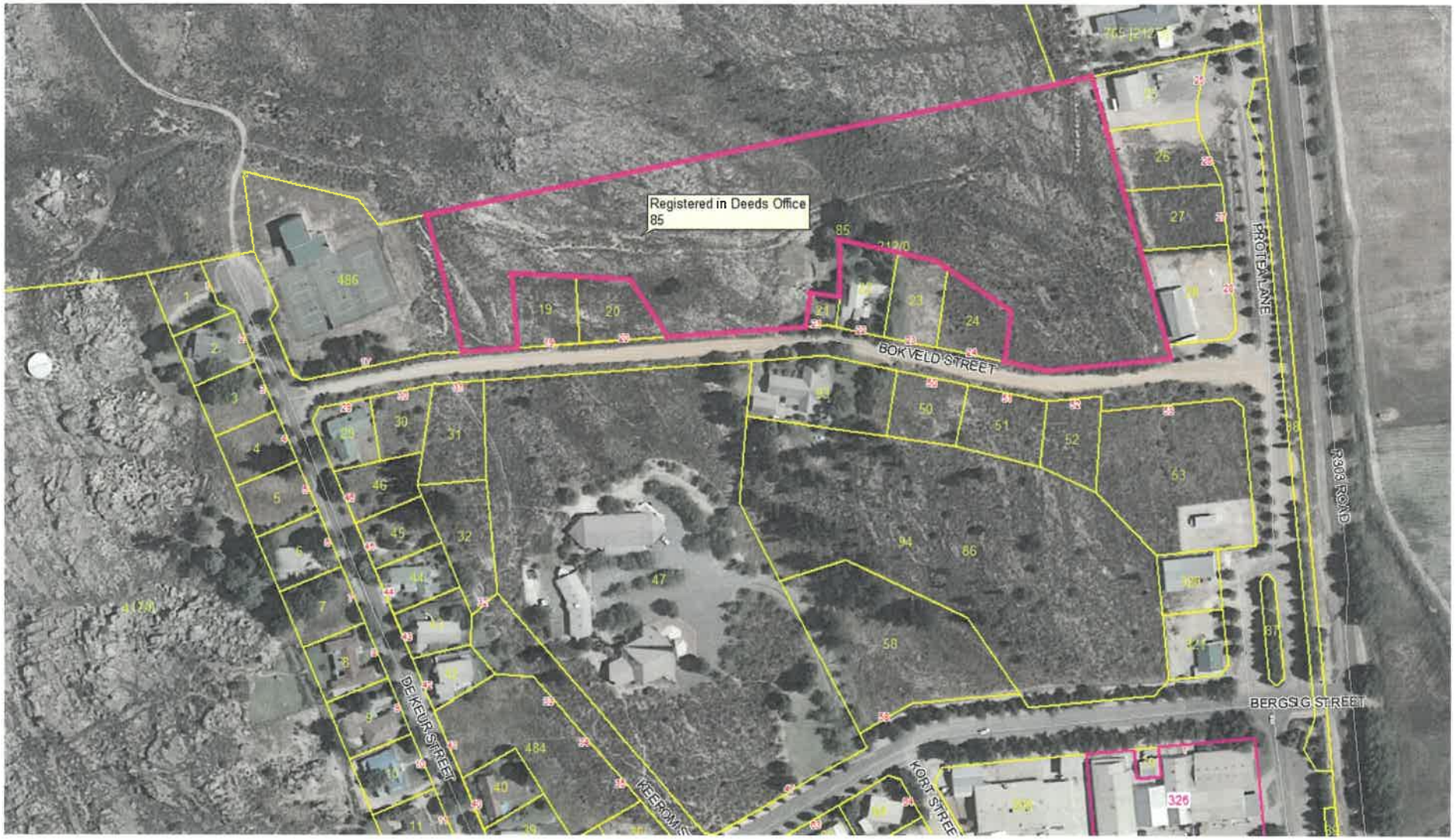
FINANCIAL IMPLICATION

The Subdivision and Rezoning of Erf 417/0 will be for the account of the Muncipality as well as the transfer thereof.
The transfer of Erf 85 to the Church will be for the account of the Church.

TO RECOMMEND TO CORPORATE COMITEE

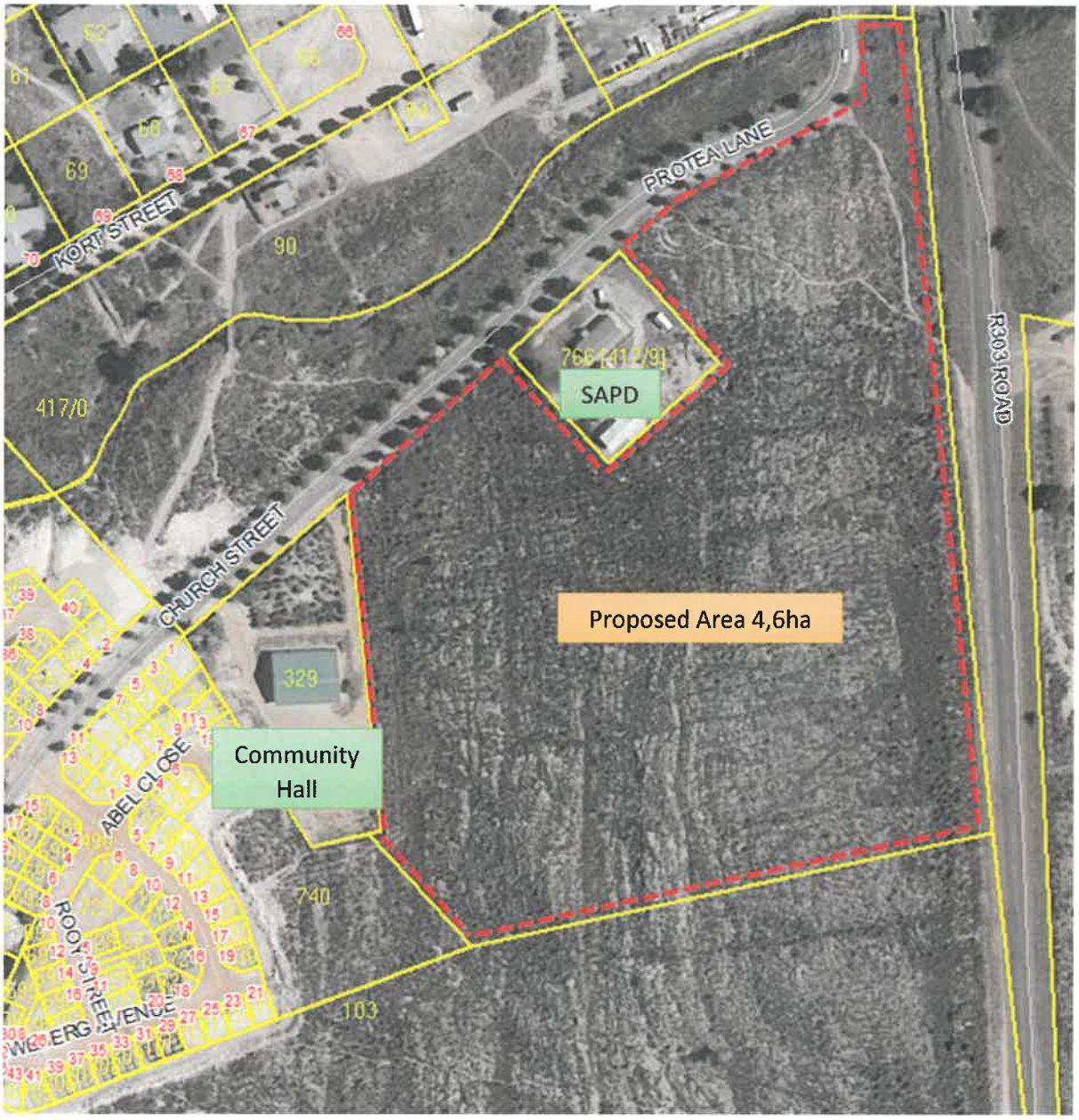
For Consideration

ERF 85 OP DIE BERG



Portion of Erf 417, Op-Die-Berg

Proposed Area: 4,6ha (estimate) ---



WITZENBERG

MUNISIPALITEIT UMASIPALA MUNICIPALITY

- MEMORANDUM -

AAN / TO: Municipal Manager

VAN / FROM: Manager Legal Services

DATUM / DATE: 13 April 2023

VERW. / REF.: 7/1/4/1

IN RE: REQUEST TO PURCHASE ERF 2459, CERES

PURPOSE

To consider recommending to Council the selling of erf 2459, Ceres (extent 121 m2) to ajacent owner of Erf 1777, Johan Mostert Trust (Talisman Hire Ceres).

DELIBERATION

Council is the owner of erf 2459, Ceres, situated at the back of Erf 1777, Ceres (Talisman Hire Ceres). Please see map below.

One of the Municipality's electrical substations was stationed on Erf 2549, but was moved to the corner of Voortrekker street and Malherbe Street. The is no access road to Erf 2549, Ceres other than over Erf 1777. Johan Mostert Trust, owner of Erf 1777 requested from the Municipality to buy this small piece of land from the Municipality because they intend to expand their building (Talisman Hire) and the Municipality does not intend to utilise the property any longer as it is only 121sqm.

INPUT FOR TECHNICAL MANAGERS:

MANAGER ELECTRICAL SERVICES

The Municipality has no intentions of using the old Voortrekker substation again. However, it should be noted that there is a low voltage supply cable that runs on the erf 2549 boundary, supplying quite a number of houses in Orange street. It is therefore critical that my team is notified well in advance to help show the prospective owner the existing cable route and also be noted that he will continuously need to provide us access should there be a cable fault on that cable.

Also, inside the brick built substation, there is still a transformer, an LV panel together with cables which will need to removed and this will require the structure to be demolished to allow a Crane truck to lift and pull out the more than 2meters high transformer and the LV panel in the substation.

MANAGER STREETS AND STORM WATER
No objection.

It should be noted that the Land Surveyor informed us that their might be fibre cables running across Erf 2549, Ceres.

SENIOR MANAGER TOWN PLANNING

If Council approves the sale, it should be subject to the following conditions:

1. Aansoek moet gedoen word vir hersonering van Erf 2549 vanaf "Authority zone" na "Business I"
2. Aansoek moet gedoen word vir konsolidasie van Erf 2549 met Erf 1777.
3. Professionele persoon moet aangestel word om bg aansoek te hanteer.

WATER AND SEWERAGE

No Objection.

LEGAL REQUIREMENTS

It is trite law that Council can only sell property through a competitive process unless the sale is important for local economic development and further where the participation of other members of public in the process is impractical. Council needs to resolve in terms of the Municipal Finance Management Act that the land is not required for basic minimum services and that it be sold at a market related price.

FINANCIAL IMPLICATION

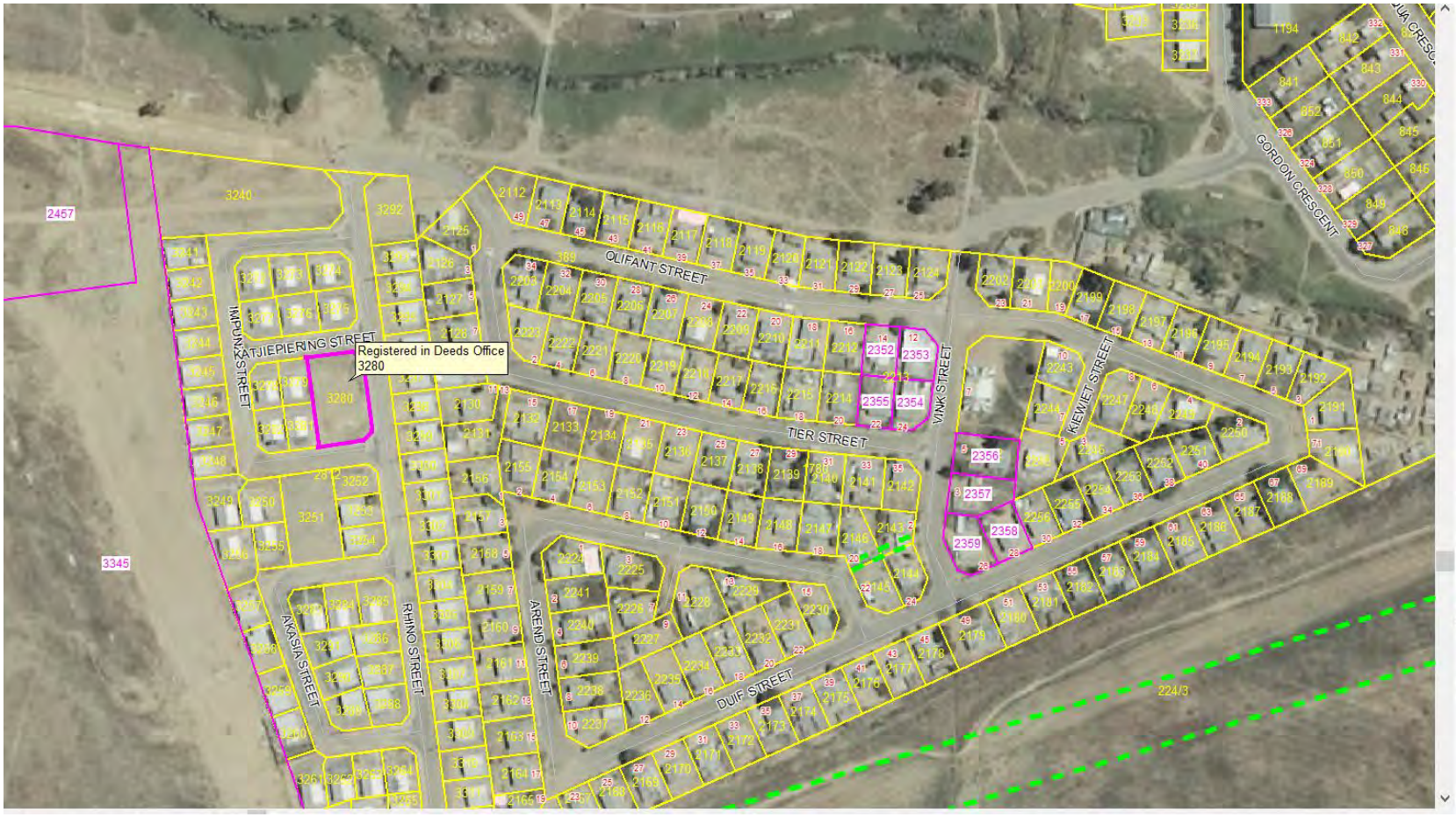
There is no negative financial implication attached to the transaction. If Council considers the sale it will enhance and improve the value of the properties if consolidated. This will effectively mean that Council will generate more income through services and rates.
The applicant to carry all costs relating the sale transaction and removal of old substation.

TO RECOMMEND TO CORPORATE COMITEE

i. that the Corporate Committee considers recommending to Council the alienation of the municipal property in favour of Johan Mostert Trust.

ii. that erf 2549, Ceres is not required for minimum basic services.

iii. that erf 2549, Ceres be sold at a market related price.



- TransferOfRentalStockMay2018
- RDPHousing4June2018
- NoSamrasNotMeteredJune2018
- NoWaterMetersButShouldBeJan...
- Zoning
- NoValuations17Feb2020

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Erf	
Subdivision	
Zoned	**INST2**
NewZoning	**Community II**
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